

## SINGAPORE YOUTH FESTIVAL 2025 Rehearsal Booking Exchange / Cancellation Form

NOTE: All requests for exchange and/or cancellation of allocated slots will only be valid with the submission of this duly completed form via email to [syfbooking@sota.edu.sg](mailto:syfbooking@sota.edu.sg)

\*Please tick (✓) the relevant field(s)

### ☐ Request for Exchange

- Ensure that you have duly completed all fields, incomplete submission will not be accepted.
- Exchange will not be valid if either one of the affected school's Teacher-in-Charge is not included in the email and form.
- Submission will be accepted by email only via [syfbooking@sota.edu.sg](mailto:syfbooking@sota.edu.sg) **Please indicate 'Exchange' in email subject.**
- Exchange will only be allowed between schools that have been allocated slots for the same category during the ballot. There are four distinct categories available: (i) Choir, (ii) Western Instrumental Ensemble (Guitar/String/Harmonica), (iii) Western Instrumental Ensemble (Handbell/Handchimes) and (iv) Ethnic Ensemble.
- No exchange for non-allocated slots is allowed.
- Deadline: **1 November 2024, 5pm**

**\*Any request to exchange slot after 1 November 2024, 5pm will incur a penalty fee of \$100 per school for the first change. Any subsequent change will incur a penalty fee of \$200 per school.**

#### Exchange of allocated slot:

☐ Choir    ☐ Instrumental Ensemble - Western or Ethnic (Instrument: \_\_\_\_\_)

Both of our schools have hereby agreed to exchange our allocated slot as follows:

Name of School A:

Name of School B:

\_\_\_\_\_

\_\_\_\_\_

Allocated Slot (as per ballot):

Allocated Slot (as per ballot):

\_\_\_\_\_

Date

\_\_\_\_\_

Block/Time

\_\_\_\_\_

Date

\_\_\_\_\_

Block/Time

Teacher-in-Charge:

Teacher-in-Charge:

\_\_\_\_\_

Name, Signature, Date & School Stamp

\_\_\_\_\_

Name, Signature, Date & School Stamp

### ☐ Request for Cancellation

- Ensure that you have duly completed all fields, incomplete submission will not be accepted.
- Once cancelled, any resubmission would be via Phase 2 from 7 November 2024, 12pm onwards.
- Any request to book a new rehearsal date before 7 November 2024, 12pm will not be valid.
- Submission will be accepted by email only via [syfbooking@sota.edu.sg](mailto:syfbooking@sota.edu.sg) **Please indicate 'Cancel' in email subject.**

#### Cancellation of allocated slot:

☐ Choir    ☐ Instrumental Ensemble - Western or Ethnic (Instrument: \_\_\_\_\_)

Name of School: \_\_\_\_\_

Allocated Slot (as per ballot):

\_\_\_\_\_

Date

\_\_\_\_\_

Block/Time

Teacher-in-Charge:

\_\_\_\_\_

Name, Signature, Date & School Stamp