



# PERFORMING ARTS FESTIVAL

## 2023 Performing Arts Festival

### INFORMATION MEMO

#### VOCAL SOLO/DUET

#### SECTION K

To: Vocal Solo/Duet Participants

From: Festival Committee Coordinator

Dates/Venues: Secondary - Monday 31 July to Friday 4 August – Zenith Music  
Primary - Thursday 17 August to Friday 18 August – Wellington Room, Morley Rec Centre

Please find attached

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

#### Organisational Information

- All participants must be at the venue, at least 10 minutes prior to their scheduled session time and endeavour to remain until the end of that session.
- **ZENITH:** Please do not wait or crowd under the Stairwell. This is a venue requirement.
- **Performers must have an accompanist or sing unaccompanied.**
- Participants will announce their name, school, item, and introduce their accompanist (if they have one) immediately prior to their performance.
- **Participants must observe the given time limit for their section.**
- Written adjudication will be provided. Participants may not speak to the adjudicator. Each participant will be presented with a Certificate of Participation.
- All Festival participants are reminded that they are bound by the laws of copyright. Performers must provide the adjudicator with a photocopy of the original music. This must be sent to the Catholic Arts Office by the specified date. The music is to be marked “**Adjudication Copy Only.**” Performers should retain the original music for practice purposes and for use on the day of performances. The adjudication copy will be destroyed after the performance.
- **If music is not received by the published due date, or the item is changed after the closing date of the online entry, the performance will not be eligible for an Award.**

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.

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:**
  - 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](http://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.