Schools and organizations that serve the Cedar Valley with cultural activities are invited to CultureFest. Groups may have cultural displays, performances or both. Booth set-up takes place between 10:00 a.m. and 4:00 p.m. the day of the event. Tables must be staffed throughout the event between 5:00 and 7:30 p.m., as guests enjoy the festivities. Please do NOT start taking down your booth until clean up begins at 7:30 p.m. Due to space limitations, groups within the same agency may be asked to share a table.

CultureFest is a free event open to the public. As a community or school organization displaying and/or performing at CultureFest, your display/performance may be photographed by the media, community members or attendees. All groups are subject to having their image or likeness used for stories or informational pieces regarding CultureFest 2017 or future events. If you DO NOT want to have your group photographed please sign and date below. (Due to the unique nature of this event and the fact that it is held in a public setting, we will do our best to make sure we honor your request.)

I, __________________ request that our group display (and/or) performance will not be interviewed or photographed. Due to the unique nature of this event I understand that it is in a public setting and that the committee cannot be held responsible for any public attendee that photographs my group.

Signed: ____________________________ Date: ____________

Performance groups will be contacted regarding their performance times and needs.

SCHOOL/ORGANIZATION NAME: __________________________________________________________

PLEASE CHECK WHAT BEST DESCRIBES YOUR ACTIVITY.

___ Display (Information Only)
___ Display (Food & Information)
___ Food Samples Only
___ Display (Information & Youth Activities)
___ Display (Information & Activity All Ages)
___ Performance

WHAT ARE YOU PLANNING?

*CULTURAL DISPLAY
Please briefly describe the display below and how it relates to CultureFest. If you are giving out an item please describe what that item(s) is. Each reservation will be provided one table with a chair. PLEASE NOTE: Due to space limitations and the growing popularity of the event, we are only able to provide one table per organization. If your organization will need special accommodations, please indicate them in the display description below. All food exhibitors must bring their own serving supplies. Groups are asked NOT to hand out candy or decorate with glitter!

Please check all that apply:

___ Food Sample (if yes, please list): ______________________________________________________

(plan for 300 people at least) REMEMBER it is a tasting NOT a meal; small portions!

___ Handouts
___ Trinkets/Gifts
___ Activity (if yes, please list): ______________________________________________________

Describe your display:_________________________________________________________________

___________________________________________________________________________________
PERFORMANCE
Please briefly describe below the type of performance, the number of individuals involved, length of performance and how your performance relates to CultureFest. Each group has a MAX of 15-20 minutes to perform. In addition, groups will not be allowed to have costume changes and no rooms will be available for costume changes. *All groups will be REQUIRED TO SCHEDULE A REHERSAL/TECH MEETING one week prior to the event to go over your requests (see dates and times below)*

Type of performance: ________________________________ # of people in your group ______

Check a rehearsal time on Thursday, March 29th that works for you.

___10:00-10:30  ___11:30-12:00  ___2:00-2:30  ___3:30-4:00  ___5:00-5:30
___10:30-11:00  ___1:00-1:30  ___2:30-3:00  ___4:00-4:30  ___5:30-6:00
___11:00-11:30  ___1:30-2:00  ___3:00-3:30  ___4:30-5:00

What equipment will you be bringing?

___ Instruments
___ Mobile Device
___ Laptop
___ Other (please list) ____________________________________________

What equipment do you need the Waterloo Center for the Arts to provide?

___ Microphones  #____
___ CD Player
___ PA Audio System
___ Piano
___ Other (please list) ____________________________________________

Describe your performance:
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

CONTACT NAME:________________________ PHONE NUMBER: __________________________

EMAIL: ___________________________________ CELL PHONE NUMBER: ________________________

☐ We will need electricity (tables with access to electricity will be reserved). If you don't specify that you need electricity you WILL NOT have it the day of the event. Please bring your own extension/drop cords, they WILL NOT be provided.

Please send this form to the CultureFest Committee, Waterloo Community Schools, 1516 Washington Street, Waterloo, IA 50702 by March 7, 2018, or fill out the forms located online at http://www.waterlooschools.org/equity/. You may also email your completed forms to dehll@waterlooschools.org.