

# Touring Artist Performances

copy form as needed

# children's creative project

3970 La Colina Road, #9, Santa Barbara, CA 93110  
 Fax: 805-563-1103 Tel: 805-964-4710 x 4412  
 Email: KYamasaki@sbceo.org

## Required Report of Scheduled Services and Fees

**INSTRUCTIONS:** Your sponsorship in the Arts Catalog and Website requires that you report all performances and workshops that you have scheduled in all public and private schools in both Santa Barbara and San Luis Obispo counties. Please type or print clearly.

- Please email, fax or mail your report at the time you schedule the services and prior to the service dates. **CCP will bill all sites and pay artists directly.**
- **After providing the services, artists must send a SEPARATE BILL to the CCP for prompt payment. Sites must NOT pay artists directly.**
- Santa Barbara County public schools receive **one \$200 Arts Credit** per year automatically applied to their total bill upon receipt of report(s).
- You may report new services scheduled throughout the year on this same form. Enter each new report date in the first column below.

Touring Artist/Company..... Contact Person.....

Phones..... Fax..... E-mail.....

Current Report Date	Contact Person School or Library & Phone(s)	County* SBs/SBn SLO	School Site or Library	Program Title if applicable	Date of Service	Time(s)	P/W*	Num	Total Artist Fee	Status** Cancelled / Rescheduled
00/00/00 Example	Jennifer Smith 000-125-4567	SB	Johnson Elementary	Motion e <sup>3</sup> Verbs	00/00/00	9 am/10 am	P	2	\$550	

\* SBs = Santa Barbara South County; SBn = Santa Barbara North County; SLO = San Luis Obispo County; P = performances; W = workshops  
 \*\* If a performance has been cancelled, please enter "cancel" in the Status column. If rescheduled, enter the information on a new line and write: "rescheduled."