# **Template: UH Agreement Letter for P-3 Petitions**

[UH letterhead]

Date

Representative’s name & address

Dear Representative:

The University of Hawaii, in collaboration with the collaborating host organization, if any, is pleased to host artist/ performing group’s visit to Hawaii for the purposes of conducting briefly describe activities and events (e.g. educational workshops, performances, lectures, etc. of traditional/culturally unique music, dance, theater, etc.). The details of the agreement are as follows:

**Schedule** (provide detailed daily schedule to account for each day of period being requested)

June 5, 2013 Arrive in Honolulu, HI.

June 6 Conduct a workshop on traditional Japanese music, including a talk on the different instruments and music history as well as a demonstration.

University of Hawaii at Manoa, Moore Hall, 1890 East-West Road, Honolulu, HI 96822

June 7 Workshop on traditional Japanese music.

Hawaii Japan Association, 123 King Street, Honolulu, HI 96822

June 8 Public performance of traditional Japanese music.

University of Hawaii at Manoa, Kennedy Theatre, 1770 East-West Road, Honolulu, HI 96822

June 9 Depart Honolulu, HI.

**Funding/compensation** (provide detailed funding information, including performance fee, accommodations, etc.)

We appreciate your efforts in securing funding for your roundtrip airfare between Japan and Hawaii. In return for your services, the University of Hawaii will provide artist/group with a performance fee of $3,000, per diem of $480 ($40/day x 3 members x 4 days), accommodations covering 3 rooms for 5 nights, and ground transportation necessary to perform the above services.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Signature of UH official]

[Name, title (dean/director/designee)]

\* \* \* \* \*

I agree to the above terms.

[Signature of artist’s or group’s representative]

[Name, title]

UH FSIS | www.manoa.hawaii.edu/fsis/downloads/p3agreement | rev. September 2021