Guest Artist Invitations and On-Campus Event Information/FAQ’s

This information is intended to cover:

- Guest artists appearing at Crane for a concert, masterclass, and/or workshop which is *not* part of an academic class meeting during that class’ scheduled meeting time, whether or not the guest artist is compensated in any way
- Events involving expected or encouraged attendance by Crane students which are not part of a scheduled class meeting time, whether or not these involve a guest artist, lecturer, or presenter, and whether or not funding is involved.

If a faculty member chooses to invite a guest speaker or presenter to visit a scheduled class during its regular meeting time, and the guest is doing so without compensation, no additional steps need to be taken.

To schedule an event:

- Contact the Facilities Office. Requests for concert scheduling must fall within the prescribed calendar timetable (for more information on this, check with the Facilities Office).
- Identify a potential venue, time and date.
- If the event does not involve a guest artist/presenter and falls within School scheduling policies, no additional steps need to be taken unless there is a potential expectation of attendance by students at a time possibly in conflict with other academic obligations. In that case, see note below.
- If the event involves a guest artist/presenter, obtain a Guest Artist Request Form from the Facilities Office or Dean’s Office, complete it, have the relevant Department Chair sign it, and submit it to the Dean’s Office. This form requires submission of a proposed budget to fund the guest artist/presenter’s visit.
- It is the responsibility of the faculty member or student leader planning an event to request funding from potential sources well in advance of the event. All questions regarding funding should be resolved at least two weeks prior to the scheduled event.

Funding sources and related issues:

*Important: if a proposed event involving a visitor or visitors requires funding, all funding questions should be resolved fully in advance, including what source(s) are involved, how payment will be made, and what documentation is required. It is the responsibility of the event organizer to resolve these questions.*

- Funding may come from *state* budget sources, *Foundation* funds, or a combination. Be aware that the policies and procedures relevant to these sources differ, and must be followed with regard to funding requests and disbursement.
- *State* funds include Crane department and ensemble budgets and Crane Student Association/Student Government Association funds. Among other policies, state funds require that a contract for services be completed with the visiting artist or presenter in advance, and funds can in *no* case be distributed until the service has been provided.
- For CSA/SGA funds, requesters must work with the officers of those organizations. The Crane office staff will be unable to help with CSA/SGA funding issues, except in limited cases where CSA/SGA funding is approved and can be combined, after an event, with other sources to pay a visitor or a visitor’s expenses.
If travel is funded through state sources, all New York State travel policies must be followed. These are explained in detail on the SUNY Potsdam Purchasing & Payables Office’s Travel webpage; questions should be directed to that office.

Foundation funds under the Crane umbrella are handled through the Dean’s Office. Ms. Miller can assist with Foundation check requests and other matters related to approved spending from Foundation accounts.

Some special issues related to visiting artists/presenters:

- Any visitor who is not a citizen of the US must have the right to work in the US in order to be paid. If this is in doubt, the event organizer should investigate well in advance and notify the Dean’s office of any potential issues. If the visitor operates through a representative or agent, it is usually easiest to pay the agent or agency rather than the individual directly. All individuals being paid must complete appropriate US tax forms, which Ms. Miller can supply.
- Any visitor who is a New York State employee can only be paid through extra service on the state payroll, and with permission of their employing agency (or home campus, if at another SUNY campus). A number of forms are required to move this forward and information about this can be requested in the Dean’s Office.
- It is not possible to compensate SUNY Potsdam employees for special events on our own campus.
- Parking: visitors are subject to campus parking regulations. Temporary visitors’ passes are available from Ms. Walker in the Dean’s Office.

On-Campus events potentially conflicting with scheduled academic obligations:

- If student attendance is expected at an event which may happen during students’ other academic obligations (including Crane and non-Crane classes, rehearsals, lessons, and other duties), an On-Campus Event Form, available from Ms. Walker in the Dean’s Office or under the Information for Crane Faculty link on the Crane website, should be completed, signed by the relevant Department Chair, and submitted to the Dean’s Office.
- If approved, the Dean will then generate an event memo which the event organizer can distribute to students participating, asking other faculty to allow them to participate in the event. Students are always responsible for seeking faculty permission to miss any required academic obligation at least two weeks in advance, and faculty are not required to grant permission. Students are also required to make up any work they may miss as a result. Faculty members are encouraged in a spirit of collegiality to allow students to participate in special events within reason, so long as students meet their obligations in terms of notification and making up work.

Visitor travel and expenses:

- The regulations applying to allowed travel expenses, which vary as to whether the event is funded by state or Foundation sources, are generally the same as those applying to faculty or staff traveling (see information sheet/FAQ on that topic).
- Ms. Miller has PACES meal cards which can be used for guests’ meals in the Crane Commons and other campus dining facilities. With the Dean’s approval, these can be requested for use with guest meals on campus.
- With the Dean’s approval, Ms. Walker can assist in making reservations at local hotels for guests staying overnight in Potsdam.
- The organizer of an event involving a guest artist is responsible for collecting all expense information, required forms, and itemized receipts, submitting them within thirty days of the event to Ms. Walker in the Dean’s Office, who will submit them for payment once they are complete.