

Guest Artist Booking Form

(for School of Music internal use only)

DO THESE STEPS IN THIS ORDER:

1. (If applicable) **Meet with Alison Loerke** (Rm. 102) to determine Brechemin Auditorium availability and reserve a date.
2. **Complete these sections below:** Artist Information and Event Information.
3. **Meet with Richard Karpen** to discuss School of Music costs. When costs are finalized, he will sign the form.
4. **Give the signed form to Doug Mathews.** He will sign it, and then give copies to **Claire Peterson, Joanne De Pue** and **Alison Loerke**. Claire will process travel and honorarium paperwork, and will do the concert program. Joanne will work with you to obtain from the artist program information, biography, and headshot, and will post the event information on the School of Music and UW Web calendars. Alison will finalize the Brechemin reservation, if applicable. *Please note: you will need to notify us if artist has any special gear or stage requirements.*

Artist Information

Name _____ E-mail _____

Mailing address _____

Work phone _____ Home phone _____

Arrival date/time _____ Departure date/time _____

U.S. citizen? List Social Security number _____

Not a U.S citizen? List country of citizenship _____

School of Music faculty contact _____

Event Information

Performance Master class Lecture Other _____

Event title _____ Date/time _____

Location _____

School of Music Costs

Honorarium: \$ _____ Hotel: dates -- _____ - _____ ; approx. cost - \$ _____

Airfare: from _____ to Seattle; approx. cost - \$ _____

School of Music faculty contact signature Date

Richard Karpen signature Date

Doug Mathews signature Date

Budget #: _____

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