

CERTIFICATE OF SPONSORSHIP APPLICATION CHECKLIST FOR CME ARTIST SERVICES

Note: Due to UK not having passport control from countries in the Common Travel Area (e.g. Republic of Ireland and Isle of Man) we cannot issue CoS for acts entering the UK from those countries. If that is your only route in and you will be in the UK for less than one month you will have to obtain a Permitted Paid Engagement visa instead.

- 1 Act's performance name
- 2 Act's Contact Information (e.g. website / agency contact)
- 3 Act's UK representation (e.g. record label, booking agent, promotor, venue manager) (see note 1) including full postal address, landline, email, website (if applicable) and, for the Act's liaison in the UK, mobile phone number .
- 4 Passport photo page copies (mobile phone pictures will suffice if clear) supplied for each member of the act
- 5 Residential addresses for each member of the act. INCLUDING ZIP/POST CODE
- 6 Each individual's role in the Act (e.g. lead singer, guitarist, band manager, FOH engineer etc)
- 7 CV / Resume and /or Bio for each non-lead applicant member of the act (see note 2)
- 8 Individual member of the act's stage name aliases (if applicable)
- 9 Proof Act is internationally established (e.g. YouTube clips showing more than 10,000 hits and/or Facebook likes showing more than 10,000 likes, show/album reviews etc) (see note 2)
- 10 Tour/ Work dates and full addresses of each venue including approx. venue capacity. NOTE: there must not be a gap between dates of more than 14 days
- 11 Act performance contract/s signed by Act's representation
- 12 Venue hire contracts (where applicable) signed by venue representative and and Purchaser (or Agent, Promoter as applicable): Event URLs are not acceptable but screenshots of event postings can be used as supplemental evidence
- 13 Arrival and departure proof of travel to and from UK (see note 3)
- 14 Accommodation (e.g. hotel) proof of booking when in the UK (for each day)
- 15 Multiple (m) / Single (s) entry required to the UK during your work period (circle applicable) m / s
- 16 Any reason/s that might result in entry refusal to the UK for an applicant must be disclosed if known (e.g. previous entry refusals, criminal convictions). Circle as applicable. If "Yes" please detail separately. NB Failure to disclose this information can default current and future sponsorship. Y / N
- 17 CME Agreement Signed, Dated and returned
- 18 CME Payment, including deposit, made
- 19 For visa national groups only: Signed statement from artist management that each member of the travelling party is a bona fide member of the group (see note 2)
- 20 For visa nationals only: travel costs for CME Artist Representative site visit may need to be covered (see note 4)
- 21 For visa nationals only: we now require a copy of the applicant's Tier 5 visa before they travel. This is to screen for any errors made by the UK visa issuing officers

See over for notes

Notes:

- 1 You need to have UK representation other than a sponsor (unless you are an EU based organisation). This is someone willing to sign a declaration that they will be your tour manager and liable for your welfare and payment while performing in the UK. We can only do this role if a) we booked you or b) you pay us to be your tour manager
- 2 You need to have been experienced in your profession for at least two years, have performed (or at least sold music) overseas and not just in your country of origin and be prepared to be able to demonstrate this (e.g. selection of past tour dates, press reviews, YouTube, Facebook or other online presence going back two years or more etc)
- 3 For visa nationals departure from the UK must be within 48 hours of the last work engagement. This is our sponsorship condition for visa nationals and overrides the Tier 5 visa 14 day leave to remain which is invalid once we withdraw sponsorship. Failure to depart within 48 hours will result in our withdrawing sponsorship, invalidating the visa and defaulting to a 5-10 year UK re-entry ban for the individual we withdraw sponsorship from. This condition is not negotiable
- 4 CME Artist Services may need to send a representative to ensure that the Act is abiding by UK Immigration Law. For new visa national clients this is mandatory. These costs need to be borne by the Employer (at most one day travel and one night's accommodation for two representatives of CME Artist Services)