

## SCRUTINY REVIEW OF BILLINGHAM EVENT INFRASTRUCTURE / BILLINGHAM INTERNATIONAL FOLKLORE FESTIVAL (BIFF)

### Summary

As a founder member of CIOFF (Conseil International des Organisations de Festivals de Folklore et d'Arts Traditionnels), the international organisation of folklore festivals, BIFF is obliged to adhere to CIOFF guidelines. Members are asked to familiarise themselves with these requirements (attached) as part of the review of Billingham Event Infrastructure/BIFF.

### Detail

1. Charter for Recognised CIOFF International Festivals - a list of requirements and rules which need to be followed. Attention is drawn to items 5 and 6:
  5. *The Festival has a cycle of one to five years and a duration of at least five days with a full program, including one day of rest, or two half days of rest.*
  6. *The Festival invites at least five foreign groups from five different countries to each Festival, to portray and promote the Cultural Diversity.*
2. Guidelines for CIOFF International Festivals and International Festivals - in-depth rules and guidelines adopted by the CIOFF General Assembly in 2015. Attention is drawn to the following aspects of this guidance which outline the duties placed upon the host during the Festival:

#### ***Operating CIOFF International Festivals and CIOFF Festivals (page 12)***

The Festival has to provide for each invited foreign group the following conditions:

1. Transportation inside the host country or a travel indemnity. Groups are responsible for the transportation to and from agreed – upon point of arrival in the host country;
2. Full accommodations and meals during the stay at the festival site;
3. A contribution to cover incidental expenses;
4. Adequate first aid, normal medical care for incidental illness, and insurance against accidents, for which they are held responsible (each group shall arrange its own valid travel and medical insurance).

#### ***4.2 The Festival should also request (page 16)***

- Festivals are not obliged to accommodate and provide meals for extra people, e.g. family members. However, [the festival must accept that Children's Groups will be accompanied by non-participatory adults acting as supervisors/careers (page 14)].

#### ***5.1 Arrival (page 17)***

- 5.1.1. The festival should send a representative to meet the group at the arrival airport, ferry port or border crossing if necessary.

- 5.1.2. The festival should ensure that when the group arrives at the festival, a festival official meets the group to discuss any queries about the program, etc. The festival official should ensure that he/she discusses these issues with the group's Director and/or Administrator. As an alternative, a meeting should be planned with the Directors/Administrators of all the participant groups, to discuss the mentioned issues.
- 5.1.3. The festival should provide a guide for each group, preferably someone who speaks the main language of the group. In addition, the group should provide their own interpreter, especially if members of the group do not generally speak the language of the country hosting the festival.
- 5.1.4. When the group arrives, the group members should be allowed to have a reasonable time for rest and relaxation.

### **5.2 Accommodation and Food (page 17)**

- 5.2.1. The festival should provide good quality accommodation, with beds, sheets, blankets and pillows. Sanitary arrangements should be clean, with flushing toilets, hot and cold running water, baths and/or showers in sufficient numbers.
- 5.2.2. Meals should be of good quality: three meals a day, at least one of which must be a hot meal, which means f.e. hot soup and rice or potatoes with vegetables, etc. Festivals should ensure that groups with special requirements are taken care of, e.g. because of religious beliefs, vegetarians, etc.
- 5.2.3. If the accommodation is in private homes, then the group Director and/or the group Administrator should receive a list of where all group members are staying. Arrangements for transport to and from the accommodation and for all meals should be confirmed. The festival should note that some groups will not wish to eat just before performances, and if there are evening performances, they may wish to eat after the performance. This may not be possible if, for example, the group members are staying in private homes.
- 5.2.4. The festival should provide facilities for drinks in between meals, free of charge or for purchase.
- 5.2.5. The festival should also provide drinks (non-alcoholic) at performances.

### **5.3 Technical Arrangements (page 18)**

- 5.3.1. The festival should arrange rehearsal time for the groups on the stage if possible. A rehearsal room/space should also be provided.
- 5.3.2. The festival should arrange a full sound rehearsal for the musicians, singers and dancers. The number of microphones requested by the group should be provided, as well as a sound engineer to balance / mix the sound. The sound system should be good enough to amplify the voices of singers and the percussive sounds of the dancers' feet if the group requires this.
- 5.3.3. The festival should arrange a lighting rehearsal if possible, so that the level and colour of lighting can be agreed with the group. Changes of lighting during a performance should also be agreed. Special effects, flashing lights, stroboscope lights, etc. should only be used with the agreement of the group.
- 5.3.4. Flowers or speakers should not hide, possible, the front of the stage, so that the dancers' feet can be seen by the audience.

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