

2025-2026 SPECIAL EVENT ARTIST PROPOSAL/PROCEDURES WORKSHEET Procedures for

Coordinator of Special Event:

1. Master Calendar Clearance/Arrange for Space - **Check with Coordinator of Music Promotional Activities.**
2. Submit this completed form/proposal and W-9 to Director or Unit (brief biography and/or promotional materials need to be attached). FOAP: _____
3. **Funding Approved: Yes ___ No ___ Date _____ Director's OR Unit Signature _____**
4. After funding is approved, Administrative Coordinator will give a copy of this form to: Coordinator of Music & Promotional Activities, CFA Project Coordinator, the Coordinator of the Special Event, and CFAConnect@bsu.edu.
5. The CFA Project Coordinator will send a contract and the W-9 to the CFA Budget Director.
6. The Coordinator of this Special Event needs to check with CFA Project Coordinator to make sure signed contract has been received within two weeks of event.
7. Make sure Coordinator of Music Promotional Activities has promotional materials (programs, posters, publicities).
8. Airport pick-up and return - Special Event Coordinator's responsibility. (If a University vehicle is required, CFA Project Coordinator needs travel forms at least three weeks prior to date needed.)
9. Itinerary - Special Event Coordinator's responsibility.
10. Field Trip Notice - Special Event Coordinator should check with Administrative Coordinator.
11. CFA Project Coordinator will mail a check to the performer 3 days after the Event has taken place. The Coordinator of the Special Event is required to contact the CFA Project Coordinator if the Event did not take place.

FACULTY COORDINATOR/SPONSOR: _____

NAME OF EVENT: _____

GUEST ARTIST INFORMATION:

NAME: _____

HOME ADDRESS (required for check request): _____

PHONE NUMBER: (home) _____ (work) _____

E-MAIL _____

PROGRAM INFORMATION:

DATE: _____

DUTIES: _____

LOCATION: _____

ADDITIONAL COMMENTS: _____

EXPENSES:

NOTE: Guest Artist must pay all projected expenses with the BSU honorarium check.

honorarium/fee _____ +lodging _____ + meals _____ +transportation _____

(University vehicle will be required - Yes_ ☐ - - No_ ☐ - -

TOTAL PAYMENT TO GUEST ARTIST \$ _____