

Chamber Music America

SAMPLE: MEMORANDUM OF UNDERSTANDING BETWEEN PRESENTER AND ENSEMBLE

[Date]

[Contact Name and Title]
[Ensemble Name]
[Street Address] [City/State/Zip]

Dear [Contact Name]:

This letter confirms that [Presenter] intends to invite [Ensemble] to participate and perform in [Name Project or Provide Brief Description] 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 ensemble is necessary)

It is agreed that the ensemble will feature the following musicians and instrumentation (please provide a complete list below):

[Ensemble Member 1, Instrument; Ensemble Member 2, Instrument; etc.]

The [ensemble] 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 Presenter (Print):	
Signature:	Date:
Contact for Ensemble (Print)	
Signature:	Date: