



Requirement # 1 Letterhead

East Lansing Symphony  
427 N. Shaw Lane RM 105,  
East Lansing, MI 48824/ 517-000-0000

19 January 2020

John Doe-Smith  
420 Harrison St, Apartment 105  
East Lansing, MI 48824

Dear John Doe-Smith,

With this letter I offer you an engagement as Orchestral Keyboard Musician, at the East Lansing Symphony, for the International Student Festival Orchestra’s performances of Spartovsky’s complete Falcone Song. The keyboard is a Kawai ES8, to be provided by the Office for International Students (OISS). Per your Curricular Practical Training (CPT) requirements, please see the information below.

- **Job Title:** Orchestral Keyboard Musician
- **Start Date of Employment:** February 14, 2020
- **End Date of Employment:** February 17, 2020
- **Wage/salary/remuneration:** \$25/Hour
- **Number of hours:** Max of 10 hours per week. The engagement includes:
  - A rehearsal service, with double overtime pay:
    - February 10, 2020 from 5:00-9:00 PM
  - The performances include three shows:
    - Saturday, February 11, 2020, at 2:00 PM– 4:00 PM
    - Saturday, February 12, 2020, at 7:30 – 9:30 PM, and
    - Sunday, February 13, 2020, at 2:00 – 4:00 PM
- **Full Address of Employer:** The performances and rehearsal will take place at:
  - the Sparty Center, 427 N. OISS St., Lansing, MI, 48911
- **Description of work (duties performed):** Your duties include playing keyboard musician, at principal scale, for The International Student Festival Orchestra’s performances of Spartovsky’s complete Falcone Song.

Requirements # 2 –3  
#2 Job title  
#3 Start/End Date:  
If the end date detailed on your offer letter goes beyond the last day of the semester, you may need a new CPT authorization form and supporting documents

Requirements # 4 – 5  
#4 Wage,  
#5 Number of hours per week: A specific number of hours per week is required.

Requirements # 6 – 7  
#6 address: If rehearsals and performances are being performed in different locations, a detailed address for each location is required & # 7 Description of work

Requirements # 8: Signed by employer

Warm regards,

Nancy S Rad  
Artistic Director  
NancyS@radmusic.com