



Artist Payment Schedule & Procedures

- For services up to 15 days in length, payment will be made on the first pay date after the end of the work.
- For services 15-60 days in length, 50% of the total payment will be paid on the pay date closest to the mid-point of the work and the balance at the first pay date after the end of the work.
- For services over 60 days in length, four equal payments will be evenly spaced over four dates, the first payment occurring on the pay date one-quarter of the way through the work and the final payment occurring on the first pay date after the end of the work.

Artist payments will be made every other Monday. **Invoices must be received by noon on Wednesday prior to the pay date to be included in that check run.** When a pay date falls on a holiday, payments will be made on the Tuesday of that week.

Invoices Must Be Received by 12pm Wednesday:	For Pay Date:
July 15, 2015	July 20, 2015
July 29, 2015	August 3, 2015
August 12, 2015	August 17, 2015
August 26, 2015	August 31, 2015
September 9, 2015	September 14, 2015
September 23, 2015	September 28, 2015
October 7, 2015	October 12, 2015
October 21, 2015	October 26, 2015
November 4, 2015	November 9, 2015
November 18, 2015	November 23, 2015
December 2, 2015	December 7, 2015
December 16, 2015	December 21, 2015
January 13, 2016	January 19, 2016
January 27, 2016	February 1, 2016
February 10, 2016	February 16, 2016
February 24, 2016	February 29, 2016
March 9, 2016	March 14, 2016
March 23, 2016	March 28, 2016
April 6, 2016	April 11, 2016
April 20, 2016	April 25, 2016
May 4, 2016	May 9, 2016
May 18, 2016	May 23, 2016
June 1, 2016	June 6, 2016
June 15, 2016	June 20, 2016

Pay dates in bold above are Tuesdays due to Monday holidays.