

# Festival Weekend Instructions

## Arriving at the Festival

- \* Recommended drop off locations for performers only include the Safeway Parking lot and the Campana Music Parking lot.
- \* You can park in the lot that is under the old Jennifer Perlmutter Art Gallery. The entrance to the lot is off Moraga Rd., across the street from the Lafayette Plaza (3530 Plaza Way). The address is 3527 Mt Diablo Blvd, Lafayette
- \* You will be provided with a parking pass to be placed on your dashboard. If you are planning to stay at the festival after you have performed, please move your car to the BART parking lot and catch a shuttle back down the hill.
- \* The Community Stage will be at the east end of the festival on Mt. Diablo Blvd. at Moraga Rd.
- \* Please arrive at least 15-30 minutes depending on set-up before you are scheduled to perform.
- \* Your point person and stage manager for Saturday and Sunday is Erika March of [Town Hall Education](#)
  - [erika.march@townhalltheatre.com](mailto:erika.march@townhalltheatre.com)
  - Leading up to festival weekend: 925-283-6673 *office*
  - Festival weekend: 925-283-1557 *cell*

## Once on location: Checking in

- \* Send representative to the Community Stage to check in with Stage Manager at least 15-30 minutes depending on your set-up before your scheduled performance time.
- \* Check in with Sound engineer/MC, Aj Rogers owner of [New You Dance Center](#). If providing musical tracks have device ready to give Aj.
  - **What format should our music/accompaniment/sound be in?**
    - CDs, iphones, mp3 player, thumb drive, etc.
    - Questions, call Aj Rogers at 510-850-2889
- \* The Jennifer Perlmutter Gallery: 3527 Mt Diablo Blvd, Lafayette
  - Meeting center for performers prior to their performance time slot.
  - Performers will be granted access to the space 20 minutes prior to their scheduled performance time to change into costume, leave their personal belongings, use the restroom, if need be, and meet their group as whole before they take the stage.
  - At the conclusion of their performance, they will gain access to the space to retrieve their belongings. Once their items are collected, they'll be excused from the space.
  - No re-entry privileges the duration of the festival.

## Marketing Materials

We will have a shared table near the stage where you can drop flyers, materials, and other things for the public. This will be a shared space, so please make sure to clear your materials within the hour after your performance so we can make sure later performers also have room. I will try to have a chair or two as well if

you have someone who wants to watch your materials or answer questions during your set. Warning: it may be in the sun, and it could be windy so come prepared!

**Please promote the festival and your participation in it!**

We have also included a map of the festival and a schedule of the entertainment on the four stages here, along with other promotional materials: <https://lafayettefestival.com/media-assets>

Connect with us on social at <https://lafayettefestival.com/connect>.