**Socio-Cultural Affairs Office**

**REQUEST FOR EXTERNAL PERFORMANCE FORM**

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| Date of Filing  | Name of Requesting Agency Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Surname First Middle*  |
| \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ *Day Month Year* |
| Title of Activity |  | Position | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date/time of Activity |  | Agency | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Venue of Activity |  | Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | E-mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Nature of Activity**\_\_\_\_\_ Variety Show \_\_\_\_\_Seminar/Workshop/Conference/Symposium\_\_\_\_\_ General Assembly \_\_\_\_\_ Celebration\_\_\_\_\_ Awarding Ceremony \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Others (Please specify) |
| **Activity Details**\_\_\_\_\_ College wide \_\_\_\_\_ Inter municipal wide\_\_\_\_\_ Organization wide \_\_\_\_\_ Inter-province wide\_\_\_\_\_ Inter-school wide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Others (Please specify) |
| **Nature of Performance** \_\_\_\_\_ National Anthem \_\_\_\_\_ Choir for Mass\_\_\_\_\_ MPSPC Hymn \_\_\_\_\_ Cultural Presentation\_\_\_\_\_ Intermission \_\_\_\_\_ Others (please specify) \_\_\_\_\_ Doxology\_\_\_\_\_ Master of Ceremony  |
| **Preferred group to be invited**\_\_\_\_\_\_ Minstrels \_\_\_\_\_\_ SCAG (Student Cultural Arts Group) \_\_\_\_\_\_ Live Band \_\_\_\_\_\_ Suggest a Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Performance Details**Number of Performers preferred  (Please factor in 2 individuals for the coordinator and trainer) \_\_\_\_\_\_\_\_ + 2 = \_\_\_\_\_\_\_\_\_\_Number of songs/dances: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Time allotted for requested performance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Performance Area Dimensions:  Length \_\_\_\_\_\_\_\_\_\_\_\_ meters Width \_\_\_\_\_\_\_\_\_\_\_\_\_ meters |
| **Available Equipment in the venue** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Honoraria**\_\_\_\_\_\_ Php. 2,500.00 \_\_\_\_\_\_\_ Php.4,000.00 \_\_\_\_\_\_\_ Php.5,500.00\_\_\_\_\_\_\_ Php. 3,000.00 \_\_\_\_\_\_\_ Php.4,500.00 \_\_\_\_\_\_\_ Php.6,000.00\_\_\_\_\_\_\_ Php. 3,500.00 \_\_\_\_\_\_\_ Php.5,000.00 \_\_\_\_\_\_\_ Above Php. 6,000.00 |
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| *To be filled up by SCAO)*  |
| (Please coordinate with:  |

 |  |
| Contact Number:  |  |
| Preferred time for Pre-production meeting |  |
| **STATUS OF REQUEST**  | **\_\_\_\_\_\_\_\_\_\_\_ Confirmed \_\_\_\_\_\_\_\_\_\_ Denied**  |
| Remarks |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Requesting Party( Name and Signature) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Adviser/Director(Name and Signature) |