



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 12, 2017	July 17, 2017
July 26, 2017	July 31, 2017
August 9, 2017	August 14, 2017
August 23, 2017	August 28, 2017
September 6, 2017	September 11, 2017
September 20, 2017	September 25, 2017
October 4, 2017	October 9, 2017
October 18, 2017	October 23, 2017
November 1, 2017	November 6, 2017
November 15, 2017	November 20, 2017
November 29, 2017	December 4, 2017
December 13, 2017	December 18, 2017
January 10, 2018	January 16, 2018
January 24, 2018	January 29, 2018
February 7, 2018	February 12, 2018
February 21, 2018	February 26, 2018
March 7, 2018	March 12, 2018
March 21, 2018	March 26, 2018
April 4, 2018	April 9, 2018
April 18, 2018	April 23, 2018
May 2, 2018	May 7, 2018
May 16, 2018	May 21, 2018
May 30, 2018	June 4, 2018
June 13, 2018	June 18, 2018
June 20, 2018*	June 25, 2018*

*Additional week added. Please try to submit all paperwork by June 13th if possible.

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