



POLISH FESTIVAL

@ FEDERATION SQUARE

Invitation for Expressions of Interest for *Stage Performance* (Due by Monday 31 July 2017)

Greetings and dzień dobry,

It is a great pleasure to extend to you an invitation to lodge an Expression of Interest to participate as a Performer at the **13th Polish Festival @ Federation Square**. The festival is Australia's premier Polish festival and seeks to *bring a taste of Poland to Melbourne* through a celebration of Polish culture, history and folklore.

An average of 50,000 patrons visit the festival each year. This year the festival will be held on **Sunday, 12 November** between the hours of 10am and 5pm.

As in past years, a variety of Polish/Australian businesses, organisations and schools will be participating in the festival. The program will contain stage performances, food stalls, a variety of beverages at the *Karczma*, street performances etc. There will be businesses and organisations dealing in anything from silver to books or art and community services.

General Festival Provisions

1. Polish Festival @ Federation Square is a community-based, not-for-profit Festival. Participation in this Festival is entirely voluntary and solely at the expense of the performers. The Organising Committee is not able to assist performing groups/ individuals with finances to cover (or subsidise) the cost of meals, travel or accommodation associated with performing at the Festival.
2. There is no opportunity for pre-performance or a sound rehearsals on the Fed Square stage. Our Stage Management group and the Audio-Visual crew are professionals who will work with you to ensure that each group performance runs as smoothly as possible on the day of the Festival.
3. The Festival is held in an open and public place - there are no lockers or secure places to store costumes and other items. The Festival Organisers do not take responsibility for any losses/things going missing. We strongly advise that you/ members of your group do not bring any valuables.

NOTE: There is Short Term Luggage Storage available at Flinders Street Train Station, directly opposite Federation Square. More information at:

<http://www.travellersaid.org.au/luggage-storage>.

This facility is not connected with the Polish Festival or Federation Square itself.

For general security: please do not leave children unattended while changing or performing.

4. There are public toilets at the Federation Square precinct, however, there are no shower facilities available.
5. Costume Change Facilities - due to the size of Fed Square there are limits to the size and number of change areas/tents available. The Polish Festival organisers will supply each such area with clothes racks. Please provide your own clothes



hangers. Please note that no security is provided in the change areas and they are not lockable. Depending on the stage program, groups may be asked to completely vacate change rooms quickly for the next incoming group.

6. Festival Entertainment Programme is performed on two separate stages on the day: Market Square Stage and Deakin Edge Stage:
 - a. Market Square Stage dimensions - 10.5 m wide x 5 m deep (with 3.8 m height up to the lighting bars). The stage fits 8 pairs of dancers comfortably. More dancers, depending on the type of dance, might be a challenge and may not present either the dance or dancers to best advantage. Please note that this is not a stage floor, but hard stone slate floor (dance shoes can slide easily). <http://fedsquare.com/venue-hire/the-square>
 - b. Deakin Edge Stage dimensions - hardwood stage with full-length steps (13.5m x 3.5m) <http://www.fedsquare.com/venue-hire/deakin-edge>
7. Music - Music for stage performances will be played on the day from master tapes. Once your Expression of Interest is accepted, any music will need to be forwarded to us, preferably by post on a CD or via email in an MP3 file. Details will be communicated accordingly.
8. Comperes (MCs) – All stage performances will be introduced on the day by our experienced and professional comperes. Once your Expression of Interest is accepted, you will be asked to submit a short introductory text about your group. This text will then be used by the MCs to introduce you on stage. It may also be posted on the Festival Facebook page and used in the promotion of the Festival.

Facebook

Once your Expression of Interest is accepted, we will endeavor to post information about your group on our Facebook page – make sure you let us know if you have any concerts/performances throughout the year.

Marketing

The festival is fully supported by a dedicated and extensive marketing strategy, and will be promoted via:

- Festival guide (20,000 distribution) and flyer (20,000 distribution);
- Festival website (www.polishfestival.com.au) and Fed Square website (www.federationsquare.com.au);
- Email newsletters to database;
- Advertising in Polish radio/print media and in widespread mainstream and local print media.

It is estimated that our promotional effort reaches approximately 1.2 million people.



How to become a Stage Performer at Polish Festival @ Federation Square:

If you wish to participate, please complete the Expression of Interest and lodge it by **5pm on Monday 31 July 2017** (please note that late expressions may not be considered) as detailed in the form below. Expressions will be considered in the order of receipt.

Apart from completing your details on the Expression of Interest, please ensure you read and understand the additional information, guidelines and selection criteria. Any telephone enquiries should be directed to Iga Bajer on (03) 5227 6285 (BH).

Over the past 12 years, the enthusiasm, professionalism and dedication of many folk groups have greatly enriched the Festival and contributed to its success. We would like to take this opportunity to thank you for all your hard work in the past and into the future.

We thank you for your interest and look forward to working with you to *bring a taste of Poland to Melbourne* at the lucky 13th Polish Festival @ Federation Square ! ☺

Polish Festival Inc. Organising Committee



Guidelines and Selection Criteria for participation at the 13th Polish Festival @ Federation Square

1. We agree to participate in the 13th Polish Festival @ Federation Square and to abide by these guidelines.
2. We agree not to hold Polish Festival Inc. or any member of Polish Festival Inc or any person acting on their behalf, liable for any loss whatsoever. We understand that the Federation Square precinct does not provide secure storage facilities, and the onus is on us to secure our costumes and luggage.
3. We agree that lodging an Expression of Interest is no guarantee of participation as Polish Festival Inc reserves the right to determine the appropriateness of the proposed performance and thus determine if it should be accepted.
4. We agree that Expression of Interest Applications will be considered in the order of receipt.
5. We agree that the stage program needs to be set to a rigorous time frame, and therefore:
 - We agree to arrive at Fed Square already dressed in costume ready for our first dance;
 - After our last dance, we agree to promptly and completely vacate the change area in order to provide the next group with enough time to prepare for their performance;
 - The program will be arranged in such a way as to avoid duplication of dances from similar regions to maximise audience interest. In addition, the Program Director will endeavor to keep the best interests of the each performing groups in mind;
 - We agree to submit a proposal of dances up to 30 minutes maximum duration in total;
 - We agree and understand that our performance will not be in one block, but dispersed between other groups, within the hours of 11:30am and 3:30pm;
6. We agree to factor in sufficient travel time to the airport (if travelling from interstate/overseas) so as not to impact the execution of the stage program on the day.
7. We agree that once our Expression of Interest is accepted, but we need to cancel our performance for whatever reason, the Polish Festival Inc. requires notification **at least 2 weeks before the Festival**, i.e. by 27 October 2017 (by emailing admin@polishfestival.com.au). We agree that failure to do that may jeopardise the inclusion of our group in any future Polish Festival @ Federation Square.
8. We agree to nominate one member of our group to be responsible for liaising with the Stage Manager on the day and to ensure the group is ready to perform on time.

On behalf of

Signed:.....

Full Name: Date:



Expression of Interest for a Stage Performance 2017

(Maximum total duration of performance - 30 mins)

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| Name of the group (as you would like it to appear on the website and in publicity): | | |
| Total number of performers in the group: | | PAX |
| Details of contact person: | Name: Address: Mobile: Email: | |
| Item 1 | Title: Duration (min:sec): No. of pairs performing: Costume (e.g. region): | |
| Item 2 | Title: Duration (min:sec): No. of pairs performing: Costume (e.g. region): | |
| Item 3 | Title: Duration (min:sec): No. of pairs performing: Costume (e.g. region): | |
| Item 4 | Title: Duration (min:sec): No. of pairs performing: Costume (e.g. region): | |
| Item 5 | Title: Duration (min:sec): No. of pairs performing: Costume (e.g. region): | |

Please use a separate sheet if more items are required. This form must be lodged by 5pm on 31 July 2017 via email to Iga Bajer, E: igab@ggs.vic.edu.au. Please note that Expressions will be considered in order of receipt, and that late Expressions may not be considered.