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 April 1, 2016

- Write Thank You Letter to Donors
- Sign Acceptance Form

Step 2: Meet with Lucy and Rachel no later than May 1, 2016

- Determine Dates
- Reserve Venue
- Begin Contract process
- Review budget and include any revisions
- Discuss travel arrangements

Step 3: Will be coordinated at initial meeting with Lucy and Rachel

- 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 (deadline: TBA)

Step 4: 10 weeks prior to event

- Finalize Contract (sent by Lucy through DocuSign)
- Obtain Artist Rider (if needed)
- Receive Artist’s W-9 or W8-BEN (for non-US residents)

Step 5: 4 weeks prior to event

- Submit information for itinerary (Lucy will fill out)

Step 6 1 business day before event

- Sign Out Visiting Artist P-Card with Lucy

Step 7: 1 business day after event

- Return Artist P-Card
- Turn in receipts with a list of meal participants

Step 8: 2 weeks post event

- Provide Documentation and Final Summary Report