



17th October, 2011

International Festival Performance Group,

Florida Institute of Technology's Office of International Student and Scholar Services, in collaboration with the Office of Residence Life, is hosting the 6th Annual International Festival on Saturday 25th February 2012 at 12:00 pm – 5:00pm. This event will showcase a multitude of cultures represented in and around Florida Tech in the form of diverse stage performances, cultural displays and booths, and various food vendors.

As a stage performing group, there are certain steps that need to be taken in order for the event to progress as smoothly as possible. Below is a list of these steps that you, the stage performing group, should complete in order to help make this event run as smoothly as possible.

- Groups wishing to perform at the Florida Tech 2012 International Festival must register by Wednesday 30th November 2011.
- Upon registration, performers must indicate, as required on the registration form:
 - The name of the group or organization that they are representing
 - The intended number of stage performances
 - The type of stage performance (dance, vocals, or other)
 - The intended duration of the stage performance(s)
 - The number of performers participating in each performance
- All performing groups must remain in contact with event coordinators such that the schedule of performances can be finalized before the event.
- All performing groups **MUST** attend a rehearsal/walk-through of the event on Saturday 18th February 2012 at 12:00pm – 5:00pm in the Florida Tech Panthereum.
- Should accompanying music be required for a performance, the performing group must supply the event coordinators with a CD of the required music no later than the date of the event rehearsal/walk-through.
- All performing groups **MUST** arrive at the event location no later than 1 hour prior to their scheduled performance time.

Failure to complete any of these steps may render your group ineligible to participate in the event. By signing on the following page, you, the performing group, agree to meet all of the above requirements.

We at Florida Tech look forward to your cooperation and participation in the 2012 International Festival. With the contribution of your performance, this promises to be a memorable event.

Sincerely,

Jared Nunes

Entertainment Committee Head
International Festival 2012
Florida Institute of Technology



The following signifies a contract between the performing group and the event coordinators. Please complete and submit this form to any of the entertainment committee heads by Wednesday 30th November 2011. The requirements for stage performances for the event are re-listed below.

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We, the _____ group participating in the Florida Tech 2012 International Festival, agree to complete all the above requirements as outlined by the entertainment committee. We understand that failure to meet any of the above requirements by the intended dates can and may result in repercussions, such as but not limited to our group's disqualification from the event.

Group Representative Name

Group Representative Signature

Date