

PERFORMING ARTS FESTIVAL

2026 INFORMATION MEMO

DRAMA ENSEMBLE – SCRIPTED / DEvised

Secondary

To: Drama Ens Scripted or Devised Participants

From: Section Coordinator

Dates: **Wednesday 29 July (Evening)**
Participants to be at the venue by 5.00pm. Performances commence 6.00pm

Venue: **Nicolas Barre Auditorium, La Salle College**
5 La Salle Ave, Middle Swan WA 6056

Please find attached.

- Performance Timetable & Student Information Card/s
- Sound, Lighting & Synopsis Notice – Located towards the end of the Memo

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 STUDENT PERFORMERS **MUST** BE ACCOMPANIED BY A TEACHER FROM THEIR SCHOOL. PLEASE **DO NOT** SEND STUDENTS TO THE VENUE WITHOUT A STAFF MEMBER TO SUPERVISE AND COORDINATE THE PERFORMERS.

- All participants must be at La Salle College **by 5.00pm**. Teachers and students will be briefed on venue facilities and theatre etiquette prior to the performance time.
- Participants will be allocated in a warm-up room, located close to the Performance Space. This is dependent on how many performances there are on the night and how big the cast is.
- Male and Female changerooms will be available in our open space. However, it's preferable (where possible) students arrive in costume.
- Staff will be permitted to use the staff toilet. Students will be permitted to use the toilets near the canteen.

Strict adherence to the time limit - This includes set and strike

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- Students and parents/audience are encouraged to stay for the duration of the evening. There will be a 5 - minute intermission to allow for students/audience to leave at half time. Students and staff will be seated at the back of the auditorium to watch after their item, as long as they are supervised by staff.
- Written adjudication reports will be provided. Participants may not speak to the adjudicator.

If it is necessary to withdraw a performance, the Catholic Arts Office must be advised ASAP, as any withdrawals will affect timetabling for the event.

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 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 – Secondary' → '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.

General Parking: There is plenty of parking in the main front carpark.

BUS PARKING & DROP-OFF:

NO BUSES/Coaches are to enter the grounds.

Students must be dropped at the bus bays on Muriel Avenue (See map attached)

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Sound/Lighting/Synopsis Notice

**SCRIPT & LIGHTING PLANS ARE DUE TO THE CATHOLIC ARTS OFFICE BY:
Monday 20th July (First Day Back of Term Three)
(This can be uploaded via your online entry form)**

- ◆ **VENUE** La Salle College
- ◆ **Wednesday 29 July**
- ◆ **Participants MUST be at the VENUE by 5.00pm for an important briefing**
- ◆ **Performances commence at 6.00pm**

- As stated in the Performing Arts Festival Rules & Procedures, Directors may use simple lighting and sound, however, THIS MUST BE ARRANGED IN ADVANCE (By uploading plans to your online entry & contacting catholicarts@cewa.edu.au & shellie.rodriguez@cewa.edu.au)
- Technical staff will be available in the bio box on all nights to assist with setup and operation and are happy to offer the venues lighting facilities, as long as they receive advance notice.
- Please find below the facilities that are available to you. Please email any requirements to me ASAP.

SOUND

- Sound is run separately from lighting. Schools can supply audio tracks for playback on their laptops or phones through the inhouse venue equipment.
- Please note we do not have individual microphones for students.
- **It is expected that a student/teacher be provided to play sound.**

LIGHTING

- The stage has a full wash, which can be a variety of colours (LED fixtures with RGB)
- The cyclorama (white backdrop) can be red, light blue, green or yellow.
- We can offer up to 3 single spotlights (LED moving profiles with CMY).

A student/teacher must be on hand to call cues either on communications from side stage or bio box.

PERFORMANCE DETAILS

The MC for each night will introduce your school and read out the Item Title and Description, as submitted on your online entry form. The detail you provide on this form is crucial for both the audience and the adjudicator, so please ensure the description gives a clear indication of what is to come. If you are unsure of the details at the time of submission you can email through specifics closer to the event.

If you have any queries about the Auditorium, the contact details are:

Shellie Rodriguez

94490601

Email: shellie.rodriguez@cewa.edu.au

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

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