

## Required Report of Scheduled Services and Fees

**INSTRUCTIONS:** All public and private schools must report to the Children's Creative Project (CCP) all performances and workshops that have been firmly scheduled with Arts Catalog touring artists prior to the service date. **Please FAX or mail your report to the CCP.**

- **Sites must NOT pay artists directly for services.** Artists must invoice CCP for payment. The CCP will invoice schools for payment to CCP.
- Santa Barbara County public schools receive **one \$200 Arts Credit** per year automatically applied to their total invoice upon receipt of report(s).
- If paying by purchase order, please write "PO" in the second column — *Source of Payment*. **Forward PO number to CCP prior to the date of service.**
- New services as scheduled may be reported throughout the year on this form. Each new report date should be entered in the first column below.

School/Library Site \_\_\_\_\_ Phones \_\_\_\_\_  
Principal/Administrator \_\_\_\_\_ Fax \_\_\_\_\_  
School District \_\_\_\_\_ County \_\_\_\_\_

Scheduling Contact \_\_\_\_\_ Title \_\_\_\_\_ Email: \_\_\_\_\_ Phones \_\_\_\_\_

**All invoices will be mailed to the school district or library site address. Please identify to whom we should address the invoice. (check one)**

Billing Contact \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_ Phones \_\_\_\_\_  
 Principal     School District Accounts Payable     President, Parent Organization     Treasurer, Parent Organization

Current Report Date	Source of Payment: PTA or PO	County* SBs/SBn SLO	Touring Artist or Company	Program Title if applicable	Date of Service	Time(s)	P/W*	Num	Total Artist Fee	Status** Cancelled / Rescheduled
00/00/00 <i>Example</i>	<i>Indicate PTA or PO/purchase order</i>	<i>SB</i>	<i>The Dance Express</i>	<i>Motion &amp; Verbs</i>	<i>00/00/00</i>	<i>9 am/10 am</i>	<i>P</i>	<i>2</i>	<i>\$550</i>	

\* 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."