*Insert organization letterhead and contact information above.*

Name:

Title:

Company (if applicable):

Permanent Address:

Passport Country of Issuance:

**\*Immigration, Refugees and Citizenship Canada Special Events Code:**

**Invitation Letter to Visiting Artist or Crew Member**

Dear [*insert artist’s or crew member’s name*],

We are delighted to welcome you as [*insert individual’s role/title*] for the [*insert event name*], which will be held from [*insert date(s) of event*] in [*insert location of event*].

*If the event is part of a tour including other Canadian venues, you may provide additional information such as the total number of performances in Canada and the date of the last performance in Canada.*

*You should also include details about any costs/expenses you will be covering for the visiting artist or crew member. For example:* We will be covering the cost of fees associated with travel, accommodation, transportation, and conference registration.

*If you are not covering any costs/expenses for the visiting artist or crew member, please note this in your letter. For example:* We are unable to cover the cost of travel, accommodation, transportation, and conference registration; therefore, these expenses will be your responsibility.

*Remind the visiting artist or crew member about entry requirements and visa processing:*

Depending on your passport country of issuance, you will need to meet certain entry requirements in order to visit Canada. Detailed information on travel to Canada, including visitor visa information, can be found [here](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/about-visitor-visa.html).

If you are required to apply for a visitor visa, make sure that you submit your application at least **6 months or more**, depending on the [average processing time](https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html) for your passport country of issuance, before your first performance date in Canada.

*If you are using the artist’s / crew member’s list tracker via the* [*spreadsheet template*](https://docs.google.com/spreadsheets/d/1ytL-sTj4nxz8KN6-Bbgg0SwSIhuUMod3/edit?usp=sharing&ouid=111585970966721227106&rtpof=true&sd=true)*, you may edit the above paragraph to specify the latest date by which the letter recipient should submit their visa application.*

When you apply for a visitor visa, you might be required to provide biometrics, such as fingerprints and a photo. Biometric requirements must be met before your visa application can be processed. Further information on whether or not you require biometrics can be found [here](https://www.canada.ca/en/immigration-refugees-citizenship/services/biometrics.html).

We look forward to welcoming you to [*insert event name*] from [*insert start date*] to [*insert end date*].

Warmest regards,

*Insert signature.*

*Name:*

*Title:*

*Organization:*

*Event Name:*

*Contact Information:*