

SPECIAL REQUESTS FOR PERFORMANCES

Please note, any requests for a specific performance must stipulate **AN EXACT DATE** and **MUST BE IN WRITING.** Requests should be sent to the Catholic Arts Office on school letterhead and signed by the School Festival Coordinator. A reason for the special request should also be given (please refer to Appendix 4B of the guidelines).

All special request letters must be received by the Catholic Arts Office **with the entry form and by the closing date.**

Please refer to Appendix 4B for Guidelines for Requests for Festival Performance Times.

APPENDIX 4A