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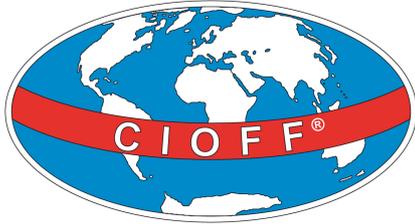
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**GUIDELINES FOR  
CIOFF® INTERNATIONAL FESTIVALS AND  
INTERNATIONAL FESTIVALS**

Edited and Published in  
The CIOFF® Festivals Commission  
E-mail : [festivalscommission@CIOFF.org](mailto:festivalscommission@CIOFF.org)

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2015



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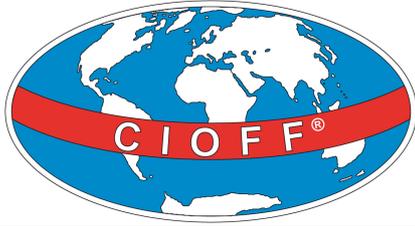
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## Introduction

We are extremely proud to announce that at the 38th General Assembly of UNESCO in Paris (3rd-18th November) CIOFF® has been awarded the UNESCO associate partner status as NGO, being one of the only three NGOs, who received the associate status in 2015. Since its foundation in 1945, UNESCO has sought to collaborate with NGOs, which are fundamental civil society partners for the implementation of the Organization's activities and programs. Over the years, UNESCO has built up a valuable network of cooperation with NGOs having an expertise in its fields of competence, i.e. education, science, social and human sciences, culture, communication and information.

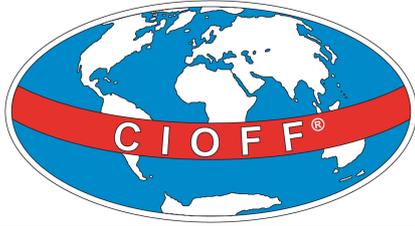
Currently, UNESCO is enjoying official partnerships with 373 international NGOs and 24 foundations and similar institutions, only around 40 of which have associate status and all the others consultative status. This recognition of CIOFF® by UNESCO reflects the new level of cooperation with CIOFF® in providing a valuable partnership to UNESCO in recent years, having made regular major substantial contributions to framing UNESCO's objectives and implementing its programs in the field of safeguarding and promoting the World intangible cultural heritage. CIOFF® becomes the only organization working in the field of ICH to receive associate partnership status of UNESCO.

What that means for CIOFF® is: Visibility – an immense chance to promote the work and activities of CIOFF® by both CIOFF® International and the National Sections Opportunity to develop and implement new exciting programs and projects with the support of UNESCO Responsibility- to maintain the high level of engagement with UNESCO as an associate partner, constantly strengthening CIOFF® organization on national and international levels and delivering effective programs and projects.

This extremely important announcement comes at a time when CIOFF® is preparing for its flagship event - the 5th CIOFF® World Folkloriada, which will take place in Zacatecas, Mexico in August 2016, with participation of over 2500 dancers and musicians representing more than 70 countries of the World. Founded in 1970, CIOFF® is now represented in 115 different countries in which there are more than thirty thousand folklore dance and music groups and folk arts organizations.

Today CIOFF® globally coordinates over 300 annual international folklore and folk arts festivals, uniting thousands of volunteers around the world with its mission to encourage cultural exchange in order to promote a growing spirit of friendship and peace.

Philippe Beussant  
President of CIOFF®



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## **New from the Website**

### **What are the objectives?**

The main objectives of CIOFF® Festivals are:

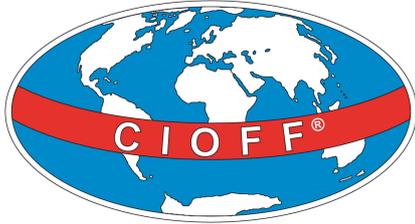
- To provide an opportunity to present the whole world's traditional heritage
- To provide a participatory rather than a consumer model for Intangible Cultural Heritage
- To further the aims of CIOFF® and UNESCO in the dissemination and protection of traditional cultures
- To promote mutual understanding and peace all over the world.
- To preserve our Intangible Cultural Heritage

### **The Program on stage**

An important part of CIOFF® festival activities are the artistic performances. According to the **CIOFF® definitions of traditional programs on the stage**, a performance is considered as representative of traditional culture if its content comes from or is inspired by an Intangible Cultural Heritage, namely:

- Transmitted from generation to generation;
- Constantly re-created by communities and groups in response to their environment, their interaction with nature and their history;
- Providing them with a sense of identity and continuity;
- Promoting respect of cultural diversity and human creativity.
- The programs can be of ***authentic, elaborated or stylized expression***

To serve the cause of traditional culture the ensembles choose a style and a way of expression. In accordance with its main activity, which is the organization of festivals of traditional culture, CIOFF® wishes to define the styles of expression through song, music and dance as outlined below:



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**A program will be considered as representing an authentic expression:**

- if the content is regional
- if the costumes are authentic or faithfully reconstructed
- if music and dance are presented without arrangement
- if the musical instruments are authentic or faithfully reconstruct

**A program will be considered as representing an elaborated expression:**

- if the content covers a number of regions
- if the elements of costumes are adapted
- if the music is harmonised and the elements of dance modified
- if the creation of new dances uses traditional and authentic elements

**A program will be considered as representing a stylised expression:**

- if the content draws its inspiration from the traditional culture of its country
- if the costumes are re-created for the needs of the stage
- if the music and the elements of dance are adapted and re-created to meet the needs of a modern scenic transposition
- if the creation of new dances and music uses traditional elements to represent the creative ideas of the choreographer and the musician.

## **Cultural Context of a CIOFF® Festival**

An International Folklore Festival is one of the means to safeguard, to promote and to diffuse the Intangible Cultural Heritage, mainly through such genres of expressions as music, dance, games, rituals, customs, know-how of handicraft and other arts. To be a significant contribution to the maintenance and enhancement of cultural identity and diversity, a folklore festival has to be implemented in an appropriate cultural context.

The reflections presented here aim at developing a pertinent cultural context in folklore festivals. The following items constitute and describe what CIOFF® sees as important elements of the term “cultural context”.

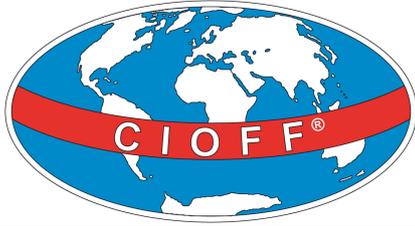
### **1. A meeting place for cultures**

CIOFF® considers the Intangible Cultural Heritage as a mainspring of cultural diversity and a guarantee of sustainable development, as underscored in the UNESCO Recommendation on the Safeguarding of Traditional Culture and Folklore of 1989, in the UNESCO Universal Declaration on Cultural Diversity of 2001 and in the Convention for the Safeguarding of the Intangible Cultural Heritage<sup>1</sup> of 2003

International Folklore Festivals bring together folk art performers in a peaceful and friendly atmosphere.

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<sup>1</sup> CIOFF® Cultural Policy, Preamble



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With their program, the participants will give to the other participants as well as to a large part of the population, an insight in the folk traditions of their country, and they will strive for an understanding of the cultural heritage and tradition of other people<sup>2</sup>.

According to CIOFF® policy, an International Folklore Festival will be fully accomplished as a meeting place for cultures when it is organized in the spirit of friendship and promoting a culture of peace.

## **2. Concept and programming of a festival**

On the basis of clearly determined objectives and realistic evaluated means, the global concept and the programming of an International Folklore Festival includes mainly the following four elements:

The EXPRESSIONS of the traditional culture – music, singing, dancing, costumes, customs, handicraft, tales, traditional cooking, rituals, games, traditional instruments and others.

The INTERVENING PARTIES – artists, choreographers, musical directors, craftsmen, ethnologists, teachers, children and youngsters, the public of the festival, families, elders, and others.

The PARTNERS – cultural and social associations; local and regional folk groups; local, regional and national artists; local, regional and national governments; town halls, townships, regions, unions, schools, teachers, conservatories, institutions, craftsmen guilds and, last but not least!, the volunteers.

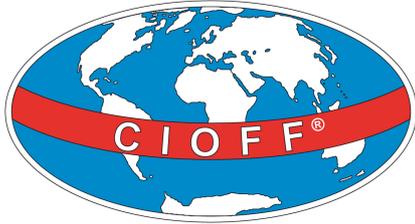
The ACTIVITIES – performances, exhibitions, conferences, games, contests, meetings, visits, training, symposia, demonstrations, parades, shops, tasting and others.

In that aspect the relevant objective therefore is:

*Taking into account its historical, cultural, social and economic environment each festival organizer will choose the expressions, the intervening parties, the partners and the activities in accordance with the objectives and the means of the festival. These choices will constitute the basis of the global concept and the specific programming of a unique and evolutionary international cultural event.*

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<sup>2</sup> CIOFF® Internal Regulation, art 9



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### **3. Place and role of the performers**

At an International Folklore Festival performers have primarily the place and role of artists. However, as participants of a cultural event, especially when it is implemented as a meeting place for cultures, they assume a much broader cultural function. In the “Analysis of the 1989 Recommendation in the context of today”<sup>3</sup>, this cultural function of the performers is outlined as follow: “It is time for an appropriate representation to be given of those whose practices, create and nurture this culture. Recognition and respect for the active participation of grassroots practitioners in the production, transmission and preservation of their cultural expressions and products are essential for meeting the increased challenges and opportunities in the new global encounter and exchange of cultures.”

In that aspect the relevant questions therefore are:

- What is an appropriate representation to be given to the performers in the festivals programming?
- How should the respect and recognition for the performers be demonstrated?

*According to the CIOFF® policy, the representation to be given to the performers is basically achieved by organizing an International Folklore Festival itself, following the principles mentioned in the regulation. The respect and recognition will be fully expressed when the festival is organized in the spirit of hospitality, encounter and exchange leading to the mutual understanding, spontaneously and in the daily life of the festival.*

### **4. Traditions and Creative Activity**

Folklore has to be considered as an evolutionary process where one of the main characteristics is the creative activity based on tradition. As outlined by the International Conference of Experts on “Folk dancing on the stage” in its Final Report<sup>4</sup>, the process of creation is influenced by numerous different national and international factors.

Taking into consideration the different socio-cultural objectives of cultural groups in their creative activity, CIOFF® considers the following specific terminology for traditional programs on stage: Authentic expression Elaborated expression and Stylized expression<sup>5</sup>.

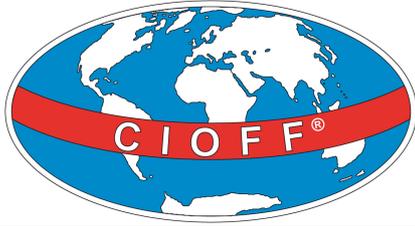
An International Folklore Festival organized within an appropriate cultural context and with a pertinent programming represents a powerful asset to support the activities aimed at the safeguard, the promotion and the diffusion the traditional culture. Through organizing International Folklore Festivals, CIOFF® realizes an operative contribution to implement the content of the following statement presented in Turin by M. Koïchiro Matsuura, former Director-General of UNESCO :

*“Intangible Cultural Heritage is gaining increasing recognition worldwide for the fundamental*

<sup>3</sup> UNESCO: Final Report on “A Global Assessment of the 1989 Recommendation on the Safeguarding of Traditional Culture and Folklore: Local Empowerment and International Cooperation”, Washington D.C., USA, June 1999

<sup>4</sup> CIOFF® International Conference of Experts on “Folk dancing on the stage”, Adaptation and changes in folk dancing in the work of amateurs groups. Fribourg, Switzerland, 21-25 October 1985, Final Report

<sup>5</sup> Definitions of traditional programs on stage proposed by the Cultural Commission



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*role it plays in our lives in the maintenance and enhancement of cultural identity and diversity.”*

## **Guidelines for Implementation**

### **1. Introduction**

1.1. These guidelines are intended for the organizers of International Folklore Festivals. This document has been prepared by CIOFF®.

1.2. The guidelines apply to a variety of festivals:

- CIOFF® International Festivals, which have met the quality requirements of CIOFF®, and which are recognized as “CIOFF® International Festivals”. These festivals are expected to comply with certain conditions explained afterwards;
- International festivals which are members of their CIOFF® National Section, and which should therefore aspire towards the conditions of CIOFF® International Festivals;
- Other international festivals which are intending to join their CIOFF® National Section.

1.3. CIOFF® has identified three types of traditional art to be presented on the stage. Festivals should use these terms to indicate the type of group they wish to invite:

- AUTHENTIC
- ELABORATED
- STYLIZED

As explained above, page 4 and 5.

### **2. CIOFF® International Festivals and CIOFF® Festivals**

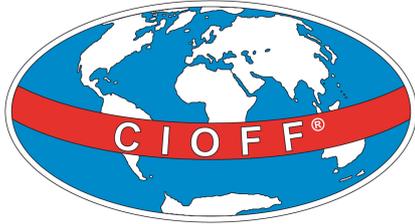
They bring together folk art performers in a peaceful and friendly atmosphere. With their program, the participants will give to the other participants, as well as to a large part of the population, an insight into the folk traditions of their country, and they will strive for an understanding of the cultural heritage and traditions of other people. To strengthen these thoughts, the ensembles will mingle with each other in a friendly atmosphere.

### **Recognition of CIOFF® International Festivals and CIOFF® Festivals (Art. 9 of the Internal Regulations adopted in Zacatecas 2013)**

#### **9.1. CIOFF® International Festivals**

For recognition as a CIOFF® International Festival, the following requirements shall be met:

1. The Festival is able and willing to promote, within its competence, the aims and policies of CIOFF®;
2. The Festival is obliged to follow the rules and guidelines on CIOFF® International Festivals



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adopted by the CIOFF® General Assembly;

3. The Festival has an identified, responsible organizer.
4. The relevant National Section supports the application of the Festival;
5. The Festival shall have a cycle of one to five years and a duration of at least five days with a full program, including one day of rest, or two half days of rest;
6. The Festival shall invite to each edition at least five foreign groups from at least five different countries.

An International Folklore Festival may apply for recognition as a CIOFF® International Festival. The National Section shall endorse the application. Therefore the National Section shall verify the accuracy of the information provided by the Festival and shall confirm that the Festival meets the requirements of a CIOFF® International Festival. The National Section shall send the application to the Legal Commission, and approval requires the agreement of both the Legal Commission and the Festivals Commission. The recognized Festival will receive a certificate signed by the President of CIOFF® and the chairman of the Festivals Commission. The Festival has the duty to use the CIOFF® symbol (name, Logo and Flag) and should use the Logo in all Festival publications.

### **9.2 CIOFF® Festivals**

CIOFF® Festivals are festivals associated with a National Section of CIOFF®. The responsible National Section shall recognize these festivals. These CIOFF® Festivals shall meet the conditions 1, 3 and 4 of the CIOFF® International Festivals. CIOFF® Festivals have the privilege and duty of using the CIOFF® symbol (Logo and Flag) and should use the Logo in all Festival publications.

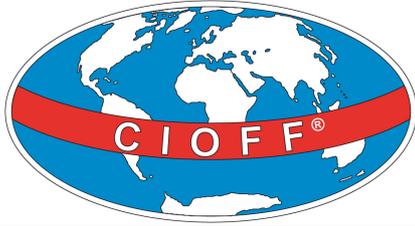
CIOFF® International Festivals and CIOFF® Festivals, however, do not have the right to display either the UNESCO name or its symbol without permission.

### **9.3 Operating CIOFF® International Festivals and CIOFF® Festivals**

The Festivals has to provide for each invited foreign group the following conditions:

1. Transportation inside the host country or a travel indemnity. Groups are responsible for the transportation to and from agreed – upon point of arrival in the host country;
2. Full accommodations and meals during the stay at the festival site;
3. A contribution to cover incidental expenses;
4. Adequate first aid, normal medical care for incidental illness, and insurance against accidents, for which they are held responsible. Each group shall arrange its own valid travel and medical insurance.

The festival shall enter into a formal agreement with each invited group, which clearly defines the rights and responsibilities of both parties. This can take place by an exchange of letters. Invitations to the festival shall be sent to the relevant National Sections. In case the National Section has not responded within one month, the invitation may be sent directly to the group and the National Section get's a copy of this invitation.



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#### **9.4 Surveillance of the CIOFF® International Festivals and of the invited groups.**

CIOFF® International Festivals shall submit themselves to surveillance by invited groups, as arranged by the Festivals Commission. They shall provide, upon request from the Festivals Commission, explanations on any deviations from the adopted rules and guidelines. CIOFF® International Festivals shall give assessment, as arranged by the Festivals Commission, on all invited participating groups.

CIOFF® International and CIOFF® Festivals have the duty to fill out the questionnaire for the "Report on the Groups" and to send it to the responsible person of the Festivals Commission (as indicated on the questionnaire).

They also are obliged to give the questionnaire for the "Report on the Festival" to the participating groups, which are requested to send this filled out questionnaire to the responsible person of the Festivals Commission (as indicated on the questionnaire). **A Festival that fails to send the Festival Report on 3 consecutive occasions will lose its CIOFF® recognition.**

The purpose of the surveillance is to give assurance to the festivals that they will receive groups which meet their expectations, as well as, for the groups, that the festivals will provide them with adequate CIOFF® conditions.

The Festivals Commission shall distribute the results of the surveillance to the relevant National Sections, included in the yearly Report of the Festivals on the Groups as well as the Report of the Groups on the Festivals.

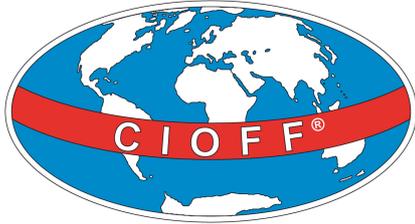
If a CIOFF® International Festival, despite written remarks by the Festivals Commission, remains in conflict with its obligations under these Internal Regulations, the Festivals Commission shall, with consent of the Legal Commission, withdraw its recognition. Such withdrawal may be appealed to the Council. The recognition of a Festival shall also be withdrawn if the relevant National Section so requests.

If a recognized CIOFF® International Festival cancels the festival in period of 2 months before the scheduled date of the festival, without valid reasons, the recognition as CIOFF® International Festival will automatically be withdrawn.

### **3. First Contact and Invitations**

3.1. A festival that wishes to invite a group from a specific country should initially contact the CIOFF® National Section of this country, through his own National Section. The National Section for that country should have close contacts with the best folklore groups in the country, and should be able to put the festival in contact with an appropriate group.

3.2. The festival can invite a specific group, but the initial invitation should go through the



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Festivals National Section and the National Section of the group. If for any reason it is not possible to issue the invitation through the National Section, then a copy of the letter of invitation to the group should be sent to the group's National Section. If the National Section has not responded to the invitation within one month, the festival can send the invitation directly to the group, with a copy to the relevant National Section.

3.3. Some groups will contact festivals directly. In these circumstances, the festival is not obliged to reply to the groups, but may do so if they wish, with a copy to the National Section of the group.

3.4. Some festivals issue invitations over a year in advance, and festivals are recommended to issue invitations at least six to eight months in advance. The earlier the invitation is issued, the more chances a National Section has in finding a group that meets the expectations of the festival.

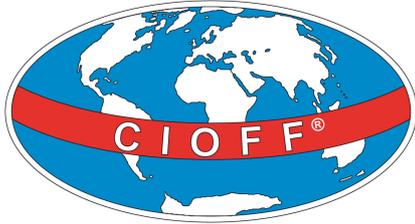
3.5. If a National Section recommends a group, the festival is not obliged to accept the recommendation, especially if the group does not fulfill the requirements in the invitation.

3.6. Letters of invitation and other information should be written in one of the following languages: English, Spanish and French. Or if possible in the language of the group.

3.7. Festivals may wish to send copies of the letter of invitation to their embassies in the relevant countries, and/or to the embassy of the group's country.

When issuing an invitation, the festival should give as much information about the festival as possible:

- Name of the festival, its location and scope (as listed in the Calendar);
- Name and address of the Festival Office/Director, plus telephone and fax numbers, e-mail address and Website;
- Precise dates of the festival, including the date of arrival of the group, first date of performance, last date of performance and departure date;
- Description of the festival, the number, type and variety of performances, and the number and length of processions/parades;
- The length/duration of performances, including the length of the longest performance of the group at the festival;
- The preferred size of group (number of members);
- Whether or not the invitation is for a Children's Group. The festival must accept that Children's Groups will be accompanied by non participatory adults acting as supervisors/careers; (See Guidelines for Children Festivals attached )
- A request for a video of the group;



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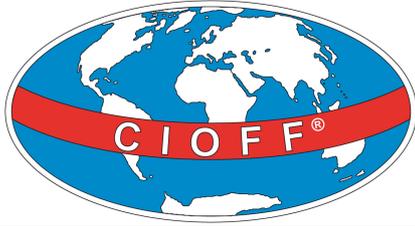
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- A request for written documents about the group: history of the group, description of repertoire (including their place of origin), description of costumes and musical instruments;
- Most festivals insist that only live music is used, i.e. no tape-recorded music. The policy of the festival regarding taped music should be stated;
- Some festivals have a policy that electric or amplified instruments are not allowed. The policy of the festival regarding this type of instrument should be stated;
- A request for photographs (specify format);
- Details of accommodation and meals offered by the festival, including the number of people sleeping in each room. If the accommodation is in private homes, then it should be made clear who is responsible for providing transport at the festival and meals;
- Financial conditions (travel): Obligatory for CIOFF® festivals is: that the groups pays the travel costs to the inviting festival/country, the festival arranges the travel within the hosting country. The festival should also state which is the most convenient airport, ferry port or border crossing for the entry of the group; Groups are responsible for the transportation to and from agreed- upon point of arrival in the host country (nearest available airport);
- Financial conditions, reimbursement for incidental expenses: if the festival does not provide other financial support, then there will be a “reimbursement for incidental expenses” compensation. CIOFF® festivals are obliged to make this payment or its equivalent, and National Sections can determine the level of payment;
- If the invitation is part of an exchange of groups between two countries, then financial and other arrangements may be different, and should be explained;
- If the invitation is for a tour that includes more than one festival or other events, full details of the itinerary should be given, including the name of the person(s) responsible for the tour arrangements.

3.8. The festival should state the date by which the National Section / group should reply to the invitation. If the National Section / group does not respond by this date, the festival is not obliged to accept the group.

3.9. In addition to the requested information listed above, the groups wishing to participate in festivals are expected to provide the following information:

- Name of the group;
- Name and address of the Director or Administrator of the group, plus telephone, e-mail address and Website of the group;
- Contact person of the group, who handles the total correspondence.
- Whether or not the group members need to change costumes during performances;
- Whether or not the group wishes to use fire in its performances (eg. torches, candles,



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fire-juggling, fire-eating, etc.) The use of fire may not be possible because of legal or insurance restrictions;

- All the requested information listed above.

#### **4. Confirmation**

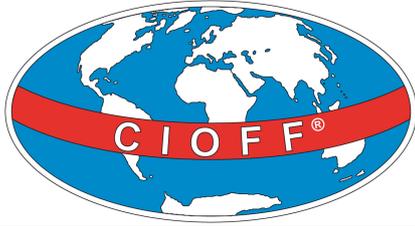
When the festival has decided to accept the group, written confirmation should be sent to the group, with a copy of the confirmation to the National Section of the group. Some festivals exchange written contracts with the groups. The festival shall enter into a formal agreement with each invited group, which clearly defines the rights and responsibilities of both parties, with a copy to the National Section.

##### **4.1. The festival should now give further details:**

- An outline of the program, giving more details than the letter of invitation. Details of any special or extended performances should be given, as well as other activities in which the group will participate;
- Description of the stages, including size, and relative positions of the musicians and dancers;
- Description of the sound system: number of microphones available, availability of direct inputs, availability of radio microphones, etc. The festival should provide a stage plan, and request a sound specification;
- Description of the stage lighting. The festival should request a lighting specification;
- Location of changing rooms, relative to the stage;
- Arrangements for the group's rest times/day, i.e. times/day when the group has no performances.

##### **4.2. The Festival should also request:**

- Sound specification (see above);
- Lighting specification (see above);
- The exact number of participants, including the number of men and women, number of dancers, musicians, directors/leaders and drivers. Festivals are not obliged to accommodate and provide meals for extra people, e.g. family members. However, see earlier comments on Children's Groups;
- Details of food requirements, e.g. diet restrictions because of religion or health, number of vegetarians, etc. The festival might also ask which foods the group would prefer to eat;
- Language(s) spoken by members of the group;
- Confirmation that the group has arranged medical insurance, travel- and accident insurance, with repatriating;
- Confirmation that the group has arranged visas, if required. Festivals are often asked to provide formal letters of invitation for the purposes of visa applications. The cost of visas is paid by the group;



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- Confirmation that the group has arranged transport to the festival, plus details of flight times and numbers, ferry times, etc.;

4.2.1. Agreement, confirmed in writing, should be made between the festival and the group regarding the financial arrangements, e.g. the exact amount of reimbursement of incidental expenses, and the payment of any transport costs.

- 4.3. Not later than one month before the start of the festival, the group should receive:
- A program of performances at the festival, including length of each performance;
  - Travel directions, including a road map if possible, if the group is travelling in its own bus.

## **5. At the Festival**

### **5.1. Arrival**

5.1.1. The festival should send a representative to meet the group at the arrival airport, ferry port or border crossing if necessary.

5.1.2. The festival should ensure that when the group arrives at the festival, a festival official meets the group to discuss any queries about the program, etc. The festival official should ensure that he/she discusses these issues with the group's Director and/or Administrator. As an alternative, a meeting should be planned with the Directors/Administrators of all the participant groups, to discuss the mentioned issues.

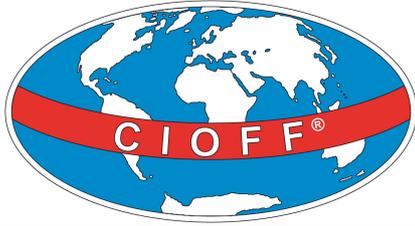
5.1.3. The festival should provide a guide for each group, preferably someone who speaks the main language of the group. In addition, the group should provide their own interpreter, especially if members of the group do not generally speak the language of the country hosting the festival.

5.1.4. When the group arrives, the group members should be allowed to have a reasonable time for rest and relaxation.

### **5.2. Accommodation and Food**

5.2.1. The festival should provide good quality accommodation, with beds, sheets, blankets and pillows. Sanitary arrangements should be clean, with flushing toilets, hot and cold running water, baths and/or showers in sufficient numbers.

5.2.2. Meals should be of good quality: three meals a day, at least one of which must be a hot meal, which means f.e. hot soup and rice or potatoes with vegetables etc. . Festivals should ensure that groups with special requirements are taken care of, e.g. because of religious beliefs, vegetarians, etc.



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5.2.3. If the accommodation is in private homes, then the group Director and/or the group Administrator should receive a list of where all group members are staying. Arrangements for transport to and from the accommodation and for all meals should be confirmed.

The festival should note that some groups will not wish to eat just before performances, and if there are evening performances, they may wish to eat after the performance. This may not be possible if, for example, the group members are staying in private homes.

5.2.4. The festival should provide facilities for drinks in between meals, free of charge or for purchase.

5.2.5. The festival should also provide drinks (non-alcoholic) at performances.

### **5.3. Technical Arrangements**

5.3.1. The festival should arrange rehearsal time for the groups on the stage if possible. A rehearsal room/space should also be provided.

5.3.2. The festival should arrange a full sound rehearsal for the musicians, singers and dancers. The number of microphones requested by the group should be provided, as well as a sound engineer to balance / mix the sound. The sound system should be good enough to amplify the voices of singers and the percussive sounds of the dancers' feet if the group requires this.

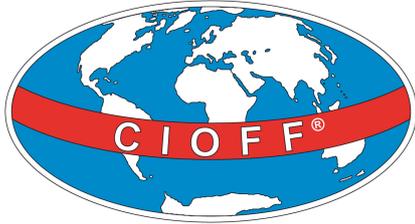
5.3.3. The festival should arrange a lighting rehearsal if possible, so that the level and color of lighting can be agreed with the group. Changes of lighting during a performance should also be agreed. Special effects, flashing lights, stroboscope lights, etc. should only be used with the agreement of the group.

5.3.4. Flowers or speakers should not hide, possible, the front of the stage, so that the dancers' feet can be seen by the audience.

### **5.4. Program**

5.4.1. The advance program should only be changed by the festival in special circumstances, e.g. if another group does not appear at the festival, or if the weather requires a change in plans.

5.4.2. During the festival, the organizers should confirm the performance times and the length of performances with the group at least 24 hours in advance. The festival should not change performance times at very short notice.



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5.4.3. All the performance places should be shown to the director/leader of the group, at the 24 hours in advance of the performance.

5.4.4. The festival should arrange regular meetings between the festival director, or representative, and the Director and/or Administrator of the group to discuss issues that arise during the festival. Such issues may include choice of repertoire for performances, facilities provided for the group, and general conduct of the group members.

5.4.5. The CIOFF® International Festivals are not allowed to have competition among participating international groups. Gifts or trophies presented to the groups should be identical, and not dependent on an assessment of the performance. Some festivals invite dance and music folklorists to discuss the performances, and talk to the groups.

## **5.5. Other Matters**

5.5.1. Gift Exchange: most festivals present gifts to the groups. Most groups will wish to present gifts to the festival and/or to local town officials. The festival should inform the group when and where this presentation will take place.

5.5.2. Rest Day: adequate rest time should be allowed during the festival. This should be one full day or 2 half days for a festival lasting at least five days, and one day per week or 2 half days per week for festivals lasting more than seven days, if practical. During the rest day there should be no performances, and no requirement to wear national costumes. Detailed arrangements for the rest day should be given to the group at the start of the festival.

5.5.3. Medical Treatment: The group is responsible and should have a good insurance that covers the costs of injuries during the festival. (travel- and accident insurance, with repatriating). The festival is responsible for arranging medical care, therefore first aid cover should be provided. The festival is not responsible for providing medical care for any medical condition that arises before the festival starts.

5.5.4. Cancellation: if a group cancels its participation, the National Section of the country the groups comes from, should make every possible effort to find a replacement. The festival is not obliged to accept the replacement. Cancellation is not the responsibility of the National Section. This applies only if the invitation to the group has been managed through its NS and a NS has no responsibility at all for groups that were invited by the festivals without any involvement of the NS.

5.5.5. Friendship: the festival should give the groups the opportunity to get to know each other informally.



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5.5.6. Equal Opportunities: many countries and organizations (including festivals) operate an Equal Opportunities Policy. If the festival has such a policy, or if national / regional legislation exists, then the festival should explain this policy / legislation to all groups in advance of the festival, and at the festival. Such a policy normally states that everyone should be treated fairly and equally, and that there should be no discrimination on the grounds of age, color, ethnic and national origin, gender, marital status, race, religion, disability or sexual orientation.

## **6. After the Festival**

6.1.1. Many festivals write letters of thanks to the groups.

6.1.2. Within one month from the end of the festival, the festival director is obliged to complete the questionnaire "Report on the Groups" for each group attending the festival, and to send it to the responsible person of the Festivals Commission of CIOFF® (as indicated on the questionnaire) or/and via the National Section.

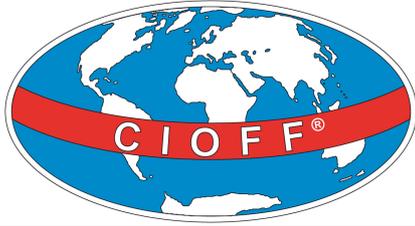
A Festival that fails to send the Festival Report on 3 consecutive occasions will lose its CIOFF recognition.

6.1.3. Each group should also complete the questionnaire "Report on the Festivals", and send it to the Festivals Commission of CIOFF®, via their own National Sections. The group should be given this questionnaire by their own National Section. The festival should check that the group has this questionnaire and, if not, a copy can be given to the group by the festival. The festival should NOT insist that the questionnaire is completed at the festival and returned to the festival director – the group should send it directly to their own National Sections or directly to the responsible person of the Festivals Commission of CIOFF® (as indicated on the questionnaire).

The purpose of the surveillance is to give assurance to the festivals that they will receive groups, which meet their expectations, as well as, for the groups, that the festivals will provide them with adequate CIOFF conditions.

The Festivals Commission shall distribute the results of the surveillance to the relevant National Sections.

6.1.4. Festivals should ensure that they are listed in the CIOFF® Calendar, which is published annually. Festivals should contact the CIOFF® National Section in their country before half of July each year with details for the following year.



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## **7. Training for Festival Organizers**

In order to be able to organize successfully international folklore festivals of high level, the organizers shall have the necessary competence. Unfortunately formal education or training for festival organizers is hardly anywhere available. Therefore it is most important that the festival organizers visit regularly other CIOFF® International Festivals and CIOFF® Festivals for exchange of experiences and for learning from each other. Especially it is recommended that Festivals Directors participate in the training offered by the CIOFF® Festivals Commission in co-operation with CIOFF® Sectors and National Sections. Information on this training will be distributed through CIOFF® National Sections to all festivals associated with CIOFF®.

## **8. Role of the National Section**

In cases where the invitation has been addressed to the National Section, the main obligation of the National Sections is to convey the invitations to the relevant groups and to select groups, which in the best possible way to meet the requirements of the inviting festivals. Any invitations shall be promptly answered, even when the answer is negative. If a group that has accepted an invitation through the National Section cancel its participation, the National Section should promptly propose a replacement. The National Sections shall actively promote the exchange of groups. They shall also take appropriate action on the results of the surveillance of the CIOFF® festivals within their territories as well as of groups invited from their country.

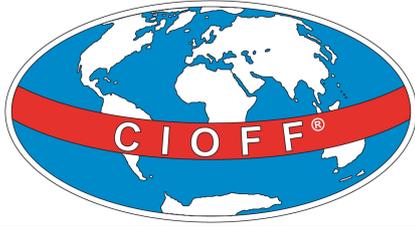
## **Guidelines of the International Children's Folklore Festival**

### **Preface**

The following guidelines are addressed to organizers of the children's festivals and directors of the children's groups to facilitate their mutual understanding and cooperation in the field of the realization of the children's folklore festival.

To organize the children's festival, it is a very special task and responsibility. Therefore, it is obligated to take into consideration the elements below.

- Safety of the children
- Age of the children
- Physical and psychical conditions of the children
- Social and communication ability of the children
- Knowledge and the recognition of the related laws to the children and the respect to the children's right



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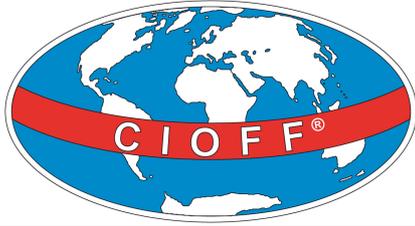
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- Preference of the children
- Entertaining program for the children
- Performance frequency for the children
- .

**Finally but still importantly, please use an open mind and heart to hold the children's festival.**

**[The programming of the International Children's Folklore Festival]**

- It is strongly suggested that the festival organization to hold the International Children's Folklore Festival for 7 days as ideal and max. for 14 days, the arrival and departure excluded.
- The children's participating groups in the international children's folklore festival should be composed of children dancers no older than 16 years old and musicians at all ages.
- It is suggested to arrange the accommodation for the foreign children's participating groups in the student's dormitory, hostel or hotel so that the young participants can learn to live with others under the accompany of their members; however, the private accommodation can be considered in case that the host complies with the related rules.
- It is suggested that the performing places in the festival should be fixed in certain places so that the participating groups do not need to adopt themselves to the performing place each time. Moreover, the safety and convenience for the participating groups should be attended especially.
- The festival program should be set in accordance with the age, physical and psychical conditions of the children, leaving enough time for the children participating groups to take rest.
- The daily number of performance should depend on the length, time and conditions and should be clearly defined in the festival program.
- The program of the children's festival is suggested to be developed in accordance with the need of children's group and if it's possible, different program should be set for the groups in accordance with the ages.
- The festival program should finish no later than midnight so that the young participants can have enough time to take a rest and considering the physical situation of the children, it is strongly suggested that the festival program should not start in the early morning.
- The festival program should include at least one free day for cultural visit and sightseeing for the participating group to get to know the local life.
- It is highly suggested to include the cultural exchange program such as seminar, workshop with the local performing groups and among the participating groups in the festival program so that the participating groups can experience different art and culture at the same time.
- It is strongly suggested that the festival organization should set up interactive program like the workshop of traditional games for the participating groups and local audiences to



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know more about the traditional games around the world.

- The festival organization should arrange social program for the participating groups during their staying in the festival since one of the main objects for such event is to make friends from all over the world.

**[For the preparation for the participation in the festival]**

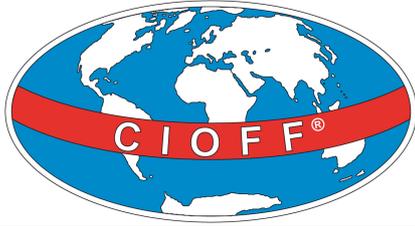
- It is suggested that the international children's folklore festival organizer to check the national legal requirements for children, performances and for acceptance and accommodation of foreign children and make sure to be able to comply with the legal requirements.
- It is suggested that the international children's folklore festival organizer to inform in advance the invited groups about the legal requirements and procedures the groups have to follow in order to be admitted into the country.
- It is suggested that the international children's folklore festival organizer to state clearly their requirements for the participating group in the festival condition or application form for the related revision and preparation.
- The festival organization should offer the related services for the foreign participating children's group to obtain visa to its land and include the related information or requirement in the invitation while the children's participating groups should inform the festival organization in advance the related assistances they need to obtain the visa so that the host can have enough time to make the related arrangement.
- Any special need from the children's participating groups should be informed in advance to the festival organization so that it can have enough time to attend their requirements.
- It is strongly suggested that the children's participating group to raise any question about the festival in advance for answer to avoid the misunderstanding during the festival.

**[Performance]**

- It is strongly suggested that the festival organization states clearly their expectation about the group's performance in advance to facilitate the children's participating group's preparation.
- It is strongly suggested that the festival organization to think way how to teach the audiences to enjoy a performance, made by the children's group.
- Even though the performance in the international children's folklore festival is not a competition, the participating groups should try their very best to present the best part of their performance, which should be well- rehearsed, standard, high- quality, accompanied with live music and good costume.
- It is suggested that each member of the children's participating group to bring the personal medical history when attending the event.

**[Other requirement for the festival organization]**

- It is suggested that the food preparation for the children's festival should be done in



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accordance with the way, which the children can accept and the festival organizer is suggested to ask details about the food and living habit in advance to make the related arrangement.

- The festival organization should be responsible for the local transportation for the participating groups in accordance with the festival schedule and the round- trip transportation between the international airport and festival place.
- The festival organization should arrange places for rehearsal and entertainment for the participating groups during their free time.
- The festival organization should have emergency and medical assistances SOP to face the related situations and its entire staff should be familiar with it.

**[Other requirement for the children's participating group]**

- The adults of the children's participating groups should attend their young members and can not leave them alone under the attendance of the festival staff while the number of adults, accompanying the children should be decided in accordance with the law of the inviting and sending countries.
- The adults of children's participating groups should pay special attention to the behavior of the teenage attendants such as smoking or drinking.
- The adults of the children's participating groups should follow the festival rules and schedule without exception.
- Considering the fact that the children performers are the protagonists of the children's festival, it is strongly suggested that the total number of the adults, performer, staff, director included should not exceed 1/3 of the total number of the group.
- The related staff of the children's participating groups should help their young members to adopt the life in the festival, especially the food.
- The related staff of the children's participating groups should encourage their young members to attend the related activities, arranged by the festival organization.
- In case a children group will be invited to an international festival for adults, the related concept of the guideline of the international folklore festival should be understood and applied to the festival terms and conditions.