



# Rotary FESTIVAL NIGHT FORM

One completed form is required per act. **Submit your form by Monday, 14 October** (email: [stageproduction@rotary.org](mailto:stageproduction@rotary.org); fax: +1-847-556-2194).

The primary contact person for an act should submit this form on behalf of their group. RI staff will send a confirmation to the primary contact person which includes the orientation time assigned to the group. The primary contact person is responsible for notifying the group of this assigned orientation time before the assembly. All assigned times are final and cannot be changed. A list of all scheduled orientation times will also be posted outside the Seaport Ballroom, 2nd Floor. Late submissions will not be accepted.

## PRIMARY CONTACT PERSON

This person will be in charge of submitting this entry form, informing group participants of the assigned orientation time, and organizing the group's performance.

|  |  |
|--|--|
| FAMILY NAME  | FIRST NAME AND MIDDLE INITIAL          |
| ROTARY TITLE (e.g., director, governor-elect, partner of governor-elect) | ADDRESS                                |
| CITY   | STATE/PROVINCE                         |
| POSTAL CODE  | COUNTRY                                |
| PHONE (including country and city codes)                                 | FAX (including country and city codes) |
| EMAIL  |  |

## WE ARE PERFORMING AS

Zone  District  Other

|                               |                                      |
|-------------------------------|--------------------------------------|
| COUNTRY/COUNTRIES REPRESENTED | PARTICIPATING DISTRICT(S) OR ZONE(S) |
|-------------------------------|--------------------------------------|

## DESCRIPTION OF ACT

|  |   |
|--|---|
| TITLE OF ACT<br>(As it should appear in the program; if no title is provided, the act will be listed as "Untitled.") | NUMBER OF PEOPLE IN YOUR ACT<br>(maximum allowed onstage: 40) |
|--|---|

Brief description of your act

Song  Dance  Instrumental number  Skit  Other

Will musical instruments be played?  Yes  No If yes, what instrument(s)? \_\_\_\_\_

Will you be supplying recorded music?  Yes  No Will your group be using props?  Yes  No

|           |      |
|-----------|------|
| SIGNATURE | DATE |
|-----------|------|

## REMINDERS AND TIPS

- The time limit for each act is three minutes.
- Nothing may be thrown from the stage and any props used must be carried on and off the stage by the performers.
- Acts may not include elements requiring visual support (slides, pictures, film, PowerPoint, or video).
- **Show, don't tell.** Simultaneous interpretation is not available, so you'll reach more audience members through music and dance numbers rather than narrated skits.
- **Keep it simple.** Most participants on stage don't have a background in performing, so they'll have much more fun if they don't have to worry about complicated staging and scripts.