



CERTIFICATION OF FESTIVALS BY ORGANISATIONS

DISCLAIMER

The National Registry of Artists and Cultural Workers at the Culture Division reserve the right to:

1. Reject applications that contain claims or evidence that are proven to be false.
2. Conduct due diligence as part of verification of the information provided in and along with applications.
3. Recognise competencies in accordance with standards set by the Assessment Committee of the National Registry of Artists and Cultural Workers.

Organizing Committees / Entities applying to certify a festival must submit:

1. Copies of the organization's Articles of Association or Incorporation / Constitution or By-Laws. (In the case where the organization does not possess these required documents, at least fifty-one percent (51 %) of the executive members are required to be citizens of Trinidad and Tobago).
2. Resumes of at least three (3) members of the Executive. (Profiles and bios will are not accepted)
3. Festival Documentation:
 - [Overview of Festival](#) (background on festival, program of activities)
 - [Marketing Plan](#) (strategy for promotion)
 - Evidence to showcase the festival was hosted for at least three (3) years or for three (3) instances over a period of time in the form of: newspapers articles, advertisements (digital, print or video), memorabilia, sponsorship letters, tickets, official passes and flyers to name a few.