PASSAIC COUNTY TEEN ARTS FESTIVAL FOR THE PERFORMING ARTS

JUNE 3, 2020
AT WILLIAM PATERSON UNIVERSITY
DANCE, THEATER, INSTRUMENTAL AND VOCAL PERFORMANCES

For more information please contact the Department of Cultural & Historic Affairs at 973-706-6640 or email Events@passaiccountynj.org
2020 Passaic County Teen Arts Festival

Sponsored and Organized by the
Passaic County Board of Chosen Freeholders & the Passaic County
Department of Cultural & Historic Affairs

with special help from our partners:

William Paterson University
Passaic County Education Association
Passaic County Cultural & Heritage Council

Preliminary Registration Information Packet

Wednesday, June 3, 2020

8:00 a.m. to 3:00 p.m.

William Paterson University
Wayne, New Jersey

This program is made possible, in part, by a grant administered by the
Passaic County Cultural & Heritage Council from funds granted by the New Jersey State Council on the Arts
MEMORANDUM

DATE: October 21, 2019
TO: Teen Arts Festival Participants
RE: 2020 TEEN ARTS REGISTRATION

We are pleased to announce a pilot program for the return of the Passaic County Teen Arts Festival. The festival will be held on Wednesday, June 3, 2020 at William Paterson University located at 300 Pompton Road, Wayne, NJ from 8:00 AM until 3:00 PM.

This document contains your general information and the Preliminary Registration Form. The final application forms for each of the arts areas will be sent by email to all high schools within Passaic County. Final applications can be physically mailed to any of the schools upon request.

The registration fee is $400 per attending school. This fee covers various expenses of the Teen Arts Festival as a whole such as: space rental, professional workshops, printing, food vouchers, as well as the costs of personnel and supplies. Our Department is happy to report that student workshops will be made possible, in part, by a grant administered by the Passaic County Cultural & Heritage Council from funds granted by the New Jersey State Council on the Arts.

The Preliminary Registration Form should be emailed to us as soon as you receive approval from your administration to attend the festival – space is limited; it will be first come, first serve. You do not need to wait for your Purchase Order to be issued to complete the Preliminary Registration Form.

2020 Passaic County Teen Arts General Information:

1. The Passaic County Teen Arts Festival will be open to ONLY High School students.

2. The workshop line-up is designed to accommodate Dance, Vocal Music, Instrumental Music, and Theatre for 2020. Depending on the success of the pilot, we will offer creative writing and visual arts disciplines in 2021.

3. Applications will be accepted on a first come, first serve basis. Space is limited.

4. The registration fees for each school will be $400.00 per school.
5. Critiques will be offered to each performance group in verbal and written form.

6. Sponsoring teachers should be mindful that ensembles are limited to fifteen (15) members due to facility capacity.

7. Each school is required to supply three (3) volunteers to assist at the festival or pay an “in lieu of” fee. If you cannot supply the required volunteers, please remit a voucher for payment in the amount of fifty dollars ($50.00) for each volunteer not being supplied. The assistance of school staff volunteers is an important element in the success of our program. Please inform your volunteers that we need them to be active participants in the festival rather than observers.

8. If you have any questions, please email us at events@passaiccountynj.org or call the Department’s main offices 973 – 706 – 6640.

Other Important Notes & Reminders:

- Please schedule your transportation needs in a timely manner to ensure your transportation arrangements for June 3rd.

- Please pay close attention to the deadlines listed in this packet.

- These dates have been established to allow for efficient organization and scheduling of our program.

- Our office contact information is as follows:

  Passaic County Teen Arts Festival  
  Department of Cultural & Historic Affairs  
  199 Totowa Road  
  Wayne, New Jersey, 07470

  Phone: (973) 706-6640  
  Email: events@passaiccountynj.org

We look forward to working with you,

Kelly C. Ruffel, Director  
Cultural & Historic Affairs  
County of Passaic
**DEADLINE DATES**

Bus Arrangements ......................................................As soon as possible

*Preliminary Registration Form* ......................................due by December 15, 2019

Final *Application Form* ................................................due by March 15, 2020
Includes Insurance Certificate

Volunteer Information* ..................................................due by March 15, 2020

Registration Fees Due ....................................................due by May 1, 2020

*It is the responsibility of the school coordinator to submit the required materials prior to the deadline date. If you have any questions, please contact our offices at events@passaiccountynj.org or 973 – 706 – 6640.
**GENERAL INFORMATION**

**Preliminary Registration Form:** Please return to the Department of Cultural & Historic Affairs offices by electronic or physical mail. This form will advise us that your school intends to participate in the festival and will allow us to determine how many workshops and critique sessions will be needed. **Due by December 15, 2019**

**Insurance:** Insurance certificates covering your school/students on the festival date in the amount of one million dollars should be in our office with your final Application Form. The Certificate must show the insured as William Paterson University, 300 Pompton Road, Wayne, N.J. AND also the County of Passaic, 401 Grand Street, Paterson, NJ 07505 as additionally insured. **Due by March 15, 2020.**

**Final Application Form:** This form tells us what genres your students will be entering, the exact numbers for your groups as well as your arrival and departure times on festival day. **Due by March 15, 2020.**

**Volunteer names and addresses** are very important for a smooth-running festival, and must reach our office. It is imperative that we receive this information early, as the volunteer schedules have to be determined and a letter sent to each volunteer prior to the festival date explaining their duties on festival day. Each school is required to supply three (3) volunteers to assist at the festival or pay an “in lieu of” fee. If you cannot supply the required volunteers, please remit a voucher for payment in the amount of fifty dollars ($50.00) for each volunteer not being supplied. **Information due by March 15, 2020.**

**Chaperones:** Each attending school will be asked to have at least one (1) chaperone for every twenty (20) students in attendance at the festival. Chaperones can be approved school personnel. This number does not include the three (3) volunteers that are required to help manage the festival. Names and contact telephone numbers of chaperones will be collected on the day of the festival.

**Registration Payment:** If you are paying the registration fee by a Purchase Order or check, please submit your preliminary paperwork as soon as possible in the amount of $400. We will send your invoice following receipt of your Preliminary Registration Form so processing can begin. All payments must be received in our offices by the deadline. **Due by May 1, 2020.**
**Invoice:** Your completed invoice will be sent to you via email once we receive your *Preliminary Registration Form*. Invoices can be mailed upon request. This document can be utilized to process the registration fee for your school.

For all invoicing please use the following information:

County of Passaic  
Department of Cultural & Historic Affairs  
199 Totowa Road  
Wayne, New Jersey, 07470

All checks are to be made payable to: **County of Passaic**
The Registration Fee Entitles Each Participating School:

<table>
<thead>
<tr>
<th>1</th>
<th>Dance Entry – Small/Large Group</th>
<th>Any type Solo/Duo/Small Group (up to 15 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Instrumental Music Entry – Small/Large Group</td>
<td>Jazz Band, Rock Band, Concert Band, Orchestra, or Ensemble (up to 15 students) not to exceed 8 minute limit</td>
</tr>
<tr>
<td>1</td>
<td>Piano Entry</td>
<td>Solo/Duo Piano Performance not to exceed 8 minute limit</td>
</tr>
<tr>
<td>1</td>
<td>Vocal Music Entry</td>
<td>Any type Solo/Duo/Small Group (up to 15 students) not to exceed 8 minute limit</td>
</tr>
<tr>
<td>1</td>
<td>Theater Entry – Small/Large Group</td>
<td>Solo/Duo/Small/Large Ensembles including musicals (up to 15 students)</td>
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</tbody>
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* In order to accommodate a maximum number of schools participating, we reserve the right to advise schools to limit or increase numbers. Remember this is a first come first serve given are limited perimeters for the pilot program.
2020 Passaic County Teen Arts Festival

PRELIMINARY REGISTRATION FORM

School Name: ______________________________________________________________

Address: ___________________________________________________________________

City: ________________________ Zip: _____________ Main Phone: __________________

Contact Name: ___________________________________ Title: _______________________

Phone: ____________________________ Email Address: ____________________________

Principal’s Name: _____________________________________________________________

Superintendent’s Name: ________________________________________________________

Estimated Number of Students Attending:___________________________________________

Please complete and submit this form no later than December 15, 2019. Submissions will be accepted electronically by emailing the completed form to events@passaiccountynj.org or mailing a hard copy to our office at 199 Totowa Road, Wayne, NJ 07470.

As a reminder the registration fee is $400.00 per school. Checks and/or vouchers should be made out to: “County of Passaic”