ARTS IN EDUCATION

PERFORMANCE REQUEST CHECKLIST

The Arts in Education Program developed from a need to bring more cultural activities into the classroom. Most in-district events that are considered “performance-based” are eligible for aid through the Arts in Education Co-Ser. If a district is interested in bringing a performer to their campus, an agreement must be entered into between the Performer and the Cayuga-Onondaga BOCES for work to be performed in the school district. The purpose of this checklist is to provide guidance to districts so that they can ensure that the agreement submitted by the vendor has all of the necessary components. The vendor should provide the district with an agreement that includes the following:

* The agreement is between “Vendor XYZ” and THE CAYUGA-ONONDAGA BOCES for work performed in “District ABC”
* District Name
* District Contact Person
* Date of Performance
* Vendor/Performer Name
* Vendor/Performer Address
* Vendor/Performer Phone Number
* Vendor/Performer Email
* Vendor/Performer Employee ID #/Social Security #
* Completed W9 Form
* Total Fee
* Business Official Signature
* Send completed agreement to:

Cayuga-Onondaga BOCES

Attn: Jessica Docteur

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