

PERFORMING ARTS FESTIVAL

2026 INFORMATION MEMO

CONCERT BAND / SYMPHONIC ORCHESTRA

Primary & Secondary

To: Concert Band / Symphonic Orchestra Directors

From: Section Coordinator

Performance Dates: Tuesday 11 to Friday 14 August
Evening performances commence at 6.30pm

Venue: Marist Auditorium, Newman College
216 Empire Ave, Churchlands

Please find attached:

- Performance Timetable & Student 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. **Please remember to allow for travel time.**
- **If you are bringing anything electronic or audio wise like a guitar amp it would need to be checked over first well before 15 mins.**
- Festival directional signs will be in place at the venue.
- Participants will be ushered to a warm-up area on arrival. Check that no food or drink is consumed in the warm-up areas, and that chairs are replaced.
- Schools are encouraged to remain until the end of the performance session and have one student ready to collect the adjudication report.

PLEASE SEE OVER THE PAGE

- Movement across stage is Stage Right to Stage Left (enter from stage right, exit via stage left)
- **The Stage is set** and includes Conductor's podium.
- **Strict adherence will be given to the performance time limit.**
- Performers will announce their name and item immediately prior to their performance
- Teachers/performers should set and take note of individual amp leads prior to performances.
- **It is required bands bring their own auxiliary percussion instruments and sticks/mallets.**
- Due to any seating restrictions which may be in place and for health & safety practices, please wait outside until the session before has completed.

EQUIPMENT PROVIDED BY THE VENUE

- Music Stands
- Drum Kit
- Piano
- 1 x Bass Amp
- 1 x Keyboard with amp
- 1 x Bass Drum
- 4 x Timpani – 3 Regular, 1 Smaller & Higher
- 1 x concert snare
- Toms
- 1 x Crash cymbal
- 1 x Suspended cymbal
- Bongo Drums
- Djembes
- A small and standard sized Cajons
- Gong
- 1 x Marimba
- Xylophone
- Vibes
- Tubular Bells
- 1 x Glockenspiel on a Stand
- 1 x Wind Chimes
- Tambourines
- Auxiliary percussion (Triangles, tambourine, maracas)

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The drum kit, piano and percussion cannot be moved from the position on stage. Schools are welcome to bring their own amps and cables but need to ensure you bring all the correct (labelled, tagged and tested) cabling with you. You will need to take it with you at the end of the night.

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

- Each band will be presented with written adjudication report. Participants may not speak to the Adjudicator.
- **If the 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 entries, or on the performance date, the performance will not be eligible for an Award**
- All Festival participants are reminded that they are bound by the laws of copyright. The Coordinator, following adjudication, will destroy all photocopies 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.

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 the general public for this event will be available online via Trybooking on the Spirit of the Arts website: <https://www.spiritofthearts.com.au/performing-arts-festival/>. Tickets can be found under:

'Bands' → 'Concert Band / Symphonic Orchestra' → 'Tickets'.

Students are housed in warm up rooms and if space becomes available, may have the opportunity to watch part of the show, however, this is not guaranteed. 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.

PARKING & VENUE LAYOUT

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

**Concert Band performances will offer evenings of excellent entertainment.
Please advertise this event in your school community**

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