



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 3, 2022		August 8, 2022
August 17, 2022		August 22, 2022
August 31, 2022		September 6, 2022
September 14, 2022		September 19, 2022
September 28, 2022		October 3, 2022
October 12, 2022		October 17, 2022
October 26, 2022		October 31, 2022
November 9, 2022		November 14, 2022
November 23, 2022		November 28, 2022
December 7, 2022		December 12, 2022
January 4, 2023		January 9, 2023
January 18, 2023		January 23, 2023
February 1, 2023		February 6, 2023
February 15, 2023		February 21, 2023
March 1, 2023		March 6, 2023
March 15, 2023		March 20, 2023
March 29, 2023		April 3, 2023
April 12, 2023		April 17, 2023
April 26, 2023		May 1, 2023
May 10, 2023		May 15, 2023
May 24, 2023		May 30, 2023
June 7, 2023		June 12, 2023
June 21, 2023		June 26, 2023

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