



# 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 13, 2016	July 18, 2016
July 27, 2016	August 1, 2016
August 10, 2016	August 15, 2016
August 24, 2016	August 29, 2016
September 7, 2016	September 12, 2016
September 21, 2016	September 26, 2016
October 5, 2016	October 10, 2016
October 19, 2016	October 24, 2016
November 2, 2016	November 7, 2016
November 16, 2016	November 21, 2016
November 30, 2016	December 5, 2016
December 14, 2016	December 21, 2016
January 4, 2017	January 9, 2017
January 18, 2017	January 23, 2017
February 1, 2017	February 6, 2017
February 15, 2017	<b>February 21, 2017</b>
March 1, 2017	March 6, 2017
March 15, 2017	March 20, 2017
March 29, 2017	April 3, 2017
April 12, 2017	April 17, 2017
April 26, 2017	May 1, 2017
May 10, 2017	May 15, 2017
May 24, 2017	<b>May 30, 2017</b>
June 7, 2017	June 12, 2017
June 21, 2017	June 26, 2017

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