



Complaint Form
[Festival Name]

Thank you for bringing your concern to our attention.

[Festival Name] is committed to addressing your complaint promptly and thoroughly. We will do our best to ensure confidentiality for you and all others involved in this situation. Only those individuals who need to know any information will have access to it.

Please provide all the information requested below. Be as specific as possible when describing incidents. Include the date(s) of the incident(s), the name(s) of the person(s) involved and the name(s) of any witnesses. If necessary, feel free to attach additional materials to assist in the investigation process.

Your Name (*this information will be accessed by the designated person of trust and/or festival management*):

Your contact information (*email/phone*):

Type of complaint:

Sexual Harrassment:

- ☐ Requesting sexual favors
- ☐ Expressing a desire for sexual contact or conduct
- ☐ Using sexually-explicit language
- ☐ Telling sexual jokes
- ☐ Commenting on a person's appearance
- ☐ Speaking in a sexual tone
- ☐ Using sexually-suggestive nicknames or terms of endearment
- ☐ Exposing oneself
- ☐ Blocking a hallway or doorway
- ☐ Blowing kisses or winking
- ☐ Showing sexually-explicit videos
- ☐ Staring, following, or stalking
- ☐ Any form of unwanted touching
- ☐ Patting, grabbing, rubbing, or pinching
- ☐ Hugging or kissing
- ☐ Other, please specify:

Discrimination based on:

- ☐ Age
- ☐ Alienage
- ☐ Disability
- ☐ Gender
- ☐ Marital Status
- ☐ National Origin
- ☐ Race/Ethnicity
- ☐ Religion
- ☐ Sexual Orientation
- ☐ Other, please specify:

Records Access and/or Disclosure _____

Date/ time of incident: _____

Location of incident: _____

Respondent(s) (*Person(s) who allegedly violated your rights*):

Witness(es):

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[illegible][illegible][illegible]

Proposed solution (*Please provide your opinion on how this issue might be resolved. Be as specific as possible*):

I _____
certify that there is no falsification of the above information and that the events are accurately depicted to the best of my knowledge.

Signature

Date