

Chamber Music America

SAMPLE: MEMORANDUM OF UNDERSTANDING BETWEEN ENSEMBLE AND GUEST ARTIST

[Date]

[Artist's Name]
[Street Address]
[City/State/Zip]

Dear [Artist's Name]:

This letter confirms that [Ensemble] intends to invite [Guest Artist] to be part of [Name Project or Provide Brief Explanation] pending funding from Chamber Music America's *Artistic Projects* grant program in accordance with, but not limited to, the following terms:

- [dates of events] at [Provide Location] in New York, NY
- # of Rehearsals, Concerts, or other Activities
- For fee of \$[insert fee]
- Housing/travel/per diem support of: \$[insert amount] (if travel for the guest artist is necessary)

The [guest artist] confirms that this is the sole and exclusive *Artistic Projects* application in which it is involved.

This letter is not a binding or legal agreement and does not impose any legal obligation or duty.

Contact for Ensemble (Print):	
Signature:	Date:
Contact for Guest Artist (Print)	
Signature:	Date: