**OSU DEPARTMENT OF MUSIC**

**REQUEST FOR DEPARTMENTAL FUNDING:**

**GUEST ARTIST**

**REQUESTER:**

**FOR OFFICE USE ONLY**

\_\_\_ Approved \_\_\_ Denied \_\_\_ Postponed Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Account Title/#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_

Account Title/#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_

**FUNDS TO BE EXPENDED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Artist(s) Name(s):

Date(s) of residency/performance, if known:

Instrumentation/discipline specialty:

ATTACH concise description and rationale. Please include

 Significance/reputation of artist(s)

 Your relationship with the artist(s) (if any)

 Students/audience targeted and number of participants anticipated

 Brief explanation of benefit to students/department

List/describe other proposed funding sources. ATTACH documentation (letters, memos, emails) of funding already committed.

**PROPOSED BUDGET**

Artist fee:

Transportation:

 Airfare & baggage

 Ground transportation (mileage)

 Car rental (cannot pay in OK)

Hotel:

Expenses (per diem, parking, etc.)

Other (specify):