

Cultural Performances Committee Chair and Committee

The Cultural Performances Committee provides a program of Indian performers on both the Amphitheater and Pavilion stages. The committee selects and contracts with 3 - 4 performers, the MC, the sound engineer, and opening ceremony participants and accompanying drum group. This committee also isolates a back-stage area on the Fair grounds. During the Fair, this group secures the backstage area, ensures the smooth running of the stage, and sees to the comfort of the performers.

The Cultural Performances Chair (or co-chairs) is appointed by the Fair Chair.

The Chair:

- Reports progress and problems to Fair Chair and attends all Fair meetings scheduled by the Fair Chair.
- Invites the Fair Chair to all committee meetings. The Fair Chair will attend whenever possible.
- Acknowledges by thank you note, or other means, appreciation for the work done by volunteers working on this committee.
- At the end of the year, reviews the committee job description posted on the Guild website both be the same. Makes any necessary changes and sends to the Fair Chair.
- Attends the Fair Wrap Up Meeting and submits the annual Committee Report to the Fair Chair.

Tasks

- Reviews the Guild budget for the Committee. Chair tries to work within that budget but sends notice of any overage above \$500 to the Fair Chair and Guild Treasurer for approval.
- Create a resource file of performers and performance groups from which to make selections, including those who:
 - Correlate with the Fair Features Artist and/or theme.
 - Have previously performed at the Fair.
 - Referred by other performers, tribal members, Guild members, etc.
 - Have been seen performing at other venues.
- Contact a selected list of performers by email asking for their availability and interest in performing at the Indian Fair & Market and/or the Best of Show Reception and explain the conditions associated with their appearance.
- Mid-June, email contracts AND a W-9 to contractors, as well as performers who have agreed to perform detailing their performance schedule, honorarium
- Provide snacks and water for the performers.
- Arrange for the payment of honoraria with the Guild Treasurer and submit vouchers (with receipts) for other budgeted expenses.
- Consult with the Fair Chair, Staging Chair, and Signage Chair about set-up requirements, changing booth locations, sign needs.,
- Arrange with the Food & Beverage Chair to provide water for the performers.
- Greet all the performers after their arrival on Friday or Saturday of Fair week and serve as their representative during their stay.