



**REQUEST FORM FOR PERFORMANCE OF CULTURAL GROUP**

**Part I. Requesting Party** Date: \_\_\_\_\_

Surname	First Name	Middle Initial
Full Name of Agency/Office/Inviting Party		
Position and Department		

**Part II. Activity Details**

Title of Activity

Date and Time: \_\_\_\_\_

Venue: \_\_\_\_\_

**Part III. Performance and Provisions**

\*Choose all items that apply

<b>Cultural Group to be invited</b> <input type="checkbox"/> CLSU Band <input type="checkbox"/> CLSU Bithay Sining Dance Company <input type="checkbox"/> CLSU Bithay Sining Rondalla <input type="checkbox"/> CLSU Live Band <input type="checkbox"/> CLSU Maestro-Singers <input type="checkbox"/> CLSU Pigura <input type="checkbox"/> Tanglaw CLSU	<b>Nature of Performance</b> <input type="checkbox"/> National Anthem <input type="checkbox"/> Doxology <input type="checkbox"/> Intermission Number <input type="checkbox"/> Opening Number <input type="checkbox"/> Closing Number <input type="checkbox"/> Cultural Show <input type="checkbox"/> Others: _____	<b>Estimated Time Performance</b> <input type="checkbox"/> ≥ 5 minutes <input type="checkbox"/> ≥10 minutes <input type="checkbox"/> ≥15 minutes <input type="checkbox"/> ≥20 minutes <input type="checkbox"/> ≥25 minutes <input type="checkbox"/> ≥30 minutes
<b>Food Provisions</b> <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snacks <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snacks <input type="checkbox"/> Dinner	<b>Accommodation Provided</b> <input type="checkbox"/> Holding Area Room <input type="checkbox"/> Dressing Room <input type="checkbox"/> Hotel <input type="checkbox"/> N/A	<b>Will you cover the transportation</b> <input type="checkbox"/> YES <input type="checkbox"/> NO

\*Please note: If you are going to invite the Cultural Group of the CLSU, you have to shoulder the expenses for local-off campus procedures documents.

**Please specify the theme performance theme (if applicable)**

\_\_\_\_\_

Contact/Focal Person: \_\_\_\_\_

The request form for the performance of the cultural group and the request letter should be submitted at least three weeks before the performance. Please submit the request letter to the Office of the President or email it to op@clsu.edu.ph. Designate a single contact person for further communication, and attach a complete activity program.

<b>Requested By:</b>	<b>Reviewed By:</b>	<b>Approved By:</b>
_____ Client Signature over Printed Name	_____ Staff/Trainer Signature over Printed Name	_____ Head, Cultural Affairs Office Signature over Printed Name
_____ Date	_____ Date	_____ Date