



# 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.

<b>Invoices Must Be Received by 12pm Wednesday:</b>		<b>For Pay Date:</b>
August 12, 2020		August 17, 2020
August 26, 2020		August 31, 2020
September 9, 2020		September 14, 2020
September 23, 2020		September 28, 2020
October 7, 2020		October 12, 2020
October 21, 2020		October 26, 2020
November 4, 2020		November 9, 2020
November 18, 2020		November 23, 2020
December 2, 2020		December 7, 2020
December 16, 2020		December 21, 2020
January 6, 2021		January 11, 2021
January 20, 2021		January 25, 2021
February 3, 2021		February 8, 2021
February 17, 2021		February 22, 2021
March 3, 2021		March 8, 2021
March 17, 2021		March 22, 2021
March 31, 2021		April 5, 2021
April 14, 2021		April 19, 2021
April 28, 2021		May 3, 2021
May 12, 2021		May 17, 2021
May 26, 2021		May 31, 2021
June 9, 2021		June 14, 2021
June 23, 2021		June 28, 2021

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