**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.

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