CHECKLIST FOR VISITING ARTIST AND SCHOLAR SERIES
All tasks should be completed as soon as possible, but no later than the deadlines listed.

Step 1: no later than March 22, 2018
- Write Thank You Letter to Donors
- Sign Acceptance Form

Step 2: Meet with Carson and Sara no later than March 22, 2018
- Determine Dates
- Reserve Venue
- Begin Contract process
- Review budget and include any revisions
- Discuss travel and lodging arrangements

Step 3: Will be coordinated at initial meeting with Carson and Sara
- Meet with Technical Director (if needed)
- Meet with Marketing Director (posters must be approved by marketing team)
- Submit information and high resolution image for Series Brochure by April 1, 2018.

Step 4: 10 weeks prior to event
- Finalize Contract (sent by Sara through DocuSign)
- Obtain Artist Rider (if needed)
- Receive Artist’s W-9 or W8-BEN (for non-US residents)
- Fill out Foreign Nation Information Form if non-US resident

Step 5 1 business day before event
- Sign Out Visiting Artist P-Card with Sara

Step 6: 1 business day after event
- Return Artist P-Card
- Turn in receipts with a list of meal participants

Step 7: 2 weeks post event
- Provide Documentation and Final Summary Report