

Music Board

Masterclass Checklist

Ensemble Name: _____

Due Date to President: _____

- Disbursement Request
- Invoice
- Vender Data Record Form
- Flyer of Event
- Student Sign-In Sheet

Master Classes & Workshops

1. For master classes you will need the following: a W-9 form, an Invoice form, a sign-in sheet, and a flyer of the event.
2. It is highly suggested prior to the event to have the following documents completed: W-9 & Invoice forms. If unable then either before the start of the event on that day or following soon after the event should those documents be completed.
3. There is now a sign-in document that can be downloaded and filled out for your event. It is highly recommended to print out this document.
4. Soon after the event gather the following completed documents: the W-9, the invoice, the sign-in sheet, 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.