

To: All Department Managers

Subject: Request for Full Support – TESP Starfest Talent Segment

Dear Managers,

As part of our upcoming **TESP Christmas Party** on **December 20, 2025**, we are thrilled to present **TESP Starfest**, a special segment dedicated to showcasing the creativity and teamwork of our departments.

To make this event truly memorable, we are counting on your **leadership and cooperation** in guiding your teams to deliver **high-quality performances** that reflect originality, unity, and festive spirit.

- **Event Date & Venue:** December 20, 2025 | Elements, Eton Centris, Quezon City
- **Categories:**
 - ✓ Dance Presentation
 - ✓ Sing & Dance
 - ✓ Short Act (*Live Play, Pasko Theme*)
 - ✓ Acapella Singing

Performance Guidelines

- **Group Size:** Minimum **8 performers**
- **Duration:** Live Acts – **Max 5 mins** | Short Act – **Max 5 mins**
- **Originality:** Must be original or creatively adapted
- **Theme:** Any theme is allowed, but only **one clear theme** per performance
Short Acts must be Christmas-themed with English subtitles
- **Props & Costumes:** Allowed but must be safe and appropriate
- **Music & Audio:** Submit MP3 via USB or cloud by **Dec 18–19 (office hours)**
- **Disqualification:** Offensive content, unsafe props, plagiarism, or missed deadlines

Your Role

- Encourage active participation from your department teams
- Assist in planning and rehearsals to ensure **creativity and quality**
- Coordinate with the organizing committee for any requirements (music, props, etc.)

Your support will help make this celebration a success and strengthen camaraderie across all teams.

For any questions or assistance, please reach out to **Sir Ken or Romyr**.

Thank you for your cooperation and commitment to making **TESP Starfest** an unforgettable experience!

Warm regards,
Honesto T. Domingo
General Manger -TESP Philippines