



PERFORMING ARTS FESTIVAL

2023 Performing Arts Festival

INFORMATION MEMO

BIBLE READING

Section B4

To: Bible Reading Participants

From: Festival Committee Coordinator

Performance Date: Friday 21 July 2023

Venue: Chapel of St Michael the Archangel
Catholic Education WA, 50 Ruislip Street, Leederville

Please find attached:

- **Performance Timetable & Information Card/s**
- **Venue Location Map**

Organisational Information

- You are requested to be at the CEO Chapel 15 minutes prior to the scheduled performance time.
- Each session's participants will be met and ushered to their seats. All participants will be able to watch the other participants in the session perform.
- Participants are to perform on the sanctuary. Participants are to enter the sanctuary from their seats in the Church.
- A lectern, complete with microphone, is available should you wish to use it.
- Students must supply their own Bible.
- Participants will need to demonstrate the ability to read from the Bible, not memorise, and to develop eye contact with the listeners.
- Participants must adhere to the 3 minute time limit.
- The Section Coordinator will introduce each participant unless instructed otherwise.
- Written comments will be provided along with a Certificate of Participation to each of the items at the end of the session.
- A copy of the Festival's Etiquette & Duty of Care document is attached.
Note: It is the responsibility of all schools to have a **First Aid Kit** or adequate provisions at every performance. Each school is responsible for their own students.
- **Passing on Information:** If you are a PAF Coordinator at your school, it is very important that this information is passed on to teachers, tutors, parents concerned. Advertising the Festival in your newsletter is a great way to inform parents, specifically for students who are tutored outside of school.
- Please familiarise yourself with the Rules of the Festival for this section.

PLEASE SEE OVER PAGE

TESTING & TAGGING

Please ensure that all testing and tagging of any electrical cables and/or equipment is visible and has been passed by a qualified electrician. If any faults occur within a venue as a result of your equipment not being tagged or passed, the cost of the call out fee for an electrician to rectify the fault will be charged to your school. Some venues may not allow a performance without the correct tagging.

COVID-19

We ask you follow the instructions provided by the Coordinator on the day.

- **Seating:** Due to any seating restrictions which may be in place and for health & safety practices, please wait outside until the session before has completed.

- **Play It Safe:**
 - use the Safe WA App or pen and paper to check-in on entry.
 - refrain from shaking hands.
 - use hand sanitiser when entering and leaving the room.
 - use correct respiratory etiquette.
 - Look after yourself and stay home if you are unwell.

- **Ticketing** for this event will be available online via Try Booking on the Spirt of the Arts website: www.spirtofthearts.com.au. Seating for performers has been allocated – performers do not need tickets. You will not be permitted into the venue without your scanned bar code

Thank you for entering the Performing Arts Festival.