CHECK REQUEST FORM

Total Amount Requested: $_____

Pay To: _____

Name of actor to be paid

Address: On file

Address: On file

Soc Sec#: On file

Services: Acting for a Residency

In the performance of these services, the Actor is and will be at all times acting and performing as an independent contractor. Subject to the terms of this Agreement, Playwrights Project shall neither have nor exercise any control or discretion over the means by which the Actor shall perform the services, work, duties and obligations set forth in this Agreement. It is not the parties' intent and nothing herein shall be construed to create between Playwrights Project and the Actor the relationship of employer and employee, partners or joint venturers. As an independent contractor, Actor agrees to be solely responsible for filing such tax returns and paying such self-employment taxes as may be required by law or regulation. No withholding or payroll taxes payable hereunder will be paid by Playwrights Project on behalf of the Actor. Playwrights Project will issue a Form 1099 to the Actor for the services performed. The Actor agrees that should a dispute arise, it will be submitted to binding arbitration, rather than allowing for a lawsuit in the court system.

Media Release: The Artist authorizes Playwrights Project to use and reproduce images taken during the playwriting residency or final performance for educational, promotional or informational purposes, including but not exclusive of archival documentation of program activities, newsletter or brochure publications, promotional displays, press coverage, web site and video documentaries. *(Initial one)* _____ *Agree* _____ *Disagree*

Actor: _____ Date: _____

Teaching Artist: _____ Date: _____

Program Manager: _____ Date: _____

Olivia Espinosa

FOR ENTRY INTO QUICKBOOKS

Category	Account	Class	School\Site	Date	Amount
Program	Actor				**$**

** $25/hr or $30/hr for those on list w/"3" or $40/hr for evening performances*

TOTAL TO BE PAID **$_____**