Attention Performers!

The 2024 Medieval Fair of Norman will be April 5, 6 & 7.

Please note:

The Medieval Fair of Norman is a *medieval* festival and not a renaissance festival. It is run by a state university and not a commercial entity. The flavor is as different as chocolate is to vanilla. The year is 1360 in Avalon England near Glastonbury Abbey and King Edward III has just signed a peace treaty with France. The Entertainment Jury is focused on selecting quality acts that best fit our theme as well as our mission statement "To ignite the spark of curiosity that leads to lifelong learning through educational entertainment." The Medieval Fair is a program of the University of Oklahoma Outreach/College of Continuing Education. **All performances and content should be appropriate for general audiences, i.e. Rated G.** Performances deemed a public risk by university risk management will be required to carry their own insurance, such as jugglers, jousters, etc.

For 2024 Regarding Payment:

Paper checks are no longer available to hand out after last performance on Sunday. You must get setup in the University system as a Supplier. Failure to get set up as a 'supplier' results in the department NOT being able to pay you. It is best to comply with State of Oklahoma and University of Oklahoma requirements and get setup to be paid via Electronic Funds Transfer (EFT). This is not currently being enforced 100% but they keep saying it will soon be enforced. (If you're a returning performer and ready to change from a mailed check to EFT please contact Ann Marie Eckart at ameckart@ou.edu to start the process.) By statute, the state and therefore the university has 45 days to pay on invoices. In 2023 payments took an average of 14 days (plus USPS mail time) but that is not a guarantee or promise, just an estimate. Please mention in the additional comments on your application if payment is to one entity (has an FEIN), to one person (has an SSN), or to multiple people (multiple SSNs) as this determines what paperwork has to be sent to you upon acceptance by the entertainment jury.

Performer Proposal Requirements

Entertainment for the Medieval Fair is selected by jury. **Applications should open in late August and will be due by early November 2023.** All performers must submit proposals, even those that have performed in the past. (It's a state university 'thang' about contracts not crossing fiscal years, equal opportunity, not showing favoritism or cronyism to preferred vendors, etc.) Proposals must be submitted online at mis.medievalfair.org. You will need to have the following information ready to submit your application.

1. **Short** Biography. (Think marketing/press blurb.)
2. **Short** Description of performance. (Again, think marketing/press blurb.)
3. Video (preferred) or audio recording of your talent. A web link is acceptable.
4. Any special requirements for your performance?
5. Preferred stage or area.
6. Preferred show times and/or any restrictions on when you are available to perform, such as "not available on Friday".
7. List of other Medieval or Renaissance Festivals at which you have performed, and the years performed there.
8. Photos of you/your group preferably in your medieval costume.

9. Compensation, if any, required for your performance. (Please remember that The Medieval Fair of Norman is a free admission fair with a very limited budget. Tip Jars, CD & swag sales, etc. are allowed and encouraged for all.)
10. Legal names and home city and state of all members of your group (not stage names). (This can be changed up to two weeks before fair. Medieval Fair Department is required to verify that nobody is on any sexual or violent offender registries as per University requirements.)

Submit proposals online at mis.medievalfair.org

Additional materials or questions may be sent to medievalfair@ou.edu or mailed to:

Medieval Fair Department
1700 Asp Ave.
Norman, OK 73072-6400