

# Music Board

## Production Checklist

Ensemble Name: \_\_\_\_\_

Due Date to President: \_\_\_\_\_

- Disbursement Request
- Invoice (if Reimbursement)
- Vender Data Record Form
- Flyer of Event
- Student Sign-In Sheet

### Production (Basic Payments)

Most production line items result in basic payments for goods or services required for the production.

#### Basic Payments

1. For basic payments you will need the following: a W-9 form, an invoice, and a flyer of the event.
2. **NOTE:** if this is not for Music Theatre Workshop then you also need a sign-in sheet.
3. Have the individual or company fill out the W-9 form and an Invoice. It is suggested to have these documents completed during discussion of the good or service that is being requested. Please remember that the W-9 form contains sensitive information.
4. After the goods have been delivered or services completed gather the following documents: the W-9, the invoice, and a flyer of the event. Please be aware that the flyer should be no larger than 8 ½ x 11. If unable to obtain a flyer then you may use the master class template listed in the documents section.
5. Once you have these documents contact your ensemble representative (click [here](#) to locate your representative if unaware) and have the ready documents for them to pick up, process, and submit to the ASI Business Center.

If a purchase order is needed then follow the instructions below. **Please be aware of your own funds when completing a purchase order as it acts as a place holder for the future purchase.**

#### Purchase Orders

1. For purchase orders you will need the purchase order form which can be found in the documents section.
2. Fill out the form and be as detailed as possible when filling out the form.
3. Contact your student representative to collect the form, process the form, and have it submitted to ASI Business Services and the company requesting the purchase order.
4. Once confirmation has been given from your student representative complete the steps in the basic payment section above this section. Of course this is to be completed when the goods or service have been completed.