

## Multicultural Festival 2014 Group Registration Form

Email form to [intl.stu@tamuc.edu](mailto:intl.stu@tamuc.edu) or bring to the ISSO in Halladay 104 by Friday, March 21 at 5pm.

Group Name\_\_\_\_\_Contact Person Name\_\_\_\_\_

CWID\_\_\_\_\_Phone\_\_\_\_\_

Email\_\_\_\_\_

Faculty Staff Advisor (if applicable)\_\_\_\_\_

Display Table:    Y        N                      Food:        Y        N                      Talent Show:        Y        N

Please describe display and/or food in details\_\_\_\_\_

\_\_\_\_\_

Has your organization or participants had food handling training?                      Y                      N

If you will provide food please provide the name of caterer and address\_\_\_\_\_

\_\_\_\_\_

Number of Tables needed\_\_\_\_\_ (Limit of 4)

Groups will be **required** to attend a mandatory meeting that will be scheduled on four different dates and times for your convenience (only have to attend one meeting). Groups are **REQUIRED** to have a representative attend one of the meetings. The groups are scheduled on Monday, February 24 at 4pm, Friday, February 28 at 2pm, Thursday, March 6 at 4pm, and Wednesday, March 19 at 4pm.

- Set-up may begin at 2pm. Food may not arrive earlier than 4pm. Groups must have their full table **completely set-up NO LATER than 4:45pm** the day of the festival.
- Group assigned tables will be at the discretion of the ISSO. Student groups may request a preferred location but there is **no guarantee** a group will be located there. The ISSO staff will have final say on the group location and set-up. Consideration of requests will be given to groups who submit their forms as early as possible.
- Groups will be responsible for food warmers (chafer dishes). No microwaves or hot plates may be used. All “hot” food must be kept in chaffing dishes throughout the event.
- The ISSO has a **limited supply** of chaffing dishes, water jugs, water heating pots, and ice chests. Availability for the ISSO supplies will be based on first come first serve basis for groups that have **submitted a completed registration form**. Contact the ISSO for more information.
- Students may use a laptop to display any videos. ***The TV screens in the RSC will not be available.*** Please confirm any video/music with the ISSO prior to the festival.

- ***Nothing may be attached to the walls or hung from the walls or ceilings of the student center.*** No balloons or small items such as glitter may be used at tables. No exceptions!
- If your group will have any crafts (for example...necklaces , calligraphy) you will need to discuss this with the ISSO prior to the event.
- No items may be sold. No outside vendors/groups may set-up a table or display.
- Due to limited space in the student center groups are required to keep any display within their table(s) area. Displays will need to either be on the group's table or behind the group's table.
- The ISSO will reimburse groups up to \$400 for food items (only food) purchased for the festival. An original receipt with the company name, contact information, and an itemized full list of items purchased will need to be submitted to the ISSO after the festival for reimbursement. The ISSO will not reimburse for cooking supplies, gas, and or other non-food items.

***The ISSO will provide plates, drinking cups, bowls, and utensils for the guests of the festival. If you have any additional needs please let us know. We strongly recommend no more than three workers per table for each group due to space availability.***