LETTER OF INTENT

BETWEEN

Mr. or Ms. [write in the artist’s first and last names], hereinafter the artist

AND

[write in name], hereinafter the museum, represented by [first and last names and title]

**OBJECT**

Through this letter, the parties manifest their intention, established by common agreement, to work together to produce the project described below.

The parties agree that a contract must be signed at least three (3) months before the project begins. The artist must undertake no expenditures related to preparation of the project before the contract is signed, it being understood that production of the project may be conditional on obtaining sufficient financial resources.

If it is impossible for one of the parties to produce the project, this party undertakes to inform the other party in writing as soon as possible.

**SHORT DESCRIPTION OF THE PROJECT**

[Solo or group exhibition, touring, performance, publication, etc.]

**PLANNED DATES AND SITE FOR THE PROJECT**

**COPYRIGHT**

The artist’s copyright is managed by:

The artist \_\_\_\_\_\_\_ CARCC \_\_\_\_\_\_\_ SODRAC \_\_\_\_\_\_\_\_

Name and contact information for the person to contact regarding copyright, if applicable:

The scope of this letter of intent ends upon signature by the parties of a contract related to the project.

**SIGNATURES (TWO COPIES)**

|  |  |  |
| --- | --- | --- |
| Artist  |  | Museum |
|  |  |  |
| Date |  | Date |
|  |  |  |