



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 11, 2018	July 16, 2018
July 25, 2018	July 30, 2018
August 8, 2018	August 13, 2018
August 22, 2018	August 27, 2018
September 5, 2018	September 10, 2018
September 19, 2018	September 24, 2018
October 3, 2018	October 8, 2018
October 17, 2018	October 22, 2018
October 31, 2018	November 5, 2018
November 14, 2018	November 19, 2018
November 28, 2018	December 3, 2018
December 12, 2018	December 17, 2018
January 9, 2019	January 14, 2019
January 23, 2019	January 28, 2019
February 6, 2019	February 11, 2019
February 20, 2019	February 25, 2019
March 6, 2019	March 11, 2019
March 20, 2019	March 25, 2019
April 3, 2019	April 8, 2019
April 17, 2019	April 22, 2019
May 1, 2019	May 6, 2019
May 15, 2019	May 20, 2019
May 29, 2019	June 3, 2019
June 12, 2019	June 17, 2019
June 19, 2019*	June 24, 2019*

*Additional week added. Please try to submit all paperwork by June 12th if possible.

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