

UMKC Conservatory of Music and Dance
Master Class Funding Request
Revised 9/10/15

Form must be submitted no later than four weeks prior to the event.

Name

Division

Campus phone

_____@umkc.edu
Email

Master class artist name(s)

Date of the master class

Has the artist submitted a W-9 form to the Conservatory Business Office? Yes No

Has a contract been completed and approved by the University? Yes No

(Refer to <http://www.umkc.edu/finadmin/contracts.asp>)

Is this event eligible for Alumni Funds? Yes No

If so, has a request been made? Yes No

Cost of airfare \$ _____

Cost of hotel \$ _____

Cost of meals \$ _____

Honorarium \$ _____ (master class fee)

Total \$ _____

Master Class Cost Estimate

Total overall cost: \$ _____

Division support: \$ _____

Request amount awarded: \$ _____

Additional support: \$ _____

Describe the event, your role as faculty facilitator and provide a brief description of the importance of the event for the Conservatory and the benefit to Conservatory students.

Division Chair signature

Send completed form to Conservatory Business Office and Conservatory Dean's Office