



Guest Artist Contract Information Form

- Submit this request, along with the Guest Artist Recital or Masterclass Request Form, if applicable, and a W9, to the Director, School of Music four weeks before the event.
- This is not a contract. This form requests the creation of a contract by the Dean's office.
- This form must be completed by School of Music faculty only.
- After the contract has been created and signed by artist/manager and returned to WSU, payment should be available within two weeks.

Legal Name of Artist

Manager Company (if applicable)

Mailing Address for contract and payment

Manager Contact Name

Manager or Artist Contact Phone

Manager or Artist Contact Email

Fee for service(s) \$

Check made payable to

Check

Provided at performance

Mailed

What service will artist provide, select all that apply (hold the CTRL key down to select)

Date(s) of service(s)

Time(s) of service(s)

Are there additional expenses (hotel, airfare) that should be added to the honorarium amount listed above? If yes, describe the expense(s), including cost:

Proposed funding-select

Requesting Faculty Member signature_____

Approved, Director, School of Music_____

Funding Source(s) to be completed by Director's office_____