

## **2008-09 ARTIST INVOICING CHECK LIST:**

1. Invoice form provided with complete dates and times of project
2. Copy of Lesson Plan or note that it is on file Note: Assessment methods used
3. Artist Self-Evaluation of Project Form
4. Copy of Artist Letter to Parent
5. Mail all of the above to the address on the Invoice or bring to the BIAHC Office by the quarterly deadline listed on the bottom of the Invoice form.

THANK YOU!