

VISITING PRESENTERS FUNDING APPLICATION

Please complete this form and return it to the Conservatory Office. The Visiting Presenters Committee will review all requests. Funding is not guaranteed until the Dean has signed this form.

Faculty Sponsor Name: _____

Department: _____

Name of Performer/Presenter: _____

It is understood that Performer/Presenter must be legally able to work in the United States. If they are here on a non-working visa, they will be liable for any assessed U.S. taxes (30% of fee) which will be subtracted from the honorarium. They must also complete the Visitor Information Form for the Financial Services Department.

**W9 is required for all visiting guests for payment.*

Date(s) requested: _____

(Calendar cleared Y N)

Estimated Audience size:

General descriptions: (type of presentation, expected audience, etc.)

Budget (**Performer's fee needs to cover honorarium and travel.** If Lawrence is to provide housing and meals, those must be included as separate budget items.)

Performer/Presenter fee including travel expenses: \$ _____

Anticipated food/entertainment costs: \$ _____

Total: \$ _____

Will housing be required? _____ Date(s) _____

APPROVED: _____

Date