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Procedure for Booking Artist/Presenter not currently listed in Program Catalog

Please allow *a minimum of 8-10 weeks* for processing of new vendor (artist, organization, presenter) applications.

- Independent Contractor sends individual or organization completed and signed **W-9** (<http://www.esboces.org/AIE/docs/w-9.pdf>) to Arts in-Education office with contact name, phone and email.
- The Independent Contractor will receive an email with username and password and link to Application within a few days.
- The Independent Contractor must complete the ESBOCES Arts-in-Education/Exploratory Enrichment application and program description form(s) and send *at least two recent letters of reference* from schools, libraries, museums or similar educational venues.
- The ESBOCES Arts-in-Education office will review the application and references within 2 weeks of receipt (based upon the responses of the references, and make recommendations to the Presenter/Program Review Committee.
- Your district contact will be informed of the results of the review to assure the Independent Contractor is appropriate to work in Suffolk schools.

Independent Contractor: vendor, artist, presenter, performer, arts/cultural organization