

SAINT DEMETRIOS GREEK ORTHODOX CHURCH, FORT LAUDERDALE, FL
Education Youth Cultural Committee (EYCC) & Dance Advisory Committee (DAC)
Exhibition Performances Request Form Review Checklist

YES **NO FINAL** by both **EYCC and DAC** on _____ **(Date)**

1. Performance Request Form review process and Review Check List process initiated by DAC and Dance Director.
2. Performance Request Form submitted at least 30 days prior to the performance date.
3. Requestor signed and fully completed the form.
4. Requestor meets the following criteria:
 - 4.1. **Alignment with Mission:** All aspects of the request are in keeping with the mission/vision of the St. Demetrios Greek Orthodox Dance Program:
“...to teach, preserve and perpetuate the history and tradition of the Greek culture through dance while espousing the values of the Orthodox Christian faith.”
 - 4.2. **Schedule:**
 - 4.2.1. Minimum required performers are available.
 - 4.2.2. No conflict with any St. Demetrios sanctioned events or spiritual services.
5. DAC and Dance Director review the Performance Request Form gives a **YES** **NO**
6. DAC sends their recommendation to EYCC with the Performance Request Form and the Review Check List for a final review.
7. EYCC reviews the Performance Request Form and the Review Check List, and gives a **YES** **NO**
8. EYCC sends their recommendation to DAC with the Performance Request Form and the Review Check List.
9. Discrepancy in the approval process- discussion between the internal parties initiated.
10. DAC will notify Requestor whether approved or not within five (5) working days of receipt of the Performance Request Form.
11. DAC will notify Requestor within the five (5) working days review process of any additional time required to complete the approval process.
12. Dance Director finalizes performance details with the Requestor.
13. Dance Director gives DAC details and identifies what else is needed and sets participant response due date as _____.
14. DAC distributes a “Performance Notification” to all eligible Dance participants.
15. **Dancer Eligibility - St. Demetrios’ dance participants may participate in exhibition performances provided the following standards are met: (Students are 18 years of age and under and still in grade school or middle school or high school)**
 - 15.1 All dance participants are St. Demetrios stewards in good standing.
 - 15.2 Students are fully registered in the St. Demetrios youth program.
 - 15.3 Students participate in Youth Stewardship and maintain the minimum participation requirement for each category outlined therein.
 - 15.4 All dance participants honor the code of conduct.
 - 15.5 All dance participants are made aware of any requirements to participate in exhibition performances prior to or upon enrollment in the youth ministry programs or St. Demetrios stewardship program.
 - 15.6 All ineligible dance participants may be introduced as members of the group, however, they may not be in costume nor perform during the event.
 - 15.7 All dance participants with hardship must seek council from Fr. Chris.
 - 15.8 All dance participants replied if available by the response due date.

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16. ___ Dance Director coordinates, but not limited to, the following:

16.1 ___ Costumes

16.2 ___ Music

16.3 ___ Performers

16.4 ___ Additional Practices – Approval from EYCC is required

17. ___ DAC coordinates, but not limited to, the following:

17.1 ___ Chaperones (1 per 5 minors)

17.2 ___ Transportation

17.3 ___ Fee collection from Requestor

17.4 ___ Costume collection from dancers

17.5 ___ Sends performance updates to participants as requested by the Dance Director.

18. ___ Approved by DAC Rep _____

19. ___ Cancellation/changes 14 days prior to the event

20. ___ Deposit Returned ___ Deposit Penalty

21. ___ Financial Support: Performance fees are based on type of organization requesting performance – **Highlight the requestor's category and donation rate:**

Type of Organization	Rates
Non-Profit Event for a St Demetrios Steward in Good Standing	\$100
Non-Profit Event for an Organization / Person	\$150
Educational Institution	\$150
Corporate	\$350
Fundraisers	\$350

22. ___ A deposit of fifty percent (50%) of the category rate was received on _____ (date).
Deposit is due five (5) workdays from date the request is approved.

23. ___ Deposit received for DAC by: _____

Signature

Name Printed

24. ___ Final Payment Category Balance Due at time of performance is \$ _____

___ Money Tossed during a performance was collected and totaled \$ _____

___ Excess Travel Fee was collected in the amount of \$ _____

___ Total Donation received (balance due + floor cash + travel fee) \$ _____

___ Payment made in ___ Cash, ___ Check on _____ (date).

(Make checks payable to St. Demetrios Kamaria & Palazakia Dance Group)

25. ___ Final Donation received for DAC by: _____

Signature

Name Printed

26. ___ Requestor received express written permission to alter or change the deposit or payment schedule as outlined herein from DAC, two (2) weeks prior to the performance date.

Explain: _____
