



Entertainment Information

Description and Event Dates

The **Family Festival Fun Days** of ESM's *Festival of Trees* will be held at:

Event Location

The Doubletree Hotel / World Arena
1775 E. Cheyenne Mountain Blvd
Colorado Springs, CO 80906

Days and Times:

Saturday, November 19 th	9 AM to 5 PM (Performances 9:30-4:30)
Sunday, November 20 th	10 AM to 3 PM (Performances 10:30-2:30)

Guidelines

- Be ready to start at the assigned time for your performance. Sessions are 30 minutes. Please arrive at least 15 minutes early, longer if you need time to set up. (We will have 2 stages, so one group can quietly set up while another performs. "Action" will shift from stage to stage.)
- Be family-friendly. Content should not be offensive or inappropriate for children of all ages.
- Try to engage our audience. We love audience participation!
- Be upbeat, make lots of eye-contact.
- Festive attire is recommended if you are not in costume.
- If you have a CD to sell, offer it at the end of your performance.
- You will receive one entrance pass for each performer. For children's groups, you will receive one adult chaperone pass for every 10 children performing.
- Please fill out the Entertainment Information Form at the end of this packet so that we know your needs (equipment, number of participants, etc.)

Notice for all entrants

- Entertainers assume all risk with regard to their performance. We expect you to act in a safe manner with regard to moving equipment or performing.
- ESM (Ecumenical Social Ministries) reserves the right to use photos of the event for its own purposes of marketing and information.
- ESM is not responsible for lost, damaged or stolen items.

General Festival information

THE FESTIVAL OF TREES is an elegant event for the holiday season including:

- Beautiful Christmas Trees – over 30 entrants with awards given
- Jingle Bell Gala – dinner on Friday night November 18, 2011, with entertainment, awards for our best trees, wreath and table décor, and an auction of trees and other items
- Festive Family Fun Days – two days of community music and entertainment groups, photos with Santa, and our Christmas Boutique vendor hall with unique gifts, Christmas decorations, and crafts.

THE FESTIVAL OF TREES **benefits ESM (Ecumenical Social Ministries)**, a local nonprofit organization committed to serving low income and homeless people in our community with food, medicine, jobs assistance, housing and utilities assistance, mental health assistance, and educational programs.

Questions and Contact Information

General Festival Information including these Entertainment Guidelines and can be found at the Festival of Trees Web site:

www.ecusocmin.org/festivaloftrees , or call ESM at 228-6783 or 228-6781 email festivaloftrees@ecusocmin.org



Festival of Trees

Entertainment Participant Form

Name of Act or Group _____

Performer's names

Equipment needs

Will you need help setting up? _____

You will receive one entrance pass for each performer. For children's groups, you will receive one adult chaperone pass for every 10 children performing. Please return this form by October 31, 2011 to:

Ecumenical Social Ministries
201 N. Weber
Colorado Springs, CO 80903
(719) 228-6781 direct
(719) 636-3452 fax
www.ecusocmin.org