

WILKES-BARRE CITY

Thomas M. Leighton
Mayor



40 East Market Street
Wilkes-Barre, PA 18711
(570) 208-4158- phone
(570) 208-4101- fax

PENNSYLVANIA

March 19, 2007

Dear Area Dance Professional,

During the last weekend of April each year, the City of Wilkes-Barre celebrates the beautiful scenes of spring in Kirby Park at its annual Cherry Blossom Festival. This year, the city would like to invite you to also celebrate the area's vibrant arts community with us by dancing at *Pirouettes in the Park*, a day-long outdoor dance concert to be held on Saturday, April 28, in conjunction with the Cherry Blossom Festival.

Each participating performance group will be given a 30 minute time slot from 11:00 a.m. to 7:00 p.m. during which they may perform. Time slots will be assigned on a first come, first serve basis, so please return the enclosed form as soon as possible.

Performances will alternate between adjacent stages in the park and sound will be provided. In addition, your group will also have the opportunity to increase exposure and boost enrollment by setting up a vendor space at the event.

We hope that your group will join us in April for *Pirouettes in the Park*, where dance lovers and totally new dance audiences can enjoy the best performers our area has to offer! For more information on becoming involved in *Pirouettes in the Park*, please see the attached participation form.

Sincerely,

Pirouettes in the Park Coordinators:

Lore Majikes
570.208.4149

Bridget Giunta
570.332.3583

Kristen Nastanski
570.709.6709 \

DANCE GROUP PARTICIPATION FORM

___ **YES!** My dance group would like to participate in *Pirouettes in the Park!* Our group consists of _____ people

Name of Organization: _____
Contact Person: _____
Mailing Address: _____
City/State/Zip: _____
Daytime Telephone: _____
Email Address: _____

Please provide a brief description of your group's performance:

Will your group have costume changes within your performance? (Please note that there will be changing area available) Yes _____ No _____

Will your group be bringing your music on a CD _____ or cassette _____?

Preferred performance time (Please note that we will try to accommodate your preference; however; we cannot guarantee that you will receive your requested time):

___ 12 noon-12:30pm	___ 12:30pm-1pm	___ 1pm-1:30pm
___ 1:30pm-2pm	___ 2pm-2:30pm	___ 2:30pm-3pm
___ 3pm-3:30pm	___ 3:30pm-4pm	___ 4pm-4:30pm
___ 4:30pm-5pm	___ 5pm-5:30pm	___ 5:30pm-6pm
___ 6pm-6:30pm	___ 6:30pm-7pm	

Please provide the name and cell phone number of your group's contact person that can be reached on the day of the event if necessary:

Name: _____
Cell Phone Number: _____

**If you would like to submit information for the master of ceremony's script, please email it to bgiunta@wilkes-barre.pa.us.

Please return completed form **no later than Friday, April 13** to:

City of Wilkes-Barre
Office of Special Events
40 East Market Street
Wilkes-Barre, PA 18711,
(fax) 570.208.4101

VENDOR SPACE RESERVATION FORM

___ **YES!** My organization would like to set-up a vendor space at *Pirouettes in the Park* at the Cherry Blossom Festival in Kirby Park on Saturday, April 28.

1. **Set-up will take place on Saturday, April 28, at 9:00 a.m.** Vendor location will be assigned by Special Events Coordinator. Vendors may unload in the park.

- You will be told where you can park your vehicle after unloading.
2. Vendor spaces are 10' X 10' and must be purchased prior to the event for the amount of \$100.00 each. **If you need additional space you must purchase extra 10' x 10' spaces at \$50.00 each prior to the event.**
 3. Vendors must provide their own tables.
 4. If you need electricity, **please bring an extension cord - minimum 75 feet / maximum 150 feet.**
 5. Vendors must have their own broad form comprehensive general public liability insurance.

Name of Organization: _____
 Contact Person: _____
 Mailing Address: _____
 City/State/Zip: _____
 Daytime Telephone: _____
 Email Address: _____

Number of vendor spaces requested _____

I plan on using my vendor space for the following (please check all that apply):

_____ to hand out promotional materials
 _____ to give demonstrations
 _____ other, please explain _____

Will you need electricity? Yes _____ No _____

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