



PERFORMING ARTS FESTIVAL

2023 Performing Arts Festival

INFORMATION MEMO

INSTRUMENTAL ENSEMBLES

Sections F2 (Secondary Recorder) / F6 (Secondary Brass) / F8 (Secondary
Woodwind) F12 (Pri/Sec Acoustic/Classical Guitar) / F13 (Pri/Sec Electric Guitar)

Please note Secondary Brass F6 is at Trinity College

To: Instrumental Ensemble Participants

From: Festival Committee Coordinator

Section	Performance Date	Venue
F2 (Sec Recorder)	Monday 24 July	Don Russell Performing Arts Centre, Murdoch Road, Thornlie
F6 (Sec Brass)	Wednesday 25 July	Trinity College
F8 (Sec Woodwind)	Monday 24 July & Tuesday 25 July	Don Russell Performing Arts Centre, Murdoch Road, Thornlie
F12 & F13 (Guitar)	Monday 31 July	Don Russell Performing Arts Centre, Murdoch Road, Thornlie

Please find attached:

- **Performance Timetable & Information Card/s**

Organisational Information

- All participants must be at the Don Russell Performing Arts Centre/ Trinity College, at least 15 minutes prior to their scheduled session time and endeavour to remain until the end of that session. **Please remember to allow for travel time.** Participants will be ushered to a warm up area on arrival.
- **Don Russell Parking** (bus and general) is available in the Forest Lakes Shopping Centre car park, adjacent to Don Russell Performing Arts Centre.
- **Trinity Bus Parking** Buses must park in Nelson Crescent or Braithwaite Road. Buses must not enter the College via Trinity Avenue as there is no turning space for buses through the main entrance to the College.
- The following instruments will be available at the venue:
A piano, drum kit and music stands for Woodwind/Brass performances. All other instruments, amplifiers and leads to be provided by performers.
- **Strict Timeframe – Setting Up and Performance Time Limit**
There is a strict timeframe in the programming of this section. Teachers are to please adhere to the time limit in setting up on stage of instruments/equipment and to move on/off stage as quickly as possible.
- Participants will announce their name, school and item immediately prior to their performance.

PLEASE SEE OVER PAGE

- Written adjudication will be provided. Each ensemble will be presented with a Certificate of Participation. Participants may not speak with the adjudicator.
- **If the stage layout plan or 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 online entries, or on the performance date, the performance will not be eligible for an Award.**

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.
- Check that no food or drink is consumed in the theatre or warm-up area.

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.
- **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.

Parents and friends are very welcome to attend. Please advertise this event within your school community.

Thank you for participating in the Performing Arts Festival