



Model Letters – Certification of Paid Services

To facilitate the membership process for dance artists and workers whose professional services are not governed by a contract or letter of agreement, the Regroupement québécois de la danse (RQD) has created model letters of certification of paid services.

These models, based on the RQD's eligibility requirements, in no way replace a formal service contract.

After defending the professional status of its members for thirty years, RQD recommends contract-based services, since a legal agreement stipulates the rights and obligations of each party and thus ensures minimum working conditions for artists and cultural workers.

We invite you to:

- adapt these models to your particular situation;
- fill in the **[fields]** highlighted in bold;
- ensure that your certification is **signed** before submitting it to RQD.

Models

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Model Certification of Paid Services – Dancer
Adapt this model to your particular situation

[Paper with company letterhead or logo, if possible]

[City, date]

Regroupement québécois de la danse
3680 Jeanne-Mance St., suite 440
Montreal (Quebec)
H2X 2K5

Subject: Certification of paid services

Dear Sir or Madam,

The present letter certifies that **[name of artist]** took part, as a dance performer, in **[number]** performances of the production **[name of work]** by the company **[name of company]** or by choreographer **[name of independent choreographer]**, for which the artist received payment.

[The artist] participated in the creation of the choreographic work **[title of production]**, for a total of **[number]** paid hours.

Yours truly,

[SIGNATURE]

[Name and title of signatory]
[Name of company]

[Address, phone number and e-mail of the company or independent choreographer]

Model Certification of Paid Services – Choreographer

Adapt this model to your particular situation

[Paper with presenter letterhead or logo, if possible]

[City, date]

Regroupement québécois de la danse
3680 Jeanne-Mance St., suite 440
Montreal (Quebec)
H2X 2K5

Subject: Certification of paid services

Dear Sir or Madam,

The present letter certifies that **[name of artist]**, as an independent choreographer *or* a choreographer with the company **[name of company]**, presented **[his/her]** production **[title of work]** for a total of **[number]** performances in the program of **[name of presenter]** in **[year]**.

The presentation of this work was paid for by **[name of presenter]**.

[Name of presenter] offered the artist a creation residency totalling **[number]** hours.

Yours truly,

[SIGNATURE]

[Name and title of signatory]
[Name of presenter]

[Address, phone number and e-mail of presenter]

Model Certification of Paid Services – Instructor

Adapt this model to your particular situation

[Paper with letterhead or logo of teaching institution or employer, if possible]

[City, date]

Regroupement québécois de la danse
3680 Jeanne-Mance St., suite 440
Montreal (Quebec)
H2X 2K5

Subject: Certification of paid services

Dear Sir or Madam,

The present letter certifies that the instructor **[name of instructor]** taught **[genre]** dance courses at **[name of institution]** to **[professional or amateur]** dancers for a total of **[number of days or weeks or months]** in **[year]**.

Over the course of this period, the dance instructor was remunerated for these services totalling approximately **[number]** hours.

Yours truly,

[SIGNATURE]

[Name and title of signatory]
[Name of teaching facility or employing institution]

[Address, phone number and e-mail of teaching facility or employer]

Model Certification of Paid Services – Cultural Worker

Adapt this model to your particular situation

[Paper with letterhead or logo of employer, if possible]

[City, date]

Regroupement québécois de la danse
3680 Jeanne-Mance St., suite 440
Montreal (Quebec)
H2X 2K5

Subject: Certification of paid services

Dear Sir or Madam,

The present letter certifies that **[name of cultural worker]** was employed by **[name of employer]** in the capacity of **[position]** from **[date]** to **[date]**, for a period of **[number]** hours per week, for which **[name of cultural worker]** received payment.

Yours truly,

[SIGNATURE]

[Name and title of signatory]
[Name of employing institution]

[Address, phone number and e-mail of employer]