

Sample Email to Agent/Artist

Dear _____,

My name is _____, and I am the _____ for _____ at Syracuse University. On behalf of _____, I would like to take this moment to cordially invite you to perform at our upcoming event, (Name of event).

(Insert brief description of the event)

(Name of event) is taking place on _____, from _____. If you are interested and available, please email me back with an all-inclusive price that should include:

- Cost of talent
- Number of plane tickets and location of departure.
- Number of rooms needed, we typically fund for one night

Listed below are the details of the event:

1. Name of Organization: _____
2. Contact Person (Name, Title, Phone Number, and email address): _____
3. Name of Event: _____
4. Date and Time of Event: _____
5. Venue and Location Address: _____
6. Estimated Attendance: _____
7. Length of Performance: _____
8. Other performers: _____

If you are interested, please email me back with an honorarium quote that includes: performance fee, transportation and lodging. I am currently planning budgets for this event so I can be flexible with what you provide me with. Please get back to me at your earliest convenience so we can ensure your costs are fundable.

Thank you in advance!

Sincerely,
