

Industry Practice (IP) Checklist

(for use in determining Independent Contractor status)

For use when hiring Individuals not currently employed in any capacity by ODU or the Commonwealth of Virginia.

If the provider does not fit into the categories on this checklist, you **MUST** complete a Worker Classification Review Questionnaire and submit it with the Independent Personal Services

Provider Name _____

Date(s) of Service(s) _____

1. **Complete the checklist**
2. **Attach it to the Independent Personal Services Certification Form (IPSC)**
3. **Send to Accounts Payable with the appropriate procurement documentation**

PLEASE CHECK ONLY ONE (1) CATEGORY:

Performing Artists:

_____ **To perform a concert as part of the F. Ludwig Diehn Concert Series:**

The people with whom we contract are usually at the university for a day or two to perform in the evening at a specified time in a specified hall. They may rehearse while here at specified times and in specified halls and on occasion such rehearsals may be open to the public. Payment is in the form of a fee, usually negotiated with the performer's agent or at times with the performers themselves.

_____ **To provide a workshop or master class as part of the F. Ludwig Diehn Residency Series:**

The people with whom we contract are usually at the university for as short a time as one day and as long as 6 days. They provide a master class, workshop or clinic to selected musicians who may or may not be students at the University. These master classes, workshops and clinics are not for credit and are free. When the classes, workshops and clinics are open to the public for observation, and they frequently are, attendance is free. Payment is in the form of a fee usually negotiated with the performer's agent or at times with the performers themselves.

_____ **To provide literary readings or lectures as part of the Old Dominion University Literary Festival:**

The people with whom we contract are authors who are usually at the university for a short time -- from one day to as long as 6 days. They perform reading of their work at specifically scheduled times and places both on and off the campus depending on the contract. They may occasionally be contracted to serve on a panel to discuss a particular aspect of literature, to give a lecture about their own writing or to provide a writing workshop for students and occasionally the community. Payment is in the form of a fee usually negotiated with the authors themselves.

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The people with whom we contract provide radio or television commentary during athletic events or other public relations activities throughout the year for the Athletics Department. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To perform as an actor, stage performer, musician, or DJ for receptions, luncheons, dinners, or other university events.**

The people with whom we contract perform as an actor, stage performer, musician or DJ during receptions, lunches, dinners, and other university events. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To support cultural events through serving as a stage manager, costume, lighting, or set designer, or choreographer, or other such position as necessary for the successful presentation of the event.**

The people with whom we contract provide event support necessary for the successful presentation of the cultural event. Payment is in the form of a fee usually negotiated with the people themselves.

_____ **To provide photography or graphic services or other public relations-related services or items for university departments.**

The people with whom we contract provide photography or graphic services or other public relations-related