



PERFORMING ARTS FESTIVAL

2024 Performing Arts Festival

INFORMATION MEMO

PRIMARY MUSICAL EXCERPT

Section G1A

To: Primary Musical Excerpt Participants

From: Festival Committee Coordinator

Performance Date: **Wednesday 28 August**

Venue: **Wellington Room, Morley**

Please find attached:

- **Performance timetable & Information Card/s**
- **Seating plan**
- **Venue location map**

Should seating plans be changed due to withdrawals, a group will move into the vacant seating, hence students must be familiar with entering from either side of the stage.

Organisational Information

Stage dimensions: 8.8 metres depth; 11.3 metres width

Stage back: Curtain, approximately 1 metre from back wall

Stage sides: 6 curtains (3 per side) at 35-40degree angle

Performers can move on and off stage from behind these curtains.

A green room (multipurpose area) is available to the side of the stage for props.

An upright piano will be on stage (as indicated on seating plan) and may not be moved off.
(We would like to acknowledge the generosity of Zenith Music, Claremont, for the loan of the upright piano during Primary Musical Excerpt performances)

Sound 4 condenser mics on stands, one hand-held microphone
CDs ONLY to be used. A teacher to advise technician when to play music.
A sound technician will be in attendance.

Lighting Open white-wash lighting at the venue.

- All participants must be at the Wellington Room 15 minutes prior to their scheduled session time and endeavour to remain until the end of that session. **Please allow for travel time.**
- Participants must be dressed and ready for performance. If you have any difficulties, contact the Catholic Arts Office.
- Each session's participants will be met and ushered to their seats in the auditorium.
- Props can be left in an area to the side of the stage or in the green room. Festival staff will be on hand to give directions. Please not sets are to be kept to a minimum.
- Participants will introduce their own item, including the name of their school.

PLEASE SEE OVER PAGE

- Strict adherence must be made to the time limit of **25 minutes** for each performance. This time is included in the total performance time including setup.
- Schools are not permitted to enter their excerpts as part of the full production (G1) for adjudication.
- Written adjudication will be provided. Participants may not speak to the adjudicator. Each participating group will be presented with a Certificate of Participation.
- Copyright Law demands that:
Schools satisfy the requirements necessary for performance of an excerpt from a musical (APFA). The excerpt must be from an original copy or AMCOS copy of the musical.
- 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

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 barcode.

Bus Drop-off/Pick-up (Please give a copy of this information to your bus driver)

In the interest of safety and to ensure a smooth flow of traffic, buses are asked to enter via Mangini Street from Wellington Road to drop-off/pick-up students in front of the venue building and proceed to the lay over area.

The Festival Assistant will be at the venue to direct buses.

Please have your school's name on display for easy identification.

We ask that teachers have a mobile phone to contact their bus drivers when a session has finished. This will enable buses to line up ready for pick-up of students.

General audience parking is available in the car park outside the Morley Recreation Centre.

Please advertise this event within your school community

Thank you for participating in the Performing Arts Festival.

Contact the Catholic Arts Office if you have any queries.

Telephone: 9278 0202

Email: catholicarts@cewa.edu.au