



PERFORMING ARTS FESTIVAL

2023 Performing Arts Festival

INFORMATION MEMO

CONCERT BANDS / ORCHESTRA

Sections F15 - F18

To: Concert Band/Orchestra Directors

From: Festival Committee Coordinator

Performance Dates: Monday 14 August, Tuesday 15 August, Thursday 17 August and Friday 18 August 2023

Evening performances commence at 6.30pm

Venue: Caroline Payne Theatre, Corpus Christi College, Murdoch Drive, Bateman

Please find attached:

- **Performance Timetable & Information Card/s**
- **Concert Bands/Symphonic Orchestra Stage Set Up**
- **Percussion Set Up**
- **Corpus Christi College Venue Map**

Organisational Information

- All participants must be at Corpus Christi College at least 15 minutes prior to their scheduled session time. **Please remember to allow for travel time.**
- **If you are bringing anything electronic or audio wise like a guitar amp it would need to be checked over first well before 15 mins.**
- Festival directional signs will be in place at the venue.
- Participants will be ushered to a warm up area on arrival. Check that no food or drink is consumed in the warm up areas, and that chairs are replaced.
- Schools are encouraged to remain until the end of the performance night and have one student ready to collect the adjudication report.
- Movement across stage is Stage Right to Stage Left (enter from stage right, exit via stage left)
- **The Stage is set** and includes Conductor's podium.
- **Strict adherence will be given to the performance time limit.**
- Performers will announce their name and item immediately prior to their performance.
- Teachers/performers should set and take note of individual amp leads prior to performances.
- **It is required bands bring their own auxiliary percussion instruments and sticks/mallets.**

PLEASE SEE OVER PAGE

What's provided

A drum kit, piano and music stands will be available. The drum kit, piano and percussion cannot be moved from the position on stage. 1 x Bass Amp will be provided. Schools are welcome to bring their own but need to ensure you bring all the correct cabling with you. You will need to take it with you at the end of the night. Schools are required to supply all other equipment i.e. guitar, bass, keyboard, etc

- Drum kit
 - 1 x Bass drum
 - 4 x timpani – 3 are regular and 1 is smaller and higher
 - 1 x set of wind chimes
 - 1 x glockenspiel on a stand
 - 1 x marimba
 - Bongo drums
 - Djembes
 - A few different sized Cajons
 - Tambourines
 - Shakers
 - Triangles
- Each band will be presented with a Certificate of Participation and written adjudication report. Participants may not speak to the Adjudicator.
 - **If the music has not been submitted to the Catholic Arts Office by the published due date, or an item name is changed after the closing date of entries, or on the performance date, the performance will not be eligible for an Award**
 - All Festival participants are reminded that they are bound by the laws of copyright.
 - The Coordinator, following adjudication, will destroy all photocopies if they are not AMCOS copies.
 - 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
 - **Testing & Tagging Of All Electrical Cables & Equipment:** 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.
 - **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, accompanists concerned. Advertising the Festival in your newsletter is a great way to inform parents, specifically for students who are tutored outside of school. It is important that you have familiarised yourself with the Rules of the Festival for this section.

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:**
 - 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 Spirit of the Arts website: www.spiritofthearts.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

- **Respect of Venue:** It is important that there are enough teachers travelling with and supervising students. There must be a teacher supervising students in the warm up rooms (students are not to be left on their own) and students must remember to respect the property and adhere to any staff instructions at venues.

**Concert Band performances will offer evenings of excellent entertainment
Please advertise this event in your school community**

Thank you for participating in the Performing Arts Festival.