Guest Artist/Presenter Request Form

A formal invitation to a potential guest artist or presenter, if the reservation of Crane spaces and/or payment of honorarium/travel are involved, may not be extended until this form has been completed and the invitation approved by the Dean.

Guest artist/presenter name(s) _______________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
Performing/presenting group name and/or institutional affiliation, if applicable: _______________________
_______________________________________________________________________________________
_______________________________________________________________________________________
Additional relevant information about guest artist(s) or presenter(s): ________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
Date/time of proposed concert, presentation, or event: ___________________________________________
Proposed location: _______________________________________________________________________
Brief description of concert, presentation, or event, including associated masterclasses/workshops proposed:
_______________________________________________________________________________________
_______________________________________________________________________________________

<table>
<thead>
<tr>
<th>Anticipated costs:</th>
<th>Funding sources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium: $ _____________</td>
<td>Source: CSA $ ___________</td>
</tr>
<tr>
<td>Transportation: $ __________</td>
<td>SGA $ ___________</td>
</tr>
<tr>
<td>Lodging: $ _____________</td>
<td>Department $ ___________</td>
</tr>
<tr>
<td>Meals: $ _____________</td>
<td>External org $ ___________</td>
</tr>
<tr>
<td>Publicity/production: $ _____________</td>
<td>Other $ ___________</td>
</tr>
<tr>
<td>Other $ _____________</td>
<td>(describe: __________________________)</td>
</tr>
</tbody>
</table>

TOTAL $ _____________

Does the proposed guest artist, presenter, or organization have legal status to be paid for services in the US? Yes ____ No ____ This question must be answered. (Generally, the answer is yes if individuals are US citizens with a Social Security number, if they have a US tax identification number, or if payment will be made to a company, such as an agent. Non-US individuals lacking a US tax ID cannot be paid without significant additional steps.)

Facilities manager: ________________________________________  Date: ______________________
Proposing faculty member: ____________________________________  Date: ______________________
Department chair: _________________________________________  Date: ______________________
Dean’s approval: _________________________________________  Date: ______________________