

## Guest Artist Information Form

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

Legal name of Artist and/or Manager: \_\_\_\_\_

Mailing Address for contract and payment: \_\_\_\_\_

\_\_\_\_\_

Artist or Manager Contact Phone: \_\_\_\_\_

Artist or Manager Contact Email: \_\_\_\_\_

Fee for service(s): \$ \_\_\_\_\_

Are there additional expenses that should be added to the honorarium amount? \_\_\_yes \_\_\_no  
(such as hotel, airfare, etc.)