

Faculty Guidelines: Planning for Guest Artists/Vendor Hires

Begin this process immediately once you are in receipt of a notification of financial award or allocation for hiring a Guest Artist/Vendor.

The process is initiated by you as the “requestor” when you complete the “Hire a Vendor/Guest Artist” form [here](https://forms.office.com/Pages/ResponsePage.aspx?id=vv3-4-n3G0ClGjVeAbBaiVRjNDOI7hhCj2jnYnjRcQBUQjVUQ0Q0SUxBQk1ITE1DUVhCNUxFOERKSCQIQCN0PWcu). (https://forms.office.com/Pages/ResponsePage.aspx?id=vv3-4-n3G0ClGjVeAbBaiVRjNDOI7hhCj2jnYnjRcQBUQjVUQ0Q0SUxBQk1ITE1DUVhCNUxFOERKSCQIQCN0PWcu)

The complete process is outlined in the workflow below. Please study these steps and note your role as “requestor.” (In the workflow, your guest artist is defined as the “Vendor.”)

