

Dear SAaS Members

Following our earlier communication, we have discussed the Annual event options during the AGM as well as in subsequent trustee meetings. In line with prevailing guidance, we have decided not to organise any face to face event this year. However, in these difficult times when we are increasingly isolated, it is ever more important to ensure we are socially engaged within and outside the community.

We have decided to proceed with the plans to organise a virtual event on the **19<sup>th</sup> December 2020**. This is a call for artists of all age groups to come forward and submit their expression of interest to participate in this year's programme.

The last date to enter your performance is **10<sup>th</sup> November 2020 [Using EOI form]**. Any entries after this date will not be accepted. Please pay attention to the following criteria / guidelines:

- The duration of the cultural programme will be restricted to **90 minutes** and therefore all entries might not be included in the programme.
- The selection of the entries will be done by all trustees ensuring a balanced mix of performances.
- Any decision by the trustees about the cultural programme will be final which will be **notified by 16<sup>th</sup> November 2020**. It will not be possible to provide any further feedback or entertain any discussion. Please wait till you have received the acceptance notification before spending any significant time or resources on the performance.
- Group performances will be given preferences. One individual cannot perform in more than 2 performances.
- While we try, depending on the number of requests received, we may not be able to accommodate all requests.
- We are exploring some external invited performances as well.
- The final order of performance during the event will be decided by the SAaS Trustees and the performers will be informed one week before the event. No request on change of order will be entertained.
- Photography (as Screenshots) will be captured during the event. Please provide your consent (in the EOI form) that you agree to take your or your group's photographs.
- Timings for the event will be communicated to the participants nearer the time.
- All performances, once accepted and formally notified, should be pre-recorded and emailed to us at [annualeventsas@gmail.com](mailto:annualeventsas@gmail.com) by **13<sup>th</sup> December**.
- **Mandatory Technical Requirements**
  - Record in landscape mode and in HD quality
  - Ensure very good lighting and a clean or suitable background
  - Please avoid shaky video by using a tripod
  - Ensure clear crisp audio and avoid any background noise
  - We reserve the right to exclude any pre-recorded performance if the quality is not acceptable for streaming purpose. If in doubt, please check with us by sending a small clip well before the actual recording.

We recognise that it is relatively short notice but as we will use pre-recorded videos, we feel there will be sufficient time to plan and deliver good quality performances. Through your active, enthusiastic participation and cooperation, we look forward to organising a successful and memorable virtual cultural evening.

Yours sincerely

SAaS Trustees

