



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:
August 14, 2019	August 19, 2019
August 28, 2019	September 3, 2019
September 11, 2019	September 16, 2019
September 25, 2019	September 30, 2019
October 9, 2019	October 14, 2019
October 23, 2019	October 28, 2019
November 6, 2019	November 11, 2019
November 20, 2019	November 25, 2019
December 4, 2019	December 9, 2019
December 18, 2019	December 23, 2019
January 8, 2020	January 13, 2020
January 22, 2020	January 27, 2020
February 5, 2020	February 10, 2020
February 19, 2020	February 24, 2020
March 4, 2020	March 9, 2020
March 18, 2020	March 23, 2020
April 1, 2020	April 6, 2020
April 15, 2020	April 20, 2020
April 29, 2020	May 4, 2020
May 13, 2020	May 18, 2020
May 27, 2020	June 1, 2020
June 10, 2020	June 15, 2020
June 24, 2020*	June 29, 2020*

*Additional week added. Please try to submit all paperwork by June 10th if possible.

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