



PERFORMING ARTS FESTIVAL

2023 Performing Arts Festival

INFORMATION MEMO

PIPE ORGAN

Sections H16

To: Pipe Organ Participants

From: Festival Committee Coordinator

Performance Dates: Thursday 31 August

Venue: Trinity College Chapel
Level 1, Trinity College, Trinity Avenue, East Perth

Please find attached

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

Organisational Information:

- All performers must be at the venue **at least 15 minutes prior** to their scheduled session time and endeavour to remain until the end of that session.
- Each session's performers will be met and ushered to their seats in the Auditorium. Performers will announce their name, school, item and composer immediately prior to their performance.
- Check that no food or drink is consumed at the venue, including the warm-up area.
- **Performers must observe the given time limit for their section.**
- Written adjudication will be provided. Each performer will be presented with a Certificate of Participation. Performers may not speak to the adjudicator.
- All Festival performers are reminded that they are bound by the laws of copyright.
- If music is not submitted to the Catholic Arts Office by the published due date, or the item is changed after the closing date of the online entry or on the performance date, the performance will not be eligible for an Award.

Performers should retain the original music for practice purposes and for use on the day of performance.

- A copy of the Festival's Etiquette & Duty of Care document is enclosed.
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

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.

PLEASE SEE OVER PAGE

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:**
 - Ø refrain from shaking hands.
 - Ø use hand sanitiser when entering and leaving the room.
 - Ø use correct respiratory etiquette.
 - Ø 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
- **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.

Thank you for entering the Performing Arts Festival