



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 4, 2021		August 9, 2021
August 18, 2021		August 23, 2021
September 1, 2021		September 7, 2021
September 15, 2021		September 20, 2021
September 29, 2021		October 4, 2021
October 13, 2021		October 18, 2021
October 27, 2021		November 1, 2021
November 10, 2021		November 15, 2021
November 24, 2021		November 29, 2021
December 8, 2021		December 13, 2021
January 5, 2022		January 10, 2022
January 19, 2022		January 24, 2022
February 2, 2022		February 7, 2022
February 16, 2022		February 22, 2022
March 2, 2022		March 7, 2022
March 16, 2022		March 21, 2022
March 30, 2022		April 4, 2022
April 13, 2022		April 18, 2022
April 27, 2022		May 2, 2022
May 11, 2022		May 16, 2022
May 25, 2022		May 31, 2022
June 8, 2022		June 13, 2022
June 22, 2022		June 27, 2022

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