



Attention Performers!

The 2023 Medieval Fair of Norman will be March 31, April 1 & 2.

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. **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, jugglers, jousters, etc.

For 2023 Regarding Payment:

To comply with State of Oklahoma and University of Oklahoma requirements, performers must agree to be paid via Electronic Funds Transfer (EFT). Performers will receive instructions on how onboard themselves as a supplier and how to fill out the Financial Registration on the State of Oklahoma’s Secure Online Vendor Registration Portal and complete the Vendor EFT Enrollment Request Form to submit to Performer’s bank. Failure to get set up as a ‘supplier’ results in the department NOT being able to pay you. Paper checks will no longer be available to hand out after last performance on Sunday. At this time, we do not have details on the timing of the EFT payment in relation to completion of performance but will update you as we learn more regarding the new system.

Performer Proposal Requirements

Entertainment for the Medieval Fair will be selected by jury. **Applications should open in September and will be due by November 11, 2022.** All performers must submit proposals, even those that have performed in the past. 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