

Virtual Guest Artist/Lecturer Form

Please complete and submit to your go-to person before the event(s)

Faculty Information:

Name: _____ Today's Date: _____

Email: _____ Cell: _____

Guest Information:

First Name: _____ Last Name: _____

Email: _____ Cell: _____

Citizenship: U.S. Citizen Permanent Resident Resident of Another Country

Country of Citizenship (if not a U.S. Citizen) _____

URL (link) to photo and bio: _____

Payment Information:

Date(s) of Event(s) and Event Name(s): _____

Business Purpose of Visit: _____

Funding Source(s): _____

Honorarium amount: \$ _____ (MSU Accounting will automatically mail the check to the guest)

Supporting Documentation (must provide one of the following):

- Event is on: Music website Area website (Your go-to person will get a screenshot to document)
- If not on one of the websites, then please forward an email exchange **between the guest and you** stating the services to be provided, dates, amount to be paid and the guest's response accepting the terms.

Additional Notes: _____

Thank you!