

Guest Artist Check List

- Flight Needed
What airport do they want to fly out of? _____
Dates/Times needed at KSU _____

- Driving
 Parking Pass needed

- KSU Hotel
 Van Campen Apartment
 Other

- Honorarium/Stipend (fill out attached Independent Contractor form)
Citizenship? Y N

- Space/Classroom Secured

Independent Contractor Information Form

Please fill this out completely and return to Linda Colby. Know that once we receive a signed contract, it takes 4 weeks to generate a payment.

Name of person submitting this form: _____

Name of contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date of Birth (if available): _____ SS#: _____

(Note: Independent Contractor Determination Forms cannot be sent through without a SS#.)

1.) Describe what the contractor is doing (e.g. conduct Master Class in Repertory Lighting for THEA 21522 Lighting Design):

2.) Describe briefly the qualifications of the contractor (e.g. Broadway lighting designer with 24 years professional experience)

Date of activity: _____ Place of activity: _____

Amount Paid: _____ Dates Paid : _____

**Special Instructions to add to the contract (e.g. mileage, lodging paid, etc.) _____

For office use only

Approved: _____ Date: _____
School Director

Index:

Contract issued:

Contract Received:

Check Request: _____