

PERFORMING ARTS FESTIVAL

2026 INFORMATION MEMO

DRAMA ENSEMBLE - PLAY / EXCERPT

Primary

To: Primary Drama Participants
From: Section Coordinator
Performance Date: **Wednesday 2 September**
Venue: **Wellington Room, Morley Recreation Centre**
Cnr Wellington Road & Mangini Street, Morley

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.spiritofthearts.com.au/performing-arts-festival/>

- All participants must be at the Wellington Room at least 15 minutes prior to their scheduled session time and endeavour to remain until the end of that session. **Please allow for travel 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.
- **During your session, please stay seated until the previous performers have left the stage, then proceed to the Green Room in readiness of your performance.**
- Participants must be dressed and ready for performance.
- Each session's participants will be met and ushered to their seats in the venue.
- Props can be left in the Green Room. Festival staff will be on hand to give directions. Please ensure set and props are kept to a minimum.

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- Participants will announce their name and item immediately prior to their performance.
- A written adjudication report will be provided. Participants may not speak to the adjudicator.
- The time limit of **15 minutes per item** for Primary students and **10 minutes per item** for Pre-Primary students must be strictly adhered to, in-order to complete sessions on time. A performance that exceeds the time limit will not be eligible for an Award.
- There will only be a **five-minute** maximum change-over time, for props to be set up and for your item to begin. A bell will indicate when the adjudicator is ready for you to start.

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

- Upright Piano (*on the stage – see Stage Plan*)
- 4 Condenser Microphones (on Stands)
- 1 Hand-Held Microphone
- 1 Lectern Microphone

STAGE / SCRIPT / LIGHTING / SOUND REQUIREMENTS

Stage dimensions: 8.8 metres depth; 11.3 metres width

Students are not to use the curtains to move on and off the stage.

Sound ***Music playback facilities will be provided at the venue.*** Ensure a teacher is present to advise technician when to play music. A sound technician will be in attendance. Please bring music on either a USB or mobile device (computer/ phone), which can be plugged into the equipment provided. Please bring your own adaptor and aux cord applicable for your device. If using a burnt CD, you will need to bring your own CD player.

Lighting Open 'whitewash' lighting at the venue.

NOTE: SCRIPT & LIGHTING PLANS ARE DUE TO THE CATHOLIC ARTS OFFICE BY:

Wednesday 19th August (You can upload this via your online entry form)

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.

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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 – Ensemble' → 'Drama – Ensemble – Primary' → '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.

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.

Bus Drop-off/Pick-up (Please give a copy of this information to your bus driver)

In the interest of safety and to ensure a smooth flow of traffic, buses are asked to enter via Mangini Street from Wellington Road to drop-off/pick-up students in front of the venue building, then proceed to the lay over area.

School staff are to direct buses - Please have your school's name on display for easy identification.

We ask that teachers have a mobile phone to contact their bus drivers when a session has finished. This will enable buses to line up ready for pick-up of students.

General audience parking is available in the car park outside the Morley Recreation Centre.

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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