

Festival Partner Agreement

If selected for the festival, all partners must agree to the following:

1.) Festival Partner Meeting (Required)

- Tentatively **July 7**. Lead partners and/or collaborating partners must attend.
- Can't make it? Send a team member in your place.

2.) Promotions & Marketing

- You can't rely solely on Spirit & Place to bring an audience.
- Training sessions, PR resources, and consultations are provided.
- **All partners commit to distributing event guides before the festival.**

3.) Withdrawals & Event Essentials

- Event selections announced late June/early July.
- Deadline to withdraw or confirm event details: **August 3**.
- "Event essentials" include date, time, venue, title, short description, and image (jpg or tif, 300dpi).
- Need help? We'll guide you through it.

4.) Event Registration

- You manage your own registration (some exemptions apply).
- Spirit & Place offers an Eventbrite 101 tutorial if needed.
- Registration forms must include email permission language.
- Registration link due to Spirit & Place by **October 1**.

5.) Event Framing & Logistics

- Do not repeat your festival event between August 1–December 31, 2026 (some exceptions apply).
- Use Spirit & Place talking points at the beginning and remind attendees to complete the survey at the end.
- **Make all collaborating and venue partners aware of event guide distribution in late September/early November.**

6.) Festival Volunteers

- Spirit & Place will provide 1–3 volunteers per event. They will need a table in a visible location.
- Volunteers greet attendees, maintain sign-in sheets, distribute guides, and collect surveys.
- They have talking points but do not deliver remarks or help with setup/tear-down.

7.) Post-Festival: Partner Survey & Registration List

- Lead partners must submit a partner survey by **December 1, 2026**.
- Supply your registration email list (.xls or .csv).
- Submitting the survey is required for future festival participation.