

PERFORMING ARTS FESTIVAL

2025 INFORMATION MEMO

CHORAL SINGING

Primary

To: Primary Choral Directors
From: Festival Committee Coordinator
Performance Dates: **Monday 25 to Friday 29 August**
Venue: **Vasto Club,**
5 Vasto Place, Balcatta

Please find attached:

- Performance Timetable & Information Card/s
- Seating Plan/s

ORGANISATIONAL INFORMATION

Please Read

A large amount of students and choirs will be performing at the Vasto Club, over this five-day period. The logistics of organising this Festival event are quite enormous and your cooperation with following requests and instructions would assist greatly with the smooth running of performances.

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/>

- Due to any seating restrictions which may be in place and for health & safety practices, please wait outside until the session before has completed. If on arrival at the venue a session is in progress, participants are asked to be as quiet as possible until they are ushered to their seats.
- To assist with time management, **students must be seated in the order of placement on the choral risers and move on and off as quickly as possible.**
- Seating plan/s are attached to this document. Should the seating plan be changed due to withdrawals, a choir will move into the vacant seating, hence students must be familiar with entering from either side of the stage.

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- Please enter & exit from the side of the aisle (not the middle).
- The Choral risers accommodate 80 students (maximum) and are placed in front of the stage on ground level. Additional students, if any, need to be placed in front of the choir risers on the floor.
- **Please Note - No backing music is allowed, accompanist only.**
- Participants will introduce their own item, including the name of their school.
- Each choir will be presented with a written adjudication report. Participants may not speak to the adjudicator.
- All Festival performers are reminded that they are bound by the laws of copyright. Following adjudication, all photocopies of music will be destroyed if they are not AMCOS copies.

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

- Choir Risers
- Upright Piano (Positioned to the left of the stage)

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

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 have been allocated – performers do not need tickets.** Audience members will not be permitted into the venue without your scanned barcode.

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.

PARKING & VENUE LAYOUT

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

General audience parking is available in the Vasto Club car park.

Bus Information *(Please give a copy of this information to your bus driver)*

- All participants must be at the venue at least 15 minutes prior to their scheduled session time and remain to watch the performances of the other groups in the session.
- In the interest of safety and to ensure a smooth flow of traffic, buses are asked to drop-off/pick-up students in front of the Vasto Club, then proceed to park at the back of the Vasto Club. **Please have your school's name on display for easy identification.**
- We ask that teachers have a mobile phone to contact bus drivers when a session has finished. This will enable buses to line up ready for pick-up of students.

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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Vasto Club – Location Map

5 Vasto Place
Balcatta WA 6021

