



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## 17<sup>th</sup> ANNUAL RESTON MULTICULTURAL FESTIVAL



### 2017 ENTERTAINMENT GUIDELINES

#### FESTIVAL DESCRIPTION

The Reston Multicultural Festival is a celebration of the diversity and community spirit that is found in Reston. This annual event brings together the people of Reston to celebrate our rich medley of cultures. It should be understood by the Applicant that Performances, Arts & Crafts items, Food Vendor items and Community Organization activities should reflect authentic traditions and forms of a specific country or culture. These can include performance styles, items or activities specific to a particular religious orientation but should not be used to proselytize or overtly promote any one faith over another. It should also be understood by the Applicant that the Reston Multicultural Festival is a family-oriented event and any material performed, sold or presented will be suitable for all ages and free of any content that would be inappropriate for a diverse, multicultural and multigenerational audience.

#### FESTIVAL INFORMATION

Date & Operating Hours: Saturday, September 23, 2017 (Rain or Shine)  
11:00 a.m. to 6:00 p.m.

Festival Location: Lake Anne Plaza  
1609-A Washington Plaza  
Reston, VA 20190

#### APPLICATION PROCEDURE

Send completed application and any support materials:

By Mail: 2017 Reston Multicultural Festival By Email: kevin.danaher@fairfaxcounty.gov  
c/o Kevin Danaher  
Reston Community Center By Fax: 703-476-8617 Attn: Kevin Danaher  
2310 Colts Neck Road  
Reston, VA 20190

#### Support Materials:

All applications must include sufficient documentation to thoroughly illustrate the performance content, the cultural orientation of the performance and the nature of the performing group; i.e. a school, church, individual, club or other type of group. Documentation can include CDs, demo DVDs, videos, links to websites or YouTube, photos, letters from other events or venues, brochures and/or similar material. Submitted materials will not be returned.

#### Auditions:

Due to a lack of demand for auditions on the part of applicants for the past several years, there will not be any auditions for 2017. All applications will need support materials detailed above. This decision may be reconsidered in future years if we find that there is a demand for auditions.

(continued)

**Reston Community Center**  
2310 Colts Neck Road  
Reston, Virginia 20191  
703-476-4500, TTY 711 • 703-476-8617 fax  
www.restoncommunitycenter.com



## SELECTION AND NOTIFICATION

Application Deadline

**Friday, June 23, 2017**

Notification of Selection

**Friday, July 14, 2017**

A completed application and requested materials must be received by the deadline of Friday, June 2, 2017. Applications will be reviewed by the Festival Entertainment Committee, who will select which performance groups will be part of the Festival. Specific time assignments will be negotiated with each entertainer and MUST be adhered to without exception.

## AT THE FESTIVAL

### EQUIPMENT & PERSONNEL (PROVIDED BY FESTIVAL):

The Reston Multicultural Festival will provide the following stage equipment and support personnel:

Staging suitable for the performance to include:

- Stages: Performances will be scheduled to take place outside in front of the Washington Plaza Baptist Church (World Stage) and in the Global Café area (Global Stage) Stages will have approximate dimensions of 24' wide x 20' deep x 2' high, covered by a tent. There will also be a smaller performance area on the floor inside RCC Lake Anne Jo Ann Rose Gallery that is approximately 16' wide by 12' deep.
- Outside stage surfaces are suitable for dance with the understanding that all dancers are performing with shoes. No guarantee is made as to the stage floor condition; no dancer will be permitted to perform without shoes or if they must, will perform at their own risk. The performance surface inside the RCC Lake Anne Gallery is carpet with a very short nap.
- Sound system with CD player, iPod/MP3 compatible cable, microphones with assorted stands, direct boxes, related amplification equipment and speakers to include monitors for performers.
- Sound system operator
- Stage Manager and technicians to assist with setup and breakdown of entertainer equipment
- Master of Ceremonies to introduce Entertainers

### EQUIPMENT (TO BE BROUGHT BY THE ENTERTAINER):

Please provide a list of the number of people performing, the number of support staff and a list of the equipment you bring with you. Please provide a diagram of your setup and description of what you will be doing on stage (see application).

### CALL TIME:

Performers are required to arrive at a specified time, not earlier or later, to maintain a comfortable flow in the backstage areas. Selected performers will receive directions and check-in information with agreements. Entertainers should arrive ready to perform. There will be holding areas near the stages. Holding areas may be shared with other performers. There will be shared dressing rooms with mirrors, tables, chairs, and clothes racks inside RCC Lake Anne for those groups not able to arrive ready to perform. Details on dressing room schedules will be determined at the time of confirmation and agreement execution.

### LENGTH OF PERFORMANCE and SETUP/BREAKDOWN:

Performances will be approximately 20-45 minutes in duration, excluding setup and breakdown. Setup and breakdown time allowances shall not exceed 15 minutes for each.

**Reston Community Center**

2310 Colts Neck Road

Reston, Virginia 20191

703-476-4500, TTY 711 • 703-476-8617 fax

[www.restoncommunitycenter.com](http://www.restoncommunitycenter.com)



**COPYRIGHT:**

The entertainer accepts sole responsibility for any and all applicable copyright, royalty, and/or licensing requirements associated with this engagement.

**REMUNERATION:**

Performers may be offered a nominal fee to be paid upon completion of contractual obligations.

**GROUP PROMO:**

If your group has CDs, posters and/or other appropriate promotional materials they would like to sell at the festival, we must know ahead of time. There will be an area available for you to conduct sales. You will need to be responsible for sales operation and cash bank if needed. This information should also be on a promo index card, which will be provided, so the emcee can make an announcement regarding sales and materials. Sales are limited to 15 minutes immediately following the performance.

**AGREEMENT TO TERMS AND INDEMNIFICATION**

Kevin Danaher, Reston Community Center Community Events Director, will be on site and available throughout the Festival. Should an emergency situation occur during the Festival, you will receive instructions appropriate to the situation as to proper procedures in suspending your performance and/or evacuating the stage area.

A performer/organization's (and/or its performing members or support staff) failure to comply with any of the terms and conditions stated above shall constitute an automatic termination of this agreement, whereupon the performer/organization will immediately remove all equipment and items from the Festival site.

The performer/organization recognizes that there are some inherent risks to participating in certain programs/activities and, accordingly, agrees to hold the Fairfax County Board of Supervisors, Reston Community Center, Reston Association, and Lake Anne of Reston Condo Association volunteers, employees and Governing Boards harmless from any and all liability for property damage, harm or bodily injury which may result from participation. The performer/organization acknowledges that they have been advised to carry their own insurance while participating in this program.

I am authorized to sign on behalf of the performer/organization below, and by my signature attest that I have read, understand and agree to all terms above:

\_\_\_\_\_  
Signature of principle contact

\_\_\_\_\_  
Performer/Organization Name

\_\_\_\_\_  
Printed name of above

\_\_\_\_\_  
Date

Please keep a copy for your records and return a signed copy no later than June 2, 2017 to:

Reston Multicultural Festival 2017/RCC,  
Attn: Community Events Director  
2310 Colts Neck Road  
Reston, Virginia 20191  
Inquiries: 703-390-6166 or kevin.danaher@fairfaxcounty.gov

