

# 2017 International Festival Volunteer Performer Application

## Main Stages and Roaming Festival Grounds

September 22-24, 2017

Elmer Thomas Park, 3<sup>rd</sup> & NW Ferris, Lawton, OK

**Please Read Before Completing the Application, Make Copies, & Share with Your Group!**

**About The Festival** – This three-day family friendly event is a project by the International Festival Committee, part of the Lawton Arts & Humanities Council and the City of Lawton. This is the 38<sup>th</sup> year of the festival where no admission or parking fees have ever been charged! It provides local ethnic organizations, other groups, and individuals an opportunity to display aspects of their culture that makes the Lawton-Fort Sill Community so unique.

For the various festival venues, volunteer performers can apply to perform on the large stages and/or roam the festival grounds. There is a section for each type of performance venue. If you have an animal in your act, please note this in your application. Other activities at the festival include food, sales, display vendors, and children's area. This event will be held rain or shine. For performers needing special assistance, please call the Arts & Humanities Division office, 580-581-3470/3471.

### 2017 Calendar

June 16

Early Sept

Sept 22, 23, & 24

Deadline for applications - **no incomplete applications accepted!**

Mandatory Parking Info/Volunteer Performer's Meeting, TBA  
*Festival!*

### Volunteer Performer Selection Process

The International's Festival Entertainment Selection Committee reviews all applications to determine if volunteer performers meet the festival's mission and goals while reserving the right to decline any application at their sole discretion. All performers must agree to comply with event rules and regulations. For more information, please contact the Arts & Humanities Office at 580-581-3470, 581-3471 or e-mail [lahc@cityof.lawton.ok.us](mailto:lahc@cityof.lawton.ok.us)

#### The following requirements must be met to be considered:

- **Performances must meet the International Festival's Purpose and Mission to:**
  - 1) Give ethnic organizations an opportunity to display aspects of their culture;
  - 2) Provide educational opportunities about the diverse cultures in our community;
  - 3) Develop a festival that will promote a positive image of Lawton throughout the state and have a significant economic impact through tourism.
- **All applications must include:**
  - 1) A list of the country/countries or cultures represented in your program;
  - 2) A short explanation of how your program meets the mission of the festival;
  - 3) A brief description of your program (i.e. dance, band, vocal, rock, C&W, jazz, etc).
- **All performances must be family oriented.** Profanity and/or any actions deemed offensive or distasteful by the International Festival Committee and/or staff will be cause for immediate cancellation of performance and may hinder your group from performing at future International Festivals.
- **First time applicants** must submit DVD/CD of typical performance and two references. References can be from teachers, and/or officials from venues where you have performed. For additional guidance, call the Arts & Humanities Division, 580-581-3470 or 581-3471.

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## ADDITIONAL REQUIREMENTS

- **Main Stage**
  - Time (includes set-up, sound check (if required) & tear down) scheduled in 30 or 60 minute blocks.
  - Child Performers - One non-performing adult to seven minors. No unattended children allowed anywhere (includes dressing rooms, backstage, and etc). Supervision required at all times.
  - Each performer(s) is/are **required** to send representative to the pre-festival Performer's Meeting.
  - **Main Stages, Day of Performance:**
    - No later than 30min prior to performance, performer(s)' manager or official must check in with Stage Manager. Late arrivals subject to cancellation by the Int'l Festival Staff.
    - No later than 30minutes prior to performance, your assigned person who is familiar with your program must check in with the Sound Tech at the Sound Table. They need to remain at the sound table during entire performance to provide information to the Sound Tech.
      - Program list & music must be on same source. Example: Program has 10 songs, all 10 songs on 1 CD or IPOD/MP3 player and files labeled/named. Do not bring 10 different CDs as may cause delay in your program.
      - If using Ipod, MP3 player, or other source to plug into sound board, you **MUST** bring your device's USB cable and/or audio out cable
      - Visitors not permitted in dressing rooms and backstage area.
      - Stage, Dressing Rooms & Back Stage – No food or drinks allowed.
      - When performance is over, **IMMEDIATELY** clear dressing room, tent, and leave the stage area. This includes stage load and unloading area, no exceptions.
- **Roaming performers**
  - Examples of Roaming Performers: Singing, dancing, magic acts, juggling, marching bands, & drum groups. Please note there is no PA system provided, dressing room, or other festival support. Performances will be on natural terrain, roads and sidewalks cannot be blocked off.
    - Check in and out with Information Booth to let them know you are on grounds
      - No time limit during festival hours.
      - If you want to bring portable sound system, let us know in advance.

**After acceptance, changes to your program and/or tech requirements must be reviewed and approved by festival staff.**

### **2 Main Stages – Lake Helen Stage, North and 2<sup>nd</sup> Street Stage, South**

- 40' wide x approx. 19' deep x 3' high. Tent covers both the stage and audience area. 2<sup>nd</sup> Street Stage, South tent is 120' x 60' and Lake Helen, North Stage tent is 60' x 60' over head clearance of 8' to 16' for both.
- Stage Manager and crew at stages
- Sound tech/system provided based on your application needs, lighting is illumination only
- Additional equipment can be requested on application form
- Tent dressing room, capacity 8 adults max, each group has 2 dressing room tents.

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## MAIN STAGES

Please Print

Name of Group: (for press & schedule) \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Please circle: Need dressing rooms? Yes / No      Stage plot/sound input attached? Yes / No

Previous Intl Festival performer? Yes / No      Roaming performer also? Yes / No

### TYPE OF PERFORMANCE (Please check all that apply)

Dance	Solo Artist Need stage plot & tech info if have instruments	Choral Need stage plot & tech info if have instruments	Band Need stage plot & tech info	Other
____ With shoes	____ w/ instruments	____ w/ instruments	Type	Tell us more:
____ Bare feet	____ w/o instruments	____ w/o instruments	Number of Instruments	

Total number of performers: \_\_\_\_\_ How many are under 16? \_\_\_\_\_

Total number of non-performing adult supervisors for children 16 & under? \_\_\_\_\_

Please indicate date(s) & time(s) you are **UNABLE** to perform: \_\_\_\_\_

Please select your desired performance length – 30 Minute or 60 Minute.

- **Be exact as possible for load in/sound check time needed as well as load out time.**
- **Once schedule has been finalized, any changes to your program must be approved.**

30 Min Performance Length Time Calculation			60 Min Performance Length Time Calculation	
A. Load in/sound check time needed			A. Load in/sound check time needed	
B. 30 Min Performance	30		B. 60 Min Performance	60
C. Load out time needed			C. Load out time needed	
D. Total time needed = A + 30 + C			D. Total time needed = A + 60 + C	

**NUMBER OF PERFORMANCES** - All groups will be considered for one performance. Additional performances will be considered, if time allows.

**Would you like to be considered for an additional performance?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_

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## MAIN STAGE TECH REQUIREMENTS

If you would like our volunteer staff to introduce your group, please PRINT your introduction here:

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### STAGE EQUIPMENT NEEDS

Will you bring pre-recorded music? Please circle  Yes          No	Circle if pre-recorded music on <u>one</u> of these devices:  CD   IPOD   Flash Drive   Smart Phone   Laptop   Ipad  If on Ipod, Smart Phone, MP3 player, Laptop, or Ipad, must bring device's cables such as USB cable, audio output cable, & power cord	
<b>Type</b>	<b>Quantity</b>	<b>Comments</b>
Vocal Microphones		
Instrument Microphones		
Direct Box		
Monitor speakers		
Chairs (Indicate type in comments)		
Table (Indicate size in comments)		
Other (List in comments)		
Please list equipment/furniture provided by performer		<b>Note: Attach stage plot and tech info as required.</b>

**If using "burned" CDs, please make copies on two different brands of disks to increase the likelihood of compatibility with sound system. All program music must be on one source.**

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## ROAMING PERFORMER APPLICATION / TECH INFO

Performers roam the festival grounds and perform. Examples of Roaming Performers are singing, dancing, magic acts, juggling, marching bands & drum groups. Please note there is no PA system, dressing room, or other festival support. Performances will be on natural terrain, roads and sidewalks can not be blocked off. Roaming performers check in and out at the Information Booth.

### Please Print

Name of Group: (for press & schedule) \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Culture(s) or Country(s) Represented: \_\_\_\_\_

Please circle:

Previous Intl Festival performer? Yes / No      Applying for Main Stages also? Yes / No

**TYPE OF ROAMING PERFORMANCE** \_\_\_\_\_

Provide example of what you would do \_\_\_\_\_

\_\_\_\_\_

Will you bring a portable sound system? Yes / No

If yes, there will be requirements on how loud you can turn the volume up.

Total number of performers: \_\_\_\_\_ How many are under 16? \_\_\_\_\_

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

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Please print. Incomplete applications will not be processed, be sure that all information is complete and required forms are attached.

Name of Group: (for press & schedule) \_\_\_\_\_

Country/countries or cultures represented \_\_\_\_\_

Check the statement(s) that best describes how your program meets the festival's mission

\_\_\_\_\_ We are an ethnic organization and wish to display aspects of our culture

\_\_\_\_\_ Provides educational opportunities about your culture in our community

\_\_\_\_\_ Other \_\_\_\_\_

Applying for the following (circle) Large stage \_\_\_\_\_ Roaming \_\_\_\_\_

Do you have an animal in your act? (circle) yes \_\_\_\_\_ no \_\_\_\_\_ Type: \_\_\_\_\_

What type of program and list example program (Example: Bagpipe music with drum, program list could include Amazing Grace and Traditional Celtic Music.) Attach additional information if needed:

## Check list, have you done the following?

\_\_\_\_\_ Application signed?

\_\_\_\_\_ DVD/CD with two (2) references for first time performers?  
See information page for requirements.

\_\_\_\_\_ Organization/group and program information correct as indicated in application information?

\_\_\_\_\_ Stage plot and tech information attached?

\_\_\_\_\_ Retain copy of entire application packet for your records?

## Agreement and Waiver

The International Festival participant does hereby agree to forever release, discharge, defend, indemnify and otherwise hold harmless the City of Lawton, Oklahoma, the Lawton Arts & Humanities Council, the International Festival Committee, their officials, employees, agents and servants, of, from, and against any and all claims, demands, expenses, or losses of any kind whatsoever, due to personal injury (including death) and/or property damage arising from or during, on account of, or in anyway related to participating in the International Festival. Official signing this document is responsible for communicating all information to their performers, assistants, parent/guardians involved. Performer(s) are liable for any damages. Should rules and regulations not be followed, the performer(s) may not be approved in the future. I understand that festival information may be subject to change. Participation in the festival is voluntary and as such no compensation is due. By signing below, International Festival participant(s) agrees to all terms and conditions as stated in the application packet. **Application packets that are incomplete (no signature or support documentation) will not be considered!**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representing Performer(s), Please Print \_\_\_\_\_

Organization (if any), Please Print: \_\_\_\_\_

**Mail signed application and required support documents to International Festival, P.O. Box 1054, Lawton, OK 73502 or drop off at the Arts & Humanities Div. Office (west entrance of McMahon Memorial Auditorium), 801 NW Ferris Ave, Lawton, OK 8am-12noon & 1-5pm, Mon-Fri**