



PERFORMING ARTS FESTIVAL

2023 PERFORMING ARTS FESTIVAL

INFORMATION MEMO

CHRISTIAN DRAMA

Section B1, B2

To: Christian Drama Participants

From: Festival Committee Coordinator

Performance Date: Friday 11 August 2023

Venue: Chapel of St Brigid, Mercy College
Cnr Beach Road & Mirrabooka Avenue, Koondoola

Please find attached:

- **Performance Timetable & Information Card/s**
- **Venue Location Map**
- **Chapel Layout**
- **Seating Plan.**

Organisational notes:

Parking

- **Buses** should drop students off at the Chapel via the Beach Road car park. Buses should then exit the College and drive around the block and park in the bus embayment area off Mirrabooka Avenue (adjacent to Golding Way). They may wait there until the performance concludes then drive around to Beach Road when students are ready to be picked up.
- **Parents/Visitors** should use the car park at Beach Road which is adjacent to the Chapel.
NO CARS SHOULD PARK ALONG THE STREET VERGE ON BEACH ROAD.
- All participating groups, dressed ready for performance, should be assembled outside the Chapel of St Brigid prior to the scheduled time.
- Each session's participants will be met and ushered to their seats. All groups will be able to watch the other groups in their section perform.
- Groups may use the sanctuary, steps in front and floor area. Groups are to enter the sanctuary from their seats. Each group to provide a student to announce their item.
- Playback facilities will be available in the Chapel. **Original CDs only to be used.** Music must be labelled with the name of the performance group. Each performance group should have a person on hand to start/stop playback equipment for performers. If using a burnt CD, we cannot guarantee the CD player will be able to read or play back. We advise you to bring your own CD player.
- **Very basic sound/lighting will be provided.**
- A piano is available in the Chapel if you wish to use it. Schools must provide all other musical instruments. (No amplification is provided).

PLEASE SEE OVER PAGE

- Written comments will be provided along with a Certificate of Participation to each of the items at the end of the session. The emphasis is on participation and a celebration of each other's gifts and performances.
- The Chapel of St Brigid is not available for rehearsals beforehand.
- 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.

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 (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.
- **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.

Please advertise this event within your school community

Thank you for participating in the Performing Arts Festival.