

member of your organization.

2. Their sex. If someone gave you a list including names like Leslie, Jean and Robin, could you separate the girls from the boys?
3. Their occupation.
4. Their date and place of birth.
5. Their nationality, i.e. the country that issued the passport being carried.
6. The number of the passport.
7. The date and place of the passport's issue and its date of expiry.
8. The country of residence. Normally this will be Canada unless you are going on tour with someone with a temporary Canadian work permit, or have, as an orchestra might, a guest soloist from another country or, in theatre, a foreign director.
9. The permanent address of each member.

To avoid any confusion, if the professional name used by any of your members differs from the name that appears on their passport, add to that person's entry on the visa list, "known professionally as. . .".

List your members by category (administration, performers, technicians and so on) with a new page for each category. You will find this helpful if, say, your technicians are travelling ahead of everyone at some point. Within each category, all listings should be alphabetical, except for the first name on the first page of the list which should be that of the person in charge of the tour.

Assign a number to each person travelling and tape that number to the cover of each passport so that the passport and the list can be easily cross-referenced.

The illness or injury of any of your artistes immediately prior to departure can cause many bureaucratic problems if this means adding a new person to your list at the last minute. You can save yourself a lot of wear and tear by designating some "reserve" performers in advance and including them on a separate page on your visa list, specifically requesting approval for the "reserves" along with everyone else. If the

worst does happen, pre-approved applications will considerably reduce the frustration and time involved in making an eleventh hour change.

Once you have done all this, send a copy of your list to each of your presentors. Hopefully you will commit yourself to provide this information three months prior to the start of your tour. If a Canadian embassy or consulate is assisting in any way with your tour, send a copy of your list to them for informational purposes.

If you follow the contractual suggestions in this document, on receipt of your list each of your presentors will be obliged to apply immediately to the appropriate authorities for visas or work permits on your behalf.

OBTAINING YOUR VISAS

If all has gone according to plan, once your presenter has received your visa list, he will take it to the appropriate authorities in his country to apply for the necessary permission for your members to appear there. We have noted here that all this should be undertaken three months prior to the start of your tour. As your presenter will almost certainly require a copy of your contract to support the application to his authorities, you must have a finalized agreement at least three months prior to the start of your tour if you do not want to risk a delay in obtaining your visas.

If the foreign authorities are satisfied that all is in order, they will notify the consular section of their appropriate mission in Canada that they may proceed with the processing of the visas. This does not mean, however, that you will get your visas right away. Almost certainly, your members will be asked to complete visa application forms.

The information requested on such forms varies enormously from country to country; much of it, however, will already be on your visa list. Additional details, such as the name and address of the nearest living