**KEPALA SURAT / KOP SURAT**

Alamat Lengkap : ...............................................................................................................................................

Nomor : Surakarta, ............................................

Lampiran :

Perihal : Mohon Penerbitan Kepada :

 Surat Keterangan Terdaftar Yth. Kepala Dinas Kebudayaan

 Dan Pariwisata Kota Surakarta

 Di SURAKARTA

1. Nama : .........................................................................

Jabatan : Ketua Sanggar/Kelompok Seni \*) “........................................................................”

Alamat : ...............................................................................................................................

1. Nama : ...............................................................

Jabatan : Sekretaris Sanggar/Kelompok Seni \*) “.................................................................”

Alamat : ...............................................................................................................................

Dengan ini mengajukan permohonan pencatatan sanggar/kelompok seni yang ada di Kota Surakarta. Selanjutnya kami berharap kiranya Dinas Kebudayaan dan Pariwisata Kota Surakarta dapat menerbitkan Surat Keterangan Terdaftar (SKT) atas nama Sanggar/Kelompok Seni \*) “...................................................................................”.

Sebagai bahan pertimbangan berikut kami lampirkan kelengkapan permohonan kami :

1. Formulir Pengajuan Surat Keterangan Terdaftar (SKT) yang diketahui oleh Lurah/Camat setempat;
2. Data Kelompok/Sanggar Seni “...................................................................................”;
3. Daftar anggota Kelompok/Sanggar Seni “...................................................................................”;
4. Daftar inventaris barang Kelompok/Sanggar Seni “.............................................................................”;
5. Portofolio Kelompok/Sanggar Seni “...................................................................................”;
6. Fotocopy KTP Ketua dan Sekretaris Kelompok/Sanggar Seni “........................................................... ”;
7. Denah lokasi Sekretariat Kelompok/Sanggar Seni;
8. Foto berwarna ukuran 3x4 sebanyak 2 lembar.

Demikian surat permohonan kami ajukan, atas perhatiannya kami ucapkan terima kasih.

**PENGURUS KELOMPOK/SANGGAR SENI**

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| Ketua................................................................ | Sekretaris................................................................ |

Mengetahui,

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| Camat................................................................ | Lurah................................................................ |

**KEPALA SURAT / KOP SURAT**

Alamat Lengkap : ...............................................................................................................................................

**DATA KELOMPOK/SANGGAR SENI**

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1. Nama Kelompok/Sanggar Seni : …………………………………………………………………………………………………………
2. Jenis Kelompok/Sanggar Seni

Tari / Karawitan / Pedalangan / Keroncong / Hadrah / Kethoprak / Reog / Musik / Lain-lain \*)

1. Indek Kelompok/Sanggar Seni

Seni Rupa / Seni Tari / Seni Suara / Seni Sastra / Seni Teater \*)

1. Alamat Sanggar

Jalan : …………………………………………………………………………………………… RT ………. / RW ……….

Kampung : ……………………………………………………………………………………………

Kelurahan : ……………………………………………………………………………………………

Kecamatan : ……………………………………………………………………………………………

1. Alamat

Website : ……………………………………………………………………………………………

Facebook : ……………………………………………………………………………………………

Instagram : ……………………………………………………………………………………………

E-mail : ……………………………………………………………………………………………

1. Tanggal Berdiri : ……………………………………………………………………………………………
2. Pengurus Sanggar

Penasehat : ……………………………………………………………………………………………

Ketua : ……………………………………………………………………………………………

Wakil Ketua : ……………………………………………………………………………………………

Sekretaris : ……………………………………………………………………………………………

Bendahara : ……………………………………………………………………………………………

1. Jumlah Anggota : ……………………………………………………………………………………………
2. No. Telepon

Sanggar : ……………………………………………………………………………………………

Contact Person : ……………………………………………………………………………………………

1. Jadwal Latihan

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| **No.** | **HARI** | **WAKTU LATIHAN** | **KETERANGAN** |
| 1. | MINGGU |  |  |
| 2. | SENIN |  |  |
| 3. | SELASA |  |  |
| 4. | RABU |  |  |
| 5. | KAMIS |  |  |
| 6. | JUMAT |  |  |
| 7. | SABTU |  |  |

**KEPALA SURAT / KOP SURAT**

Alamat Lengkap : ...............................................................................................................................................

**DAFTAR ANGGOTA KELOMPOK/SANGGAR SENI**

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| **No.** | **Nama** | **L/P** | **Temp/Tgl Lahir** | **Alamat** | **Keterangan** |
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**KEPALA SURAT / KOP SURAT**

Alamat Lengkap : ...............................................................................................................................................

**DAFTAR INVENTARIS BARANG KELOMPOK/SANGGAR SENI**

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| **No.** | **Nama Barang** | **Jumlah** | **Pembelian/Bantuan Tahun** | **Kondisi** |
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**KEPALA SURAT / KOP SURAT**

Alamat Lengkap : ...............................................................................................................................................

**PORTOFOLIO KELOMPOK/SANGGAR SENI**

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1. Sejarah singkat terbentuknya sanggar

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1. Prestasi / Riwayat Pementasan

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1. Hibah / Bantuan

Pernah / Belum Pernah \*)

1. Jika pernah menerima hibah/bantuan, dipakai untuk :

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1. Foto-foto lampiran kegiatan latihan, kegiatan pentas, tempat lokasi sanggar, dll.