

## 408 SUPPORTER/SPONSOR CHECKLIST

Below is a checklist of information and materials generally required from the supporter/sponsor for a touring party's visa application/s. Every touring party is different, so sometimes particular materials are not required, which we have tried to indicate below. If you are unsure if the materials are required in your circumstances, please let us know. Please collate and send these materials to our office at [visas@mccormicks.com.au](mailto:visas@mccormicks.com.au).

### FROM SUPPORTER/SPONSOR (usually)

#### Supporter/Sponsor Information

- Company Sponsor: Below information, and Sponsor Approval Letter
- Company Supporter: Company Name, ACN/ABN, Address and Contact Person
- Individual Supporter: Copy of Passport, Residential Address, PR Approval (if relevant), and countries of citizenship

#### Itinerary or Schedule *(including dates, venues/locations and approx arrival and departure dates)*

#### Letters of Support *(on letterhead and signed)*

- So we can assist, please provide: names and roles of the touring party, itinerary and remuneration info.

#### Agreements with Artist/Talent/Representative, festivals and venues *(as appropriate and relevant)*

#### List of Support Act/s and/or Australian Businesses Engaged

- Engagements related to the tour such as support artists, session musicians, or production companies.

### PROVIDED TO SUPPORTER/SPONSOR FOR SIGNING

#### Letters of Support *(once you provide the required details, and the letter is drafted)*

#### Union Payment Page *(completed and signed – if relevant)*

#### Credit Card Authority Form *(completed and signed)*

- For union and government fees. You may wish to provide these details over the phone.

Please do not delay in providing the above, as delays in receiving materials and information may lead to additional delays outside of our control.

Once you have provided these materials to us, we will review and let you know if we require further information or materials from you.

If you have any questions, please do not hesitate to contact us.

Thank you for your assistance.