

# PERFORMING ARTS FESTIVAL

## 2025 INFORMATION MEMO

### DRAMA SOLO

Secondary

To: Secondary Solo Drama Participants

From: Secondary Solo Drama Event Coordinator

Performance Date: Tuesday 2 to Thursday 4 September

Venue: Servite College Auditorium, Servite College  
134 Cape Street, Tuart Hill

#### 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/>

- Due to any seating restrictions which may be in place and for health & safety practices, please wait outside until the session before has completed.
- **Performers need to arrive 30-minutes before session if music/sound or special effects are required.**
- A desk and chair will be provided. All other props/requirements must be supplied by the performer.  
*NOTE: A second chair can be available upon request.*
- Theatre blacks or appropriate costumes should be worn.
- Sound effects can be played. Performers must have someone (peer or teacher) who can act as their Sound Technician. Sounds effects must have the ability to be played via CD or a Bluetooth compatible device (both options provided).

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- **Performers are to hand a copy of their script to the Adjudicator prior to their performance.**
- Participants will introduce their own item, including the name of the school.
- Please be reminded that there is strict adherence to the time limit of performances.
- After their performance, students are to watch the remaining performances in the session.
- Written adjudication reports will be provided.

**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**

- 1 x Desk
- 1 x Chair
- A second chair can be provided, upon request.
- Sound Playback Equipment

### **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.

### **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.

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## **PARKING & VENUE LAYOUT**

Please refer to the attached documents for the [venue map, stage layout and parking information.](#)

- **Parking** can be accessed along [Morgan Street](#) or by entering through the gate on the corner of Morgan Street and Myers Street (Gate 8). Ramp access is available into the auditorium.

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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](tel:92780202) | **Email:** [catholicarts@cewa.edu.au](mailto:catholicarts@cewa.edu.au)

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# Campus Map

134 Cape Street  
Tuart Hill WA 6060

Riley Street



April Update - 2025