

Dear **[AGENT NAME]**

We are delighted to offer **[ACTOR NAME]** the line of **[CHARACTER NAMES]** in the ‘Actors From The London Stage’ US tour of **[PLAY TITLE]**.

Rehearsals start on **[REHEARSAL START DATE]** at the Karibu Education Centre, 7 Gresham Road, Brixton. They run for five weeks in London leaving for the US on **[DEPARTURE DATE]**. The first week of the US tour will be at our home base, the University of Notre Dame in South Bend, Indiana for a final week of rehearsals and tech. The tour then travels to campuses across the US returning to the UK on **[RETURN DATE]**.

UK rehearsal salary is £2,500 for the five weeks in London, paid in one lump sum by the end of the second week of rehearsal. US tour salary is £550 per week plus a $60 per diem. The salary is paid in two installments: 50% on week two and 50% on week five of the tour. Per diems are paid weekly into a US bank account opened for the actor to which the actor has direct access.

About a month before rehearsals begin, at a convenient date for the group, there will be a read through; we have introduced this on recent tours and it has worked very well. An additional £100 will be added into each actor’s rehearsal salary as compensation for this meeting.

Please note that all money must be paid directly into the actor's bank account and not through the agent. We are required to process payments directly to the person whose name is on the visa application.

We do hope that **[ACTOR NAME]** will accept this offer.

Best wishes

[SIGNATURE 1] [SIGNATURE 2]

[TOUR ADMINISTATOR 1] [TOUR ADMINISTRATOR 2]



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