**Socio-Cultural Affairs Office**

**REQUEST FOR EXTERNAL PERFORMANCE FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | | | | | |
| |  | | --- | | *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) | | |