



September 2009

Dear Festival of Trees Entertainment Performers,

The Information and Volunteer Centre for Strathcona County (IVC) is excited to present our 2nd Annual Festival of Trees. We are in the process of enlisting local talent to be a part of our Family Festival. If you are looking for a venue to showcase your group or individual talent and connect with your local community then we hope that being a part of the 2009 Festival of Trees will be in your holiday plans this year. It seems a bit early to be sending you this letter but we are already making arrangements for the upcoming Festival and want to make sure you have enough notice if you are interested in participating as part of the Festival Entertainment this year.

The IVC is proud to connect our community through this family friendly festival. In line with the IVC's longstanding tradition of community service, the proceeds from the Festival of Trees will support volunteer initiatives within Strathcona County. This years Festival of Trees will be located in the Sherwood Park Mall.

The Festival of Trees 2009 dates and times are:

Friday, November 13 1:00 – 9:00 PM
Saturday, November 14 9:30 AM – 5:30 PM
Sunday, November 15th 12 Noon – 5:00 PM

The Festival will showcase a variety of entertainment suitable for the holiday season. Everyone is encouraged to apply this year to perform however; due to space limitations we may not be able to accommodate all performers. Please complete the enclosed Entertainment Performer Response Sheet, by filling in **all** the requested information and fax to 780-449-1354 no later than Monday September 21, 2009. For school teachers, please check your school calendar for early dismissal times and Professional Development Days and put this information on the response sheet. Don't hesitate to include a note with your response form with additional information or give me a call with any questions 780 410 0978. The schedule will be completed in October and we will confirm your participation and stage requirements by mail or email if your group is scheduled for performance by middle of October.

The Entertainment schedule is completed on a first come, first serve basis, so please send your response in early and take time to fill it in completely and accurately. You can fax responses or mail to the Information and Volunteer Centre Office.

I look forward to hearing from you and seeing you at the Festival.

Yours truly,

Michelle Dumont
Entertainment Coordinator, 2009 IVC Festival of Trees
Phone: 780 410 0978: email: michelle@ivcstrathcona.org

Did this group participate in the 2008 IVC Festival of Trees? Yes ___ No ___

IVC Festival of Trees Entertainment Performer Response Sheet

Name of Performing Group for Printed Program: _____
Address: _____ Postal Code: _____
Name of Contact Person: _____
Address (If Different From Above): _____ Postal Code: _____
Phone: (Home) _____ (Office) _____ (Fax) _____
Type of Group: _____
Number of Performers: _____ Age Range: _____
Length of Performance (Aprox. # of Minutes): _____ Time to Set Up (If Longer Than 5 Minutes): _____
Technical Requirements: _____

Please indicate preferred day and time in order of preference. We will try to accommodate all preferences; however, we cannot guarantee your requested time can be accommodated. Check your school calendar for Professional Development and early dismissal days before responding as it may still be possible to attend on those days.

Fri Nov 13	Afternoon	<input type="checkbox"/>	Sat Nov 14	Morning	<input type="checkbox"/>	Sun Nov 15	<input type="checkbox"/>
	Evening	<input type="checkbox"/>		Afternoon	<input type="checkbox"/>		<input type="checkbox"/>

What day and time does your school have early dismissal? Day _____ Time: _____

MAIL TO: _____ **OR** **FAX TO: 780.449.1354**
Festival of Trees Entertainment Committee
Information and Volunteer Centre for Strathcona County
100 Ordze Avenue, Sherwood Park, Alberta T8B 1M6

Those groups who are scheduled to perform at this year's Festival will receive confirmation by the middle of October. Thank you for helping to make this year's Festival a great success.