



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:
July 12, 2023	July 17, 2023
July 26, 2023	July 31, 2023
August 9, 2023	August 14, 2023
August 23, 2023	August 28, 2023
September 6, 2023	September 11, 2023
September 20, 2023	September 25, 2023
October 4, 2023	October 9, 2023
October 18, 2023	October 23, 2023
November 1, 2023	November 6, 2023
November 15, 2023	November 20, 2023
November 29, 2023	December 4, 2023
December 13, 2023	December 18, 2023

Invoices Must Be Received by 12pm Wednesday:	For Pay Date:
January 3, 2024	January 8, 2024
January 17, 2024	January 22, 2024
January 31, 2024	February 5, 2024
February 14, 2024	February 20, 2024
February 28, 2024	March 4, 2024
March 13, 2024	March 18, 2024
March 27, 2024	April 1, 2024
April 10, 2024	April 15, 2024
April 24, 2024	April 29, 2024
May 8, 2024	May 13, 2024
May 22, 2024	May 28, 2024
June 5, 2024	June 10, 2024
June 19, 2024	June 24, 2024

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