



COMPARSA APPLICATION GUIDELINES & INFORMATION

PLEASE NOTE CHANGES AFFECTING CARNAVAL SAN FRANCISCO 2017:

- (1) Insurance Fee for Comparsas—Due February 1st, 2017
- (2) Late Application Deadline—Due March 1st, 2017

General Application Deadline:

Wednesday, February 1st, 2017 by 5PM

Processing Fee: \$50

Late Application Deadline:

Wednesday, March 1st, 2017 by 5PM

Processing Fee: \$200

APPLICATIONS AFTER MARCH 1ST, 2017 WILL NOT BE ACCEPTED—*NO EXCEPTIONS!*

**All checks/money orders are to be made payable to: BRAVA/CARNAVAL SF.
Please mail or deliver your completed applications, including processing fee to:**

**Carnaval San Francisco
1333 Florida Street, San Francisco, CA 94110**

DEFINITION OF A COMPARSA

A comparsa is an artistic, street theater performance group with its own theme, cast of dancers, musicians, other performers, with choreography, costumes, props, and float. A comparsa creates a new theme for each annual Carnaval San Francisco. To express this theme a comparsa builds a new float, choreographs new dances, performs new music, and sews/buys new costumes. Comparsas must have at least 30 performers, not including volunteers. Exceptions to this rule are Grand Marshals, community organizations, and the King and Queen.

NATIONAL BUSINESSES, FRANCHISES, AND THIRD PARTY SPONSORSHIP

National corporations, franchises or business entities must obtain an express written permission from Carnaval San Francisco to participate in the parade. Upon granted permission, conditions and additional fees may apply. For any further details or information, please contact our Executive Producer Roberto Hernandez at Latinzoneprod@aol.com



INSURANCE

Your comparsa will be required to provide insurance for all your participants. You will also need to provide a certificate of insurance naming Carnaval San Francisco and Brava! for Women in the Arts as additionally insured. Insurance must be obtained in the amount of \$1,000,000.00 per incident and individual. You must provide a certificate of insurance by February 1st, 2017. If you do not have insurance you will have to pay a fee of \$200 with your application by February 1st, 2017.

FLOATS AND VEHICLES IN THE PARADE

Each comparsa must provide sketches, construction designs and safety features of floats that will appear in the parade by March 31st, 2017. Floats must be decorated and should present large-scale visuals and/or sculptures. Float colors and scheme must correlate to the rest of the comparsa. Musicians and dancers may be on the float. Proper railing must be used for persons on the float to avoid being thrown by sudden stops or movements. All comparsas presenting a float in the parade must place four (4) safety monitors at each wheel of the float for the entire parade. This is extremely important to the safety of participants.

SAFETY MONITORS

Safety monitors are in charge of maintaining the safety of the comparsas at the parade and the safety of the public. Each safety monitor becomes an extra pair of eyes and ears, and they are the first to assist medical and accessibility committees where appropriate. Four safety monitors are required for each float.

MAXIMUM FLOAT DIMENSIONS

Height: 12 feet (to clear MUNI wires) Length: 40 feet Width: 8 feet
Street Clearance: 12 inches above ground

DRIVERS/VEHICLES AND INSURANCE COVERAGE

All drivers must possess a valid **California** driver's license. All vehicles must be insured and registered by the day of the parade. Vehicles must be in great safe condition. Vehicles must be artistically decorated, and they should correlate with the comparsa's theme. Each comparsa leader will be required to complete a vehicle checklist and insurance verification prior to participating in the parade (see checklist on page 8). **Absolutely NO drinking of ANY alcoholic beverages while driving allowed. It is the law!**

PACING

Forward motion is required at **ALL** time once the parade begins, including staging area on Bryant Street and judging area on 22nd and Mission. **NO STOPPING.** Do not create gaps during the parade.

Comparsas with gaps of fifteen feet or more will be automatically disqualified from judging and from participating in next year's parade.

PARADE MONITORS

What is a parade monitor? The parade monitors control the movement and pace of the comparsa and serve as the liaison to the Carnaval San Francisco production team. This person(s) must understand the comparsa's



plans for staging, parading, communicating, trouble-shooting and dispersing at the conclusion of the parade. They must know and follow the parade guidelines as established by Carnaval San Francisco.

Every comparsa **MUST** provide parade monitors. The number of monitors required is based on the number of people participating with the comparsa and the number of vehicles/floats entered in the parade.

How to calculate the number of monitors per comparsa:

- 30 – 50 paraders = 4 monitors
- 50 – 100 paraders = 8 monitors
- Over 100 paraders = 10 monitors

Each float must have **four (4) safety monitors**

LEAD MONITOR

Each comparsa needs to have one parade lead monitor to represent the comparsa. A lead monitor is responsible for maintaining the pace of his/her comparsa during the parade, and will be the point of contact between the comparsa and the Carnaval San Francisco team. Each monitor is required to attend the **MANDATORY** lead monitor meeting.

PARADE LINE-UP

The parade line-up is determined by a number of factors, such as safety, health, age, comparsa description, aesthetics, sound, and other logistical concerns. Attempts are made to accommodate as many of the comparsas' requests as possible. Though the parade line-up may be pre-announced, last minute changes are sometimes unavoidable. We thank you in advance for your cooperation and understanding if the parade line-up changes due to extenuating circumstances on the day of the event.

COMPARSA BANNER

Every comparsa is required to have a banner with the name of their group. The banner **must** be at the very front of the comparsa's line. The standard size is **84" x 36" (width x height)**. It cannot be any smaller or larger than the given standard size.

PARADE JUDGING

A panel of distinguished and unbiased artistic leaders will be selected and provided with appropriate scoring criteria to judge the comparsas. Judging will start at the beginning of the bleachers area on 22nd and Mission and finish at the end of the bleachers. **Forward motion** is required at **ALL** times. Comparsas are not allowed to pause in front of the judges.

Each category will be scored from 1 to 10, with 1 being the lowest and 10 being the highest.

Judges will review and rate the comparsas according to the following criteria:

- Overall Visual Impact
- Creativity/Authenticity
- Carnaval Spirit



- Dance
- Music
- Costumes
- Clarity of Theme
- Harmony/Balance of Form and Color
- Originality

COMPARSA PRIZES

Comparsas with outstanding performances will be awarded with a Carnaval San Francisco Comparsa Award and a monetary prize.

Prizes are as follows

Best Overall Prizes

Grand Prize	\$1,500
1 st Place	\$1,000
2 nd Place	\$750
3 rd Place	\$500

Prizes By Category

1 st Place Brazilian	\$250
1 st Place Caribbean	\$250
1 st Place Children & Youth	\$250
1 st Place Traditional Folkloric	\$250
1 st Place Contemporary/World Fusion	\$250



DISCLAIMER

Carnaval San Francisco has the right to refuse and/or prevent any person(s), vehicle(s), float(s) or Comparsa(s) from entering the parade for any reason, in addition, but not limited to, safety, condition, and size. A failure to comply by Carnaval San Francisco guidelines including not registering and paying required application fees can and will result in removal and disqualification of your participation in Carnaval San Francisco.

By adding your signature, you accept this waiver and disclaimer.

Waiver and Release: By participating in this Event, our comparsa and I do so at our own risk. We assume all risk of injury, illness, damage or loss to us or our property that might result, including without limitation, any loss or theft of personal property. We consent to medical treatment in the event of injury, accident and/or illness during the Event. We agree on behalf of myself (and my entire comparsas, group and members) to release and discharge the organizers of this event, its principals, its producers, coordinators, agents & directors, all sponsors and their representatives and team from any and all claims or causes of action (known or unknown) arising out of their negligence. We acknowledge that we have carefully read this 'Waiver and Release' and fully understand that it is a release of liability. By my signature below, we are waiving any right that our comparsa and I may have to bring legal action to assert a claim against any and all Event sponsors for their negligence. We also verify that we have obtained all of our members consent to this Waiver and Disclaimer and hereby indemnify Carnaval San Francisco and its agents from any claims asserted by any of our members individually. We hereby grant full permission to any and all of the foregoing to use our names and likenesses in any broadcast, telecast, video or print media reporting or advertising of the Event without compensation.

I have read this information and understand it. By signing this, my comparsa and all of its members agree to follow the above Carnaval San Francisco rules. Failure to sign will result in my comparsa not being allowed to participate in the Parade.

Signature _____ Date: _____

Name (Print): _____ Title: _____

QUESTIONS OR INQUIRIES ABOUT THE PARADE

Rodrigo Ehecatl Durán, Parade Comparsa Coordinator: rodrigoehduran@gmail.com, (415) 691-1147

Carnaval San Francisco Executive Producer: Roberto Hernandez at (415) 206-0577, or by email at:

latinzoneprod@aol.com



“El Corazón de San Pancho”

PARADE COMPARSA APPLICATION

Deadline: February 1, 2017

Comparsa:			
Contact:		Title:	
Address:			
City:		State:	Zip Code:
Home:		Cell Phone:	Fax:
E-mail:		Website:	
Comparsa Social Media Accounts Information:			
Facebook:			
Instagram:			
Twitter:			
Artistic Director:		Musical Director:	
Choreographer:		Costume Designer:	
Lead Monitor:			
Email:		Cell Phone:	
Comparsa Cultural/Ethnic Identity:			
# of Dancers:	# of Musicians:	# of Other Participants:	# of Monitors:
Total Number of Performers:			
Total Number of Participants: (Including water providers, banner carriers)			
Parade Line-up Preference (indicate 1 st , 2 nd and 3 rd choices):			
First section of parade ()	Middle section of parade ()	Last section of parade ()	
This applies only IF you have a float:			
Height:	Width:	Length:	
Type of music (check one): ___ Live ___ Recorded ___ Both			



"El Corazón de San Pancho"

PARADE COMPARSA APPLICATION (Continued)

Explain any **specific needs** relating to your group's placement in the parade line up.

Does your comparsa have **insurance**?

Yes No

If no, you will need to provide proof of insurance certificate by February 1st, 2017.

In a short description below, please tell us **your** theme for Carnaval San Francisco 2017:

Describe the cultural tradition of your comparsa's **dance and choreography**:

Describe your **costumes** and their significance:



“El Corazón de San Pancho”

Describe the **music and/or musical instruments**:

Describe your **float or other large scale visuals/props**:

Provide a **brief history** of your comparsa:

Does your comparsa want to be **judged**?

Yes No

If yes, under which category? (Check **one** of the 5 categories):

- Brazilian
- Caribbean
- Children & Youth
- Traditional & Folkloric
- Contemporary/World Fusion

Provide the **days, times, and places** where your comparsa rehearses if you want us to promote your class:



“El Corazón de San Pancho”

Will a member of your comparsa compete in the **2017 King & Queen** competition?

Yes No

If Yes, provide name(s):

Festival Performance Information

Will your comparsa perform at the **Festival**? If yes, on which day(s)?

Saturday Sunday Both

Where will your comparsa perform at the Festival? (please mark on the day(s) that apply)

Saturday: On Stage DJ Booth

Sunday: On Stage DJ Booth

Number of members in the performance:

Will your performance require amplifications? (microphones, keyboard, bass, guitar)

Yes No

If yes, please provide your input list:

Additional Information / Notes:



VEHICLE CHECKLIST

Please provide this checklist to your driver and have it ready and checked-out prior to your participation in the parade.

- Air in tires
- Tire pressure
- Spare tire
- Gas
- Battery
- Water in radiator
- Oil
- Jack
- Test-drive at 5 miles an hour for 3 hours
- Transmission oil
- Tune-up
- Fire extinguisher
- Brakes
- Brake fluid
- Insurance
- Driver's license
- Water bottle
- Seat belts
- Generator for sound system run for 10 minutes when you rent it
- Gasoline for generator
- Gas can with gas

COMPARSA CHECKLIST

- Application Fee
- Insurance Fee
- Certificate of Insurance
- Parade Banner
- Lead Monitor
- Safety Monitors