

YOKOTA AIR BASE JAPANESE-AMERICAN
FRIENDSHIP FESTIVAL (FF) 2024
ENTERTAINER APPLICATION INSTRUCTIONS

FESTIVAL DATES AND TIMES: 18 - 19 May 2024, 0900-2100 Hours

QUALIFICATIONS: Open to both musical and non-musical entertainment acts.

1. Acts must be available to perform at any time during the above hours and must keep both 18 & 19 May 2024 completely clear on their schedule until 11 March 2024.

Requests for specific dates and times will not be entertained.

2. A representative from the act must attend both pre-performance meetings scheduled for March 10 and April 14, 2024 (details below).

3. The act does not use telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities), or video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

4. All members over the age of 15 are possess a valid Government issued photo ID.

PERFORMANCE TIMES: 20-40 minutes (strictly enforced) per act. Indicate on the application minimum and maximum duration of performance.

METHOD OF APPLICATION: Submissions will be accepted beginning in November 2023 and must be received no later than 2359hrs on 15 Jan 2024. Applications will only be accepted electronically. Send your application package in a single e-mail message to yokotafestivalforms@gmail.com. The subject line of the message should read “(Insert Group Name Here) FF 2024 Application Package”. Messages that are sent that do not follow the proper naming protocol will be removed by our automated junk mail filter. Each package must contain the following information/attachments:

- Live Performance Videos
 - Attach links **in the body of the e-mail** to at least 2 videos posted on a hosting site (i.e.: Youtube*, Dailymotion*, etc.)
 - Must be from a show within the last 2 years.
 - Links to sites without an embedded player or sites that require membership or registration to view the videos will not be accepted.
 - Promotion videos and studio rehearsal clips are not accepted.
- The act’s performance schedule for February to May 2024
- Completed application form (last page of this document)
- **Ensure you CC your alternate POC as we will respond using “Reply to All” when we send selection/non-selection notifications.**

* No Federal endorsement of commercial entities or any specific web hosting site intended.

METHOD OF SELECTION: Acts will be judged by the Yokota Friendship Festival Entertainment Committee (YFFEC) based on the submitted videos/packages.

SELECTION ANNOUNCEMENT: The selection/non-selection notification messages will be sent as a response to the original application e-mail NLT 26 Jan 2024. Ensure that your e-mail settings do not block domains or defer messages to junk mail folders. If your POC has not received a selection/non-selection message by 2359hrs on 26 Jan 2024, please check your junk mail folder first, then send an e-mail message to the above e-mail address and we will resend the original notification message. Due to the overwhelming number of applications, the YFFEC will be unable to respond to inquiries from individual acts concerning specific reasons for selection or non-selection.

*****IMPORTANT NOTICES:**

1. All acts must be in good taste and suited for viewing by an audience of all ages.
2. Dates, times, duration, and order of performances will be determined by the YFFEC.
3. All decisions made by the YFFEC and its representatives are final.
4. Acts wishing to videotape performances and/or have media coverage present must coordinate with 374 AW Public Affairs Office no later than 12 Apr 2024.
5. Absolutely no payments will be made in conjunction with the performances provided. This includes payment for performance, transportation costs, production costs, etc.
6. YFFEC reserves the right to modify the schedule, cancel performances or change performance duration as it sees fit to ensure smooth show operation. In some cases these adjustments may be at the last minute and without notice.
7. Acts not following the instructions/orders given by YFFEC may be cancelled or stopped without notice.
8. Submission of the attached entertainment application serves as acknowledgement to all of the items listed above.

MANDATORY PRE-PERFORMANCE MEETINGS:

Dates: March 10, 2024 (Sun) & April 14, 2024 (Sun)

Time: 1145 (meeting time at Fussa Gate/Gate 2) 1215 (meeting time at O-Club) – 1500 hours

Location: Yokota Officer's Club (non-base personnel meet at Gate 2 Visitor Center NLT 1145hrs)

Items Needed:

- Government Issued Photo ID (passport, jyuki net card with photo, my number card with photo, or alien registration card are recommended). *If any of your representatives attending the meeting are Japanese and plan to use a driver's license they will also need to have an original copy of their Jyuminhyou that has their Honseki information listed on it and has been printed within the last 6 months.*
- Pen/ Pencil
- Paper
- Anything else as instructed by YFFEC

*****WARNING:**

1. YFFEC will not grant vehicle access for non-base registered vehicles for the meetings. Attendees coming by car will need to find suitable parking off-base and walk to Gate 2.
2. Non-base personnel who fail to bring proper photo ID (listed above) will not be authorized access to the base. No exceptions.
3. People who attempt to bring hazardous items or weapons onto the base will be dealt with by Security Forces and will have their act removed from the schedule of events.
4. Each group that has been selected needs to provide the names of their POCs who will be attending the meetings no later than 11 February 2024. Each group must have at least one, but no more than 2 persons attend each meeting.
5. Only POCs whose information was submitted in step 4 above will be registered for base entry for the meetings. Please refrain from making last minute changes to the meeting attendees as we may be unable to grant them gate access.
6. The last bus from the Fussa Gate to the meeting location will depart at 1155hrs. Non-base personnel who miss this bus will be unable to attend the briefing and may be removed from the schedule.

2024 FRIENDSHIP FESTIVAL ENTERTAINER **APPLICATION**

By submitting this application to request participation in the 2024 Friendship Festival, I understand and agree to adhere to the requirements and rules as aforementioned in this document.

Group Name:

Type of Performance (Rock band, jazz dance, etc.):

Number of People:

Primary Region of Activity (Fussa, downtown Tokyo, etc):

Minimum duration of act in minutes:

Maximum duration of act in minutes:

PRIMARY POINT OF CONTACT:

Name:

Address:

Cell Phone Number:

E-mail Address:

ALTERNATE POINT OF CONTACT:

Name:

Address:

Cell Phone Number:

E-mail Address: