

Confidentiality Letter for a Customised Set

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HOW TO USE IT

Fill in every [BLANK]. Where you see ☐ options, keep the ones you want and strike the rest.

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To: [CLIENT NAME], [ADDRESS]

Date: [DATE]

I am writing a customised set for your event, [EVENT NAME] on [DATE]. To do that, your team will brief me about your business, your people and your internal culture (the "Briefing").

I will use the Briefing only to write and perform this set. I will not share it with anyone except [MY WRITER OR AGENCY, NAMED HERE: NAME], who is bound by this letter too.

I will send you, by [DATE], every line in the set that uses a name, a number or anything from the Briefing, and I will drop any line you ask me to.

I will not use material from the Briefing in any other show, recording or post, now or later.

Within [14] days after the event, I will delete or destroy my notes and recordings of the Briefing, and confirm this to you by email.

This promise does not cover anything that is public, or anything the law requires me to disclose, and it continues after the event with no end date.

Signed, [ARTIST NAME], [STAGE NAME]

Signatures

Artist

SIGNATURE

FULL NAME

DATE