

Required Report of Scheduled Services and Fees

INSTRUCTIONS: All public and private schools and libraries 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 bill CCP for payment. The CCP will bill schools and libraries for payment to CCP.
- **Upon receipt of reports,** public schools receive one **Arts Credit** per year applied to your total bill. **\$200 to SB and \$100 to SLO county schools***
- 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 Phones
Title Fax

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

- Principal President, Parent Organization
 School District Accounts Payable Treasurer, Parent Organization

Billing Contact
Phones

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 e3 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."

