

## Letter of Intent

Please return this signed Letter of Intent to the address below by \_\_\_\_\_  
(date)

This letter will confirm a tentative agreement between (Name of Sponsoring Group or School); herein after called "Sponsor" and (Name of Artist); herein after called "Artist".

Pending receipt of sufficient funds, the Sponsor agrees to contract with the Artist to provide the following services for the fee stated and during the time designated. If, for any reason, adequate funds are not received to cover the cost of these services, the Sponsor may cancel this agreement upon giving a 60-day written notice to the Artist.

Artist agrees to provide the following service(s) on the date, time and location described below:

A. Description of service(s)

B. Date(s) \_\_\_\_\_ through \_\_\_\_\_ Days of the Week \_\_\_\_\_

C. Time(s) \_\_\_\_\_ Location(s) \_\_\_\_\_

D. Approximate number of participants per class: \_\_\_\_\_(adults) \_\_\_\_\_(children)

E. Total residency fee: \$ \_\_\_\_\_ (includes artist fee; supplies; travel, lodging and meal costs)

Agreed to and accepted by:

Signature of Artist \_\_\_\_\_ Date \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Please sign both copies, keep one copy for your records and return the other copy to:

Name of Sponsor  
Address  
City, State Zip

Questions?

Contact Person  
Day Number  
Evening Number  
Fax Number  
E-mail Address