

HOW TO SUBMIT PAYMENTS FOR SPEAKERS, BANDS, AND OTHER EVENT PROFESSIONALS

To ensure timely and accurate payment for all speakers, band members, and other professional partners supporting your event, please follow the process outlined below.

1. Submit a Leader Agreement / Payment Request

All payments must be initiated through the Leader Agreement/Payment Request form.

Access the form here: [Event Leader Agreement](#)

2. Select the Correct “Requester”

The requester field determines workflow and approval routing, so it is important to select the correct option:

- **If you are NAMB Staff:** List *yourself* as the requester.
- **If you are a Volunteer Event Coordinator:** List *Macy Lowery (mlowery@namb.net)* as the requester.

3. Financial Coding

Every payment request must include:

- **Cost Center:** 6006
- **Project Code:** Your event’s specific project code

This coding ensures payments are allocated to the correct event and budget line.

4. Who Can Be Paid

The Leader Agreement/Payment Request is used *only* for honorarium payments to speakers, bands, or similar professional services.

Important: NAMB staff *cannot* receive payment from Send Network funds.

5. Timeline for Submitting Check Requests

To ensure that your payee receives their check *before* the event:

- Submit all check requests *4–6 weeks prior* to the event start date.

If the request is submitted *later than 4 weeks prior*, NAMB cannot guarantee on-time delivery. In that case:

- The check will be *mailed directly to the payee* once it is processed.