



August 1, 2017

The City of Round Rock Parks and Recreation Department is proud to announce our annual Christmas Family Night on Friday, December 1, 2017. We would like to welcome you to participate in this community-wide event. This event is a great opportunity to give back to the community and show your continued support.

The event will begin around 6:30 pm with a grand entrance by Santa and continue with activities, entertainment, refreshments and amusement for everyone. **All activities will take place on Main Street/Downtown Round Rock 6:30 pm to 9:30 pm.**

We are looking for groups that are interested in a short performance at one of our two performance areas. We do not charge a fee and all activities are free of charge to the community. If your organization would be interested, please complete the attached form and return it via mail, E-mail, or fax by November 1st. **Submitting a form does not guarantee a performance spot. Performances are selected by variety, local groups and space availability. DO NOT plan on performing unless you have received a confirmation e-mail by November 8th.**

Groups will be given a set time for their performance and can request tables/chairs and electricity, however these items are limited. Each performance location will be equipped with a sound system. Please be sure to request any special equipment needs on your application. Your group will be recognized by a sign which will be provided by the Parks and Rec. Groups may not distribute solicitation information or sell items.

Once applications have been received and the schedule of performances is complete, times will be assigned and sent out the last week in November. All performances **MUST** be set up and ready by their scheduled time. **There will be NO rain date.**

Performance groups are required to attend a **MANDATORY** meeting 2 weeks prior to the event. An e-mail will be sent to the e-mail address on the application with the date and time of the meeting.

If you have any questions or suggestions, please contact Dawn Moonan at 512-218-5499.

Round Rock Parks and Recreation Department

301 W. Bagdad Avenue, Suite 250 • Round Rock, Texas 78664 • 512-218-5540

Christmas Family Night

PERFORMANCE APPLICATION

DECEMBER 1, 2017

ORGANIZATION:

CONTACT PERSON:

DAY PHONE: CELL PHONE:

CONTACT PERSON @ THE EVENT: CELL PHONE:

MAILING ADDRESS: ZIP:

E-MAIL ADDRESS:

PERFORMANCE DESCRIPTION	PERFORMANCE NEEDS REQUEST
Performance Name & Description: (Please describe your performance, space requirements, etc.)	Electricity needed: ☐ Yes ☐ No Why electric is needed: (reason for electricity-we cannot guarantee electricity-you will be contacted if we cannot provide) Sign: ☐ Yes ☐ NO-(will use my own)

Additional Information:

Return your registration form by November 1st. There is NO guarantee that you will be reserved a spot. Space is limited and performances will be selected by variety and space availability.

Fax: 218-3231/E-mail: dmoonan@roundrocktexas.gov

City of Round Rock: ATTN: Dawn Moonan, 301 W. Bagdad, Bldg. 2, Round Rock, TX 78664