



2021 International Festival Volunteer Performer Application



Friday - Sunday, September 24-26, 2021
Elmer Thomas Park, 3rd & NW Ferris Ave., Lawton, OK

The 42nd International Festival is a three-day family friendly event and a project by the International Festival Committee, part of the Lawton Arts & Humanities Council and the City of Lawton. This event 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. This event will be held rain or shine.

2021 Calendar

July 30: Application Deadline (It is your responsibility to confirm that it has been received by the Festival office)

Aug 4: Notification of Approved Applications

Early Sept: Mandatory Pre-Festival Volunteer Performer's Meeting

Sept 24, 25, & 26: Festival!

- **Incomplete applications will not be accepted**
- **Please type or print clearly**
- **Please sign last page**
- **Make copies and share with your group**
- **Completing this application does not guarantee acceptance**

Volunteer Performer Selection Process

The International Festival's Entertainment Selection Committee reviews all applications to determine if volunteer performers meet the mission and goals of the festival while reserving the right to decline any application at their sole discretion. All performers must agree to comply with event rules and regulations.

The following requirements must be met to be considered:

Performances must meet the purpose and mission of the International Festival:

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 and have an 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, dangerous, or distasteful will be cause for immediate cancellation of performance and may affect any future International Festival performances.

Two Main Stages – Lake Helen Stage (North) and 2nd Street Stage (South)

- 40' wide x approx. 19' deep x 3' high with tent covering both the stage and audience area. Overhead clearance is 8' to 16'
- Stage Manager and sound crew at stages
- Sound tech/system provided based on your application needs, lighting is reflected illumination only
- Additional equipment can be requested on the application form
- Tent dressing rooms.

ADDITIONAL REQUIREMENTS

Main Stage:

1. Time **(includes set-up, sound check (if required) & tear down)** scheduled in 30 or 60 minute blocks.
2. Child Performers - One non-performing adult to seven minors. No unattended children allowed anywhere (includes dressing rooms, backstage, etc.). Supervision always required.
3. The following are **not permitted** in your performance: fire, fireworks, flash pots, flammables, and any type of combustibles.
4. If you have an animal in your act, please note this in your application.
5. Each performer(s) is/are **required** to send a representative to the **Mandatory Pre-Festival Volunteer Performer's Meeting**.

Main Stages, Day of Performance:

1. No later than 30 minutes prior to performance, a performer's official must check in with Stage Manager. Late arrivals subject to cancellation by the International Festival Staff.
2. No later than 30 minutes 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.
3. Program list & music must be **on same source**. Example: Program has 10 songs, all 10 songs on 1 CD or iPad and files labeled/named. Do not bring 10 different CDs as may cause delay in your program. If using "burned" CDs, please make copies on two different brands of disks to increase the likelihood of compatibility with sound system. Use of poor-quality recordings will reflect negatively on all of us. **It is important to record your complete program in the order it is to be performed.** Issues with this can cause delays and may shorten your performance time.
4. If using any digital smart device to plug into sound board, you **MUST** bring your own USB cable and/or audio out cable.
5. Visitors not permitted in dressing rooms and backstage area.
6. Stage, dressing rooms & back stage – No food or drinks allowed.
7. When performance is over, **IMMEDIATELY** clear dressing room, tent, and leave the stage area. This includes stage load and unloading area, no exceptions.

Please Print

Name of Group (for brochure and schedules): _____

How many in your Group: _____ Type of Entertainment: _____

Culture(s) or Country(s) Represented: _____

Representative Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Alternate: _____ E-mail: _____

Name of Alternate Group Contact: _____ Cell Phone: _____

Need dressing rooms? Yes _____ No _____

Stage plot/sound input attached (mandatory for bands)? 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 ____	

Number of performers: _____ How many under 16? _____ Number of adult supervisors for children 16 & under? _____

Are you available to perform: **SATURDAY:** _____ Yes _____ No **SUNDAY:** _____ Yes _____ No

Are you available ALL TIMES during the day(s) you indicated? YES _____ NO _____

If NO, indicate time(s) you ARE available _____

List times you **prefer** to perform: Sat., Sept. 25: _____ Sun., Sept. 26: _____

(no guarantee we can schedule you during your preferred times)

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 _____

Do you want our volunteer staff to introduce your group? Yes _____ No _____ If Yes, PRINT your introduction here:

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

- **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 prior to event.**

30 Min Performance Time Slot INCLUDES LOAD IN AND LOAD OUT		60 Min Performance Time Slot INCLUDES LOAD IN AND LOAD OUT	
A. Load in/sound check time needed		A. Load in/sound check time needed	
B. Performance Length		B. Performance Length	
C. Load out time needed		C. Load out time needed	
D. Total time needed TOTAL TIME MUST NOT EXCEED 30 MINUTES!	30	D. Total time needed TOTAL TIME MUST NOT EXCEED 60 MINUTES!	60

MAIN STAGE TECH REQUIREMENTS

STAGE EQUIPMENT NEEDS

Will you bring pre-recorded music? Yes ____ No ____	If using pre-recorded music indicate which one of these devices: ____ CD ____ Flash Drive ____ Smart Phone ____ Laptop ____ iPad ____ Other If using any digital smart device (Phone, Laptop, iPad, etc.), you must bring your own cables such as USB cable, audio output cable, & power cord.	
Type	Quantity	Comments
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		

Note: Attach stage plot and tech info as required.

Please print and be sure that all information is complete! Incomplete applications cannot be processed.

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 our culture in our community
 ____ Other _____

Do you have an animal in your act?: Yes ____ No ____ Type: _____

What type of program and list example program (Example: bagpipe music with drum, program list may include Amazing Grace and traditional Celtic music)? Attach additional information if needed: _____

Check list, have you done the following?

- ____ **Application signed?**
 ____ **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(s) 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 any way related to participating in the International Festival. Person 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 in policy 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.

Signature: _____ Date: _____

Representing Performer(s), Please Print: _____

Organization (if any), Please Print: _____

Mail signed application and required support documents to: International Festival, PO Box 1054, Lawton, OK 73502; or drop off at the Arts & Humanities office (west entrance of McMahon Memorial Auditorium), 801 NW Ferris Ave, Lawton, OK 8am-12noon & 1-5pm, Monday through Friday.