



Chile Canta y Baila

Performance Request Form

Presented by
Chilean Cultural Center of Arizona

Requestor Name: _____

Contact Cell Phone: _____ **Work:** _____

Organization's Name: _____

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

Phone: _____ **Fax:** _____

Name of the event: _____

Theme: _____

Date of the event: _____ **Event time:** _____

Address of the event: _____ **City** _____ **State** _____

Description of the event: _____

Target Audience: _____ **# of Potential Attendees:** _____

Length of the event: _____

Will there be other dancers? Yes No

Is your event open to the public? Yes No

Is there admission? Yes No

If yes, what are the ticket prices? _____

Will there be a stage? Yes No

If yes, what are the dimensions? Length _____ Width _____

Will there be dressing rooms? { } Yes { } No

Is there a private area for warm up? { } Yes { } No

Will there be sound equipment? { } Yes { } No

How did you hear about us? _____

Thank you for your interest in Chile Canta y Baila!

To expedite your performance request, please complete and sign this request form and submit no later than **2 weeks** prior to your requested date(s). Forms may be hand delivered or emailed to centrocultural@chilenosarizona.org.

Once your request has been received, someone from our organization will contact you.

We look forward to performing for your event!

Application

1. Please complete as much of this Performance Request Form as possible. This will assist us in evaluating your request and responding in a timely manner.
2. The Performance Request Form must be submitted at least 2 weeks prior to the performance date.
3. The Requestor **MUST** sign the form, below.
4. Please return the form in person to a member of our organization or email to: centrocultural@chilenosarizona.org
5. Only signed performance requests will be honored. Oral agreements to perform will not be honored without submission of this form and approval by the Executive Board.

Process for Review and Approval

All performance requests will be reviewed by the President and/or Vice-President and approved based upon the following criteria:

1. Alignment with Mission: The Performance must be in keeping with the mission/vision of the Chilean Cultural Center of Arizona and maintain the integrity and brand of its performing groups.
2. Schedule: Depending on rehearsal & performance schedules and member availability, CCCA will try to accommodate dates and times. As our instructors work during the day, evenings and weekends are best. Without a 2 week lead time, CCCA may not be able to guarantee performance dates and times.

Costs

We are a non-profit organization and do not access charges. Donations are greatly appreciated!!

Right to Cancel

Your organization reserves the right to cancel our participation in an approved event up to one hour before the requested performance time under certain conditions, including, but not limited to:

1. The time and date of the performance are changed.
2. The performance venue is changed.
3. The requestor and organization/venue contacts are not available for consultation with personnel on the requested performance up to one weeks prior to the requested performance date.

This form is not a contract for services. It is for informational purposes only.

Signature: _____ Date: _____

Print Name: _____