

PERFORMING ARTS FESTIVAL

2025 INFORMATION MEMO

BRASS ENSEMBLES

Secondary

To: Instrumental Ensemble Participants
From: Festival Committee Coordinator
Date: **Wednesday 30 July**
Venue: **Auditorium/Cultural Centre, Trinity College**
2 Trinity Ave, East Perth WA

Please find attached:

- Performance Timetable & Information Card/s

ORGANISATIONAL INFORMATION

Please Read

Please ensure you familiarise yourself with the Rules of the Festival for this section. These can be found on the website via: <https://www.spiritofthearts.com.au/performing-arts-festival/>

- All participants 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. **Please remember to allow for travel time.** Participants will be ushered to a warm-up area on arrival.
- **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.
- Due to any seating restrictions which may be in place and for health & safety practices, please wait outside until the session before has completed.

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- Check that no food or drink is consumed in the theatre or warm-up area.
- Written adjudication reports will be provided. 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.
- Check that no food or drink is consumed in the theatre or warm-up area.

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.

EQUIPMENT PROVIDED BY THE VENUE

- Piano
- Drum Kit
- Music Stands

All other instruments, amplifiers and leads to be provided by performers.

PASSING ON INFORMATION

It is expected of the PAF Coordinator at your school that this information is passed on to the teachers, tutors, and parents concerned. Advertising the festival in your newsletter is a great way to inform parents and especially students, who are tutored outside of the school.

Please advertise this event within your school community.

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.

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TICKETING

Please note: Due to the large capacity of students and instruments, **there are no tickets available for this event.** Seating for performers have been allocated – performers do not need tickets.

RESPECT OF VENUE

It is important that there are enough teachers travelling with and supervising students. There must be a teacher supervising the 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.

PARKING & VENUE LAYOUT

Please refer to the attached documents for the venue map, stage layout and parking information.

- **Trinity Bus Parking:** Buses must park in Nelson Crescent. Buses must NOT enter the College via the causeway entrance as there is no turning space for buses through the main entrance to the College.

Thank you for participating in the Performing Arts Festival.

Please contact the Catholic Arts office if you have any queries.

Telephone: 9278 0202 | **Email:** catholicarts@cewa.edu.au

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Trinity College

PARKING

Bus

Drop off and pick up is on Sailani Avenue; students are able to enter the College through gate 7.

Bus parking is available on Sailani Avenue—check signs in these areas. Buses must not enter the college as there is no turning space in the main entrance.

Car

Car parking is available on Sailani Avenue —check parking signs in these areas. Visitor parking is available on campus via Trinity Avenue.




ACCESS TO GIBNEY HALL

Performers: Enter the Cultural Centre, via main doors in Carrigg Court and proceed to the 1st floor.

Audience: Enter via main doors opposite the Chapel.

ACCESS TO BRAHAM AUDITORIUM

Enter the Cultural Centre via main doors in Carrigg Court and proceed to the 1st floor.

-  Participant Check-in and Warm up rooms, level 1
-  Bus drop-off & pick-up zone
-  Entrance to Campus Ground via Gate 7
(No vehicle access)

Dr. Robert Braham Auditorium
Level 1, Cultural Centre

