



REGISTRATION FORM

CultureFest 2018

Waterloo Center for the Arts

225 Commercial Street

April 5, 2018 – 5:00 – 7:30 p.m.

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:



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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 REHEARSAL/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.