

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.
- Santa Barbara County public schools receive **one \$200 Arts Credit** per year automatically applied to their total bill 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>	Indicate PTA or PO/purchase order	SB	The Dance Express	Motion e ³ Verbs	00/00/00	9 am/10 am	P	2	\$550	

* 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."

