



LE GRAND BAL ENTRY FORMS

Employee



LAMAR UNIVERSITY



COLLEGE OF FINE ARTS & COMMUNICATION
LAMAR UNIVERSITY
Department of Art & Design

ART WORK AUCTION ENTRY FORM: Le GRAND BAL
Please Print

Date Received: _____ **Date Returned** _____ **Initials:** _____

NAME: _____ **LU/SSN#:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: (day) _____ **(cell)** _____

Please Check 1: Student (S)___ Faculty (F)___ Alumni (A)___ Friend (FR)___

1. **Title of artwork:** _____ **Date:** _____

Medium: _____ **Size:** _____

Grand Bal Minimum Bid: \$ _____ **Grand Bal #:** _____

Fair Market Value: \$ _____ **Condition:** _____

2. **Title of artwork:** _____ **Date:** _____

Medium: _____ **Size:** _____

Grand Bal Minimum Bid: \$ _____ **Grand Bal #:** _____

Fair Market Value: \$ _____ **Condition:** _____

3. **Title of artwork:** _____ **Date:** _____

Medium: _____ **Size:** _____

Grand Bal Minimum Bid: \$ _____ **Grand Bal #:** _____

Fair Market Value: \$ _____ **Condition:** _____

Please note: All unsold works not claimed within 14 days of the auction become property of the Department of Art & Design. The Art Department of Art & Design is not responsible for the artwork.

Le Grand Bal Art Auction Signature Sheet

Your Entry Is Not Complete Until Signature Sheet Is Signed.

Your signature below constitutes agreement to the following terms:

Participating artists will receive 50% of the final bid price on artworks. The remaining 50% will be retained by the College of Fine Arts and Communication for student scholarships.

All artworks submitted to the Silent Auction of Le Grand Bal are auction items benefitting student scholarships in the Department of Art & Design, College of Fine Arts and Communication, Lamar University. Any artworks bid on, but not paid for, will be returned to the artist within one month of Le Grand Bal. Any artworks unclaimed by the artist within two weeks of the Silent Auction (if unsold) or two weeks after notification of non-payment by a bidder, will become property of the Department of Art & Design.

Chair, Department of Art & Design

Artist Signature

Date

Date

Students/Artists Who Have Worked for Lamar in Any Way
Information for Determining Employee/Contractor Status

_____ Date

Worker's Name: _____

Worker's LU#: _____

Proposed Date of Service: _____

Services to be rendered: Artwork for Friends of the Art Le Grand Bal Silent Auction

Yes No

_____ This worker has been an employee of Lamar for the past 12 months.

_____ This worker will have a Purchase Order processed for payment of these services.

_____ _____ This worker provides similar services to the public.

_____ _____ This worker represents to the public that he is in the business of providing similar services to the public.

_____ This worker is required to provide all the required tools, materials, and supplies necessary to complete the work.

_____ This worker is paid on a "per job" basis. The time necessary to complete the work does not effect the worker's remuneration.

_____ All expenses associated with the performance of these services, including travel and meals are borne by this worker.

_____ This worker may hire and supervise others to assist in completion of the work. The decision to hire is solely in the control of the worker.

_____ _____ Assistants hired by this worker are subject to review by the University.

_____ Any compensation paid to assistants is borne by this worker and in no way effects the agreed upon remuneration.

_____ _____ Where services are required to be performed on the University's property, the hours at which this worker performs these services is solely at this worker's discretion.

_____ Where services are not required to be performed on the University's property, the University may require that services be performed within certain hours, but cannot require that this worker be present at any specific time during those hours.

_____ Lamar does have the right to control the services performed.

_____ This worker establishes the sequence of tasks to accomplish the work.

_____ This worker is required to perform the services personally.

_____ Lamar does train the worker.

_____ This worker does report to a Lamar employee.

_____ This worker may be discharged at any time without Lamar incurring liability.

_____ This worker may quit at any time without incurring liability.

_____ The service provided by this worker shall be performed for the time period covered in this worker's contract. Neither this worker nor the University has the right or obligation to provide or receive services for any period beyond that covered by the contract.

Completed by: _____ LU Phone: _____ LU P.O. Box: 10027

Payment Information: Hourly ___ Salary ___ Lump Sum ___ Other-Describe: _____

Pay as: x Employee ___ Contractor

Reviewed by: _____ Date: _____

Human Resources