



City of Arts & Innovation

2023 Annual Festival of Lights Call for Community Entertainment

The City of Riverside is proud to host this year's The Mission Inn Hotel & Spa Festival of Lights (Festival) holiday program, taking place from Saturday, November 18, 2023 through Sunday, December 31, 2023, in beautiful downtown Riverside. The Festival is ranked #2 by USA's 10 Best Public Holiday Lights Display featuring a spectacular exhibition of more than five million lights, a culturally diverse selection of family-friendly live performances, and holiday food and gift items. This unique event draws more than 450,000 visitors to downtown Riverside each year.

The city is contacting all local schools (K-12), colleges, universities, dance studios, places of worship and community organizations that have previously participated in and/or expressed an interest in performing at the Festival.

PROGRAM INFORMATION

Beginning on Sunday, November 19, 2023 and continuing through Sunday, December 31, 2023 the City of Riverside will be programming entertainment at White Park at the gazebo. Live entertainment will be provided Thursday through Sunday of the event duration:

November 19, 2023 – December 31, 2023

Nov. 19	5 – 10 p.m.
Nov. 23 – 26	5 – 10 p.m.
Nov. 30 – Dec. 3	5 – 10 p.m.
Dec. 7 - 10	5 – 10 p.m.
Dec. 14 - 17	5 – 10 p.m.
Dec. 21 - 24	5 – 10 p.m.
Dec. 28 – 31	5 – 10 p.m.

Time slots are booked taking into consideration the type of performance, the amount of time needed to set-up and teardown, and length of the performance. When completing the attached Performance Application, please indicate the amount of time you will need to set-up, teardown and the length of the performance (sets and breaks combined).

Entertainer(s) will be required to check-in with the sound technician no less than 15 minutes prior to their performance time. Check-in times may vary depending on the amount of time needed for set-up.

GENERAL INFORMATION

The City of Riverside will be contracting with a production company to provide sound and lighting. Chairs and music stands that are needed for the entertainers' performance are the sole responsibility of the entertainer(s). Parking will not be provided or compensated. Please plan accordingly. Changing Rooms and Green Rooms will not be provided.

HOW TO GET INVOLVED

Entertainers interested in participating during the Festival of Lights will need to fill out the attached Performance Application. The Application will allow you to indicate which date(s) you/your group would prefer to perform. Scheduling will take place on a first-come, first-served basis. It is the goal for city staff to incorporate entertainers as needed based on the appropriateness as it relates to the Festival. This Application will also help the city collect information about each entertainer so that the city may include performance information on the Festival's website and program.

Note: Please keep in mind that it is expected for you/your group to perform for the entire duration of your allotted performance time. If necessary, please come prepared to perform multiple sets to fill your allotted performance time.

We recommend that you submit your Application as soon as possible to ensure you get your preferred date(s). In addition to submitting your completed Application, each entertainer must submit a song list and demo package including photos and audio samples. Once complete, please email the Application Form to SpecialEvents@riversideca.gov

DEADLINE TO SUBMIT APPLICATION IS FRIDAY, OCTOBER 13, 2023 BEFORE 5:00 p.m.

Submitting the Application does not guarantee you a booking at the Festival. Once your Application is received, the date(s) requested will need to be approved by the city. If your request is approved, you will receive a Confirmation Letter. The Confirmation will highlight the performance date(s) and time(s) that are **reserved** for you/your group. To **book** your date(s) and time(s), the original signed Confirmation must be received within fifteen (15) business days of the original mailing date. If the signed Confirmation is not received by the deadline, we will release the time slot(s).

Note: The City of Riverside reserves the right to cancel and/or reschedule performance(s) as necessary.



City of Arts & Innovation

31st Annual Festival of Lights

Community Entertainment Application

DEADLINE TO SUBMIT APPLICATION IS FRIDAY, OCTOBER 13, 2023 BEFORE 5:00 p.m.

Entertainer/Group Name: _____

Performance Type: Solo Duo Trio Band Choral Dance
 Other _____

Brief Description/Music Genre: _____

Primary Contact Name & Title: _____

Contact Number: (_____) _____ - _____

Mailing Address: _____

Email Address: _____

Web Site Address (if applicable): http://_____

Note: Please keep in mind that it is expected for performers to perform for the entire duration of the allotted performance time. If necessary, please come prepared to perform multiple sets to fill your allotted performance time.

Time Needed for Set-Up: 15 min 30 min

Sets: _____ /Set Length: 15 min 30 min 45 min 1 hour

Time Needed for Clean-Up: 15 min 30 min

On-Site Contact Name & Title: _____

On-Site Contact Number: (_____) _____ - _____

Available to perform on multiple dates.

Please indicate below the date(s) and time(s) you/your group would prefer to perform. Space for **alternate** dates/times is provided below. We highly suggest including alternate dates in the event that your first choice is unavailable. If you/your group would like to perform multiple times, please list additional dates/times on a separate sheet of paper and attach it to this Form. Please keep in mind that the Start Time is when you/your group begin performing. Check-in with the Sound Technician is required no less than 15 minutes prior to performance time, depending on the time needed for set-up.

<u>First Choice</u>	<u>Alternate Choice</u>	<u>Alternate Choice</u>	<u>Alternate Choice</u>
Date: _____	Date: _____	Date: _____	Date: _____
Start Time: _____	Start Time: _____	Start Time: _____	Start Time: _____

* The City of Riverside reserves the right to cancel and/or reschedule performances as necessary. Parking will not be provided or compensated. The City does not provide a changing room or Green Room for performances.