

# 11<sup>th</sup> Annual Reston Multicultural Festival

## ENTERTAINMENT GUIDELINES

### ENTERTAINMENT OPERATING HOURS:

Saturday, September 24, 2011  
11:00 a.m. to 6:00 p.m.

### NOTIFICATIONS:

Notifications of selection and tentative performance times will be made by Friday, August 5, 2011

### PERFORMANCE LOCATIONS:

Performances will take place in front of the Washington Plaza Baptist Church at Lake Anne Village Center, in the Global Cafe area, and in the Jo Ann Rose Gallery at the Reston Community Center Lake Anne, located at 1609A Washington Plaza, Reston, VA 20190.

### PERFORMANCE CONTENT:

Performances should reflect authentic traditions and forms of a specific culture. These can include performance styles specific to a particular religious orientation but should not be used to proselytize or overtly promote any one faith over another.

The entertainer acknowledges that the Reston Multicultural Festival is a family-oriented event and agrees that any material performed will be suitable for all ages and free of any content that would be inappropriate for a diverse, multicultural and multigenerational audience.

### ASSIGNMENT OF PERFORMANCE TIME:

A completed application and requested materials must be received by the deadline of Friday, June 24, 2011. Specific time assignments will be negotiated with each entertainer and MUST be adhered to without exception.

### LENGTH OF PERFORMANCE and SETUP/BREAKDOWN:

Performances will be approximately 30-45 minutes in duration, excluding setup and breakdown. Setup and breakdown time allowances shall not exceed 15 minutes for each.

### CALL TIME:

Performers are required to arrive at a specified time, not earlier or later, to maintain a comfortable flow in the backstage areas. Selected performers will receive directions and check-in information with contracts.

### EQUIPMENT and PERSONNEL (FESTIVAL PROVIDED):

The Reston Multicultural Festival will provide the following stage equipment and support personnel: Staging suitable for the performance to include:

- a. Stages: Performances scheduled to take place outside in front of the Washington Plaza Baptist Church (World Stage) and in the Global Café area (Global Stage) will be on stages with approximate dimensions of 24' wide x 20' deep x 2' high, covered by a tent. The performance space in the Jo Ann Rose Gallery at the RCC Lake Anne will be approximately 16' wide x 12' deep x 8" high.

- b. Stage surface suitable for dance with the understanding that all dancers are performing with shoes. No guarantee is made as to the stage floor condition; no dancer will be permitted to perform without shoes or if they must, will perform at their own risk.
- c. Sound system with CD player, iPod compatible cable, microphones with assorted stands, direct boxes, related amplification equipment and speakers to include monitors for performers.
- e. Sound system operator
- f. Stage Manager and technicians to assist with setup and breakdown of entertainer equipment
- g. Master of Ceremonies to introduce Entertainers

PLEASE NOTE: Entertainers should arrive ready to perform. There will be holding areas near the stages. Holding areas may be shared with other performers. There is not adequate dressing room support for onsite changing and/or makeup. Please let us know if this presents a significant problem.

EQUIPMENT (TO BE BROUGHT BY THE ENTERTAINER):

Please provide a list of the number of people performing, the number of support staff and a list of the equipment you bring with you. Please provide a diagram of your setup and description of what you will be doing on stage (see application).

SUPPORT MATERIALS:

All applications must include sufficient documentation to thoroughly illustrate the performance content, the cultural orientation of the performance and the nature of the performing group; i.e. a school, church, individual, club or other type of group. Documentation can include CD's, demo tapes, videos, photos, letters from other events or venues, brochures and/or similar material.

COPYRIGHT:

The entertainer accepts sole responsibility for any and all applicable copyright, royalty, and/or licensing requirements associated with this engagement.

REMUNERATION:

Performers may be offered a nominal fee to be paid upon completion of contractual obligations.

GROUP PROMO:

If your group has tapes, CDs, posters and/or other appropriate promotional materials they would like to sell at the festival, we must know ahead of time. There will be an area available for you to conduct sales. You will need to be responsible for sales operation and cash bank if needed. This information should also be on a promo index card, which will be provided, so the emcee can make an announcement regarding sales and materials. Sales are limited to 15 minutes immediately following the performance.

**2011 Reston Multicultural Festival**  
**Entertainment Application**

**Date of Festival:**

Saturday, September 24, 2011

**Festival Operating Hours:**

11:00 a.m. to 6:00 p.m.

**Festival Location: Lake Anne Village Center, Reston**

1609-A Washington Plaza, 20190

**Return Application To:**

Reston Multicultural Festival

c/o Kevin Danaher

2310 Colts Neck Rd.

Reston, VA 20191

(703)476-4500 ext. 6168

Fax: (703)476-8617

[kevin.danaher@fairfaxcounty.gov](mailto:kevin.danaher@fairfaxcounty.gov)

**APPLICATION and SUPPORT MATERIALS (i.e. demo tape, CDs, videos, photos, letters)**

**DEADLINE : Friday, June 24, 2011**

Performer/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Name of Country/Culture: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Estimated length of performance: \_\_\_\_\_

(Performing time minimum is 20 minutes, maximum 45 minutes. Final length of performance will be determined by Entertainment Staff.)

# Of People Performing: \_\_\_\_\_ # of Support Staff: \_\_\_\_\_

Equipment being brought with you: \_\_\_\_\_

\_\_\_\_\_  
(Please use reverse side of this application to provide a diagram of your set up)

I have read, fully understand and agree to abide by the Entertainment Guidelines for the Reston Multicultural Festival, which are part of this application.

Signature of Authorized Representative: \_\_\_\_\_

Printed name of above: \_\_\_\_\_ Date: \_\_\_\_\_

Please describe the nature of what you/your group propose to perform and/or present at the Reston Multicultural Festival and how your proposed activity relates to the multicultural theme of this event.

Please use additional pages if needed.

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