

# PERFORMING ARTS FESTIVAL

## 2025 INFORMATION MEMO

### DRAMA - CHRISTIAN

### Primary & Secondary

To: Christian Drama Participants

From: Festival Committee Coordinator

**Performance Date:** Tuesday 12 August

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

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**Please find attached:**

- Performance Timetable & Information Card/s
- Seating Plan/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 participating groups, dressed ready for performance, should be assembled outside the Chapel of St Brigid at least 15 minutes prior to the scheduled time.
- Due to any seating restrictions which may be in place and for health & safety practices, please wait outside until the session before has completed.
- 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.

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- A written report will be provided to each of the performances 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.

**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**

- Music Playback Facilities
- Basic Sound & Lighting (No amplification is provided)
- Piano

Playback facilities will be available in the Chapel. 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 will be able to read or played back. This can be tested at rehearsals. Computers and mobile phones can be plugged into the equipment at the Chapel. **Please bring your own adaptor and aux cord applicable for your phone/computer.**

***For any other additional equipment, schools are required to supply their own.***

#### **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.

#### **TICKETING**

Ticketing for this event will be available online via Trybooking on the Spirit of the Arts website: [www.spiritofthearts.com.au](http://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 and/or ticket.

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## **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.

**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.**

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**Thank you for participating in the Performing Arts Festival.**

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

Telephone: 9278 0202

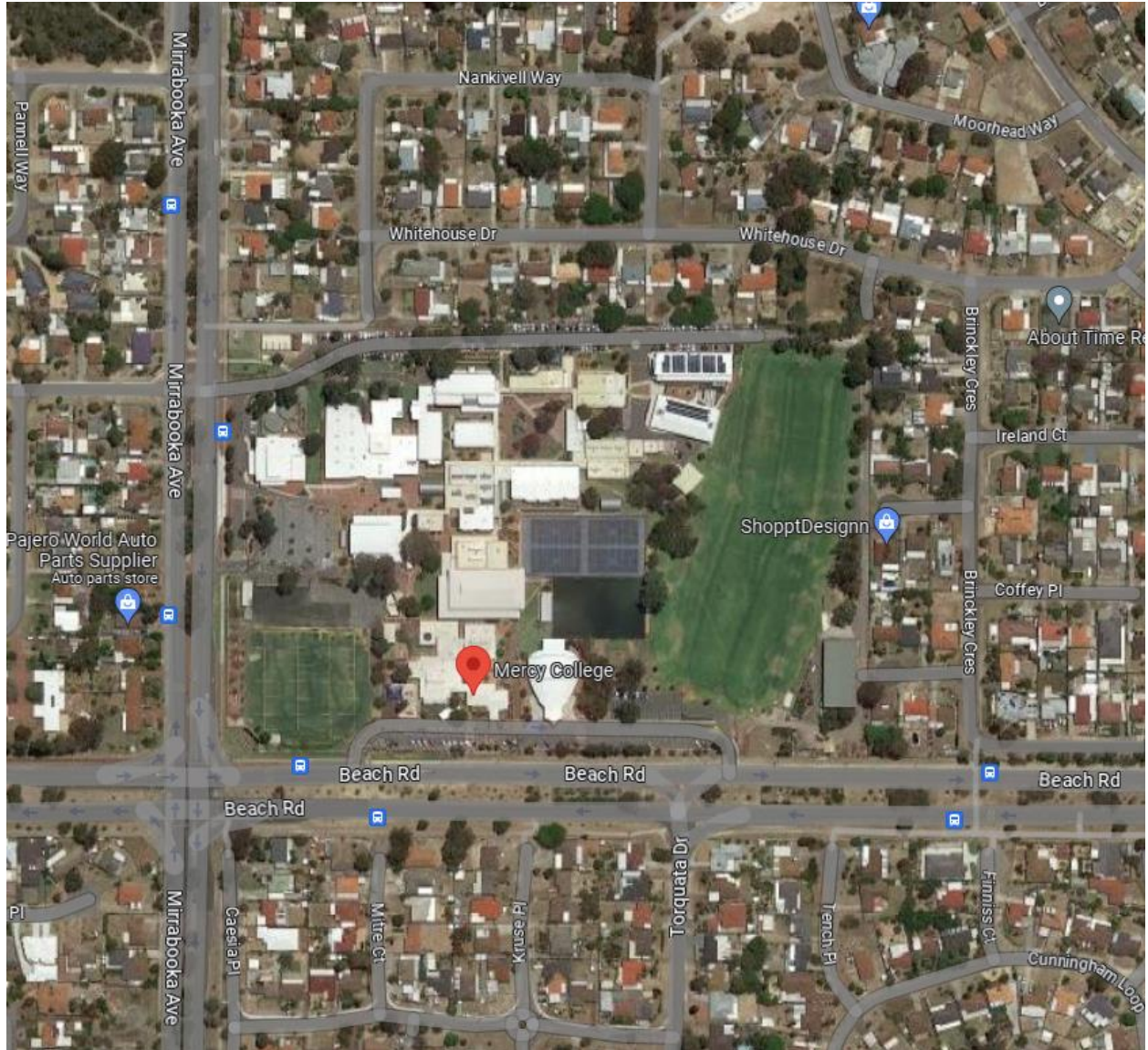
Email: [catholicarts@cewa.edu.au](mailto:catholicarts@cewa.edu.au)

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## Chapel of St Brigid, Mercy College – Location Map

Mirrabooka Ave & Beach Road

Koondoola, WA 6064



### Parking

**Parents/Visitors** should use the car park at Beach Road which is adjacent to the Chapel.

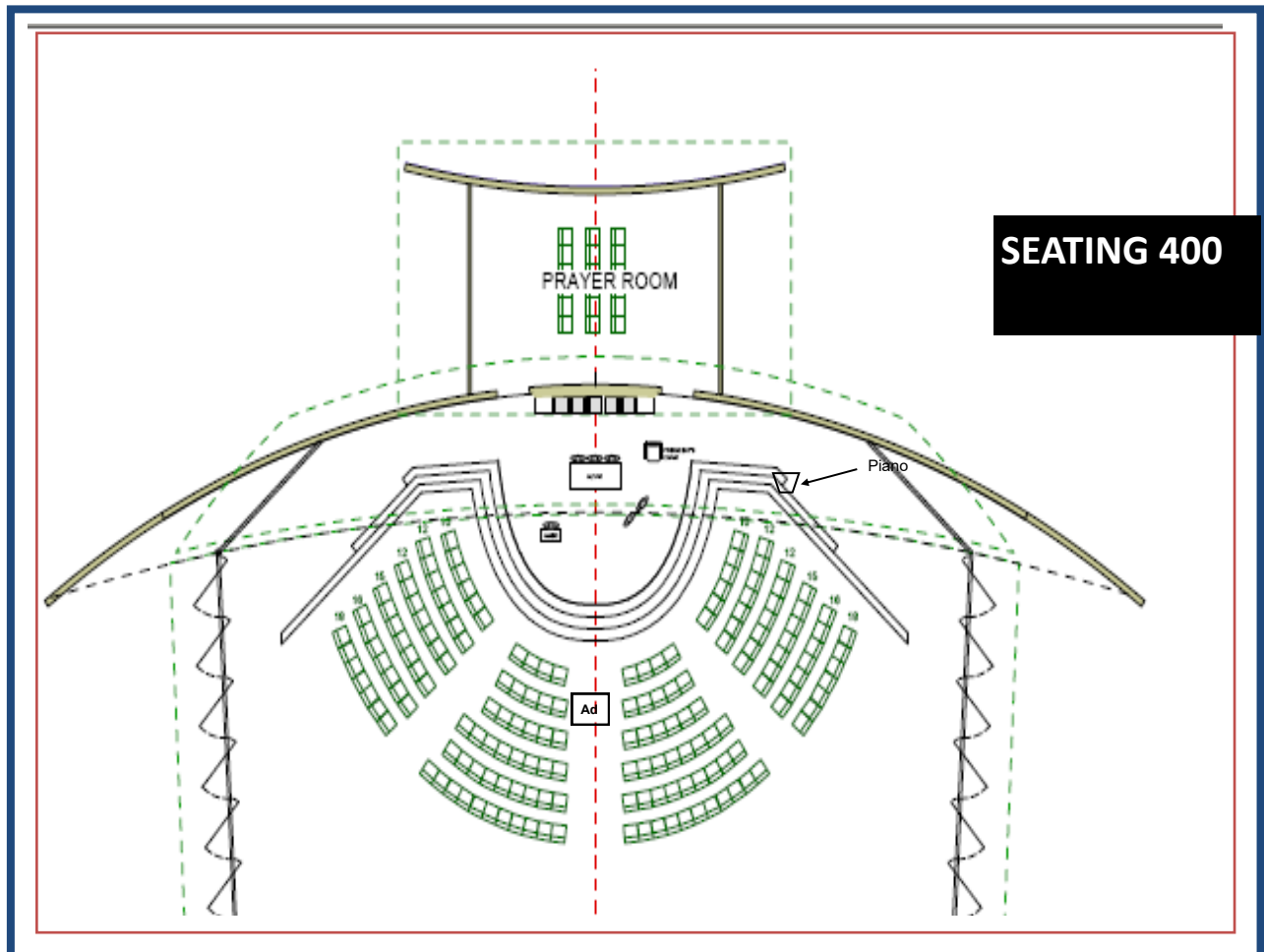
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# CHAPEL OF ST BRIGID

## MERCY COLLEGE

Cnr Beach Road & Mirrabooka Avenue, Koondoola



- Steps are 16-17cm high and 35cm deep
- There are the four stairs leading down to the carpet area and we will have about 4 metres space available at the front of the altar.
- Distance of 5m from steps to first row seats
- The width of the altar is 6 metres
- The space in front of the altar (semi-circle) is 3 metres in the middle.