International Festival – Spring 2019 Participant Form

Please return this form to the ISSS office by **Friday, March 1st**

Name of Country/Region: ________________________
Name of Primary Contact: ________________________
Email: ________________________ Phone:
Secondary Contact: ________________________
Email: ________________________ Phone:

**Indicate the type of display you will have:**
☐ Display only
☐ Display with activities, handouts, or interaction (ISSS can print copies.)

**Display Guidelines:** Set up time for display will be **8:00am**, please arrive on time!!! The ISSS office will provide supplies such as tape, construction paper, poster board, markers, and scissors. Before you can be reimbursed for any purchase of items to enhance your country/regional display, you will need to submit a list of those items for approval. We cannot reimburse tax. Please make sure that your receipts are itemized. On the second page of this form you will be given an example of what is considered and what is not considered an itemized receipt. Receipts should be turned in to the ISSS office by no later than **Friday, April 20**. All remaining supplies must be returned to the ISSS office.

**Supplies needed for your display area:**
Tables? (Rectangular in shape 3’ x 8’) **Maximum of 1** ____________
Chairs? **Maximum of 2** ____________
Poster Board: ____________ Tape: ____________
Markers: ____________ Glue: ____________ Scissors: ____________
Construction Paper: ____________
Other: ____________
Supply Guidelines: Tables and chairs will be provided and should be used appropriately. The maximum number of tables a group may use is two.

Please indicate if one table will suffice. We will try our best to provide you the supplies you need at least one week before the day of the festival, so please let us know in a timely manner.

Would your group like to showcase a cultural performance? _________
If so, what is the name of the performance and what is the cultural significance in performing it? ____________________________________________
_________________________________________________________________
_________________________________________________________________

Entertainment Guidelines: Entertainment will be scheduled between 9:30am - 12:30pm. There will be a stage provided so that your performance is in better view. The amount of time that each group will have is 15 minutes, so please ensure that your performance covers this time span. There will be a brief intermission between acts. **Your group will elect one individual to introduce the performance.** You will be contacted with performance times as soon as all groups have returned the forms. Performances should be appropriate for people of all ages.

Would your group like to showcase cultural attire by participating in a fashion show?
If so, what is the cultural significance of the clothing? What are the names of the attire?

Fashion Show Guidelines: It would be ideal to showcase both a male and female version of your cultural attire, however it is understood that not all groups may have the appropriate participants for this. Child participation is welcomed as well.
I have read and understood the guidelines under each section and will explain them to all members of the group representing my country/region. I agree to abide by them during the festival. I and my group will assist the ISSS staff or other university officials in maintaining appropriate exhibits and behavior connected with the group I represent. I understand that both entertainment and clothing displays are optional, and if my group chooses to participate, I will abide by the guidelines. I understand that our group will be reimbursed only for items that have been pre-approved for purchase, provided that we can show itemized receipts indicating each item and price. I understand no food or drinks will be served. Lastly, I understand that should I have any further questions, concerns, or doubts, I will bring them to the ISSS staff.

Signature:

Printed Name:

Acceptable Receipts:

Not Acceptable: