Informal Agreements with Artists/Contractors

Email or Text Communication Sample Text

If you do not have formal agreements with your artists/contractors, you can provide screenshots or copies of email or text communications with each artist/contractor where the services and payments are outlined with the artist's response to confirm.

## SAMPLE TEXT

**Subject line:** Agreement for work on [Name of Fiscally Sponsored Project]

**Body:**

Hello [Artist/Contractor Name],

Thank you for agreeing to be a part of [Name of Fiscally Sponsored Project]!

Can you please confirm by replying "yes" that [Name of Fiscally Sponsored Project] [has paid/will pay] you [$Total USD] for your work as a [Description of Service(s) Performed], on [Dates Performed - Month/Day/Year].

Thank you,

[Name of Project Representative]