

# PERFORMING ARTS FESTIVAL

## 2026 INFORMATION MEMO

**DRAMA - CHRISTIAN**

**Primary & Secondary**

To: Christian Drama Participants  
From: Section Coordinator  
Performance Date: **Friday 14 August**  
Venue: **Chapel of St Brigid, Mercy College**  
*Cnr Beach Road & Mirrabooka Avenue, Koondoola*

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**Please find attached:**

- Performance Timetable & Student 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.spiritofhearts.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. 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: <https://www.spiritofthearts.com.au/performing-arts-festival/> Tickets can be found under:

***'Drama' → 'Drama – Christian' → 'Tickets'.*** **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](tel:92780202)      Email: [catholicarts@cewa.edu.au](mailto:catholicarts@cewa.edu.au)

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