



attach a cover sheet with "Performance Contracts" at the top of the page. If contracts are unavailable at petition time, formal Letters of Agreement will suffice. These should be on manager or presenter (preferred) letterhead and should indicate the dates, fees to be paid, any other compensation (hotel, flights, ground) and a description of activities to be performed, and should be signed and dated by all parties.

8. Letters of support from presenters

These are very helpful to have. They should be on the presenter's letterhead and briefly describe the presenting organization and how the artist or group in question will help fulfil their presenting mission. Group these support letters together with a paper clip and attach a cover sheet titled "Letters of Support."

TIP

When filling out INS forms:

- type or print clearly using CAPITAL letters

- if an item does not apply to you, write "N/A"
- if the answer is none, write "NONE"
- list all beneficiaries in alphabetical order and maintain this same order with any addendum

9. Authorization letter between artist/manager and petitioner

This is a simple letter explaining the relationship between the beneficiary (or his/her management) and the petitioner and authorizing the petitioner to act on behalf of the artist (beneficiary) in applying for a visa, overseeing its process and acting as liaison between the beneficiary and presenter(s). If an attorney is the petitioner, an INS Form G-28 must be used.

10. Press materials

As mentioned at the opening of the Non-Immigrant Visa Classifications section, the artist must provide the petitioner with the necessary materials to demonstrate the artist's eligibility for the particular visa classification sought. This is generally a variation of the artist's promotional package. However, do not overburden the INS with large promotional packages. The press materials submitted with a petition should be neat and concise. All materials must be in English. Do not include photographs, recordings or videos. Press and support materials should include:

- artist biography;
- one page of press excerpts;
- list of awards and honours;
- testimonials, awards from governments (if applicable);
- one-page list of recent touring history;
- three or four full performance reviews.

If the artist is touring a particular production, brief information regarding that production should be included.

In addition to the above documents, a petition for support personnel should also include a one-page statement about the technicians and their importance to the production. Attached to this should be brief (one or two paragraphs) biographies of the technicians and one page with the beneficiary information listed at the beginning of this section. Place this section after any addendum that follows item 6.