

PERFORMING ARTS FESTIVAL

2026 INFORMATION MEMO

GUITAR ENSEMBLES

Primary & Secondary

To: Instrumental Ensemble Participants
From: Festival Committee Coordinator
Date: **Wednesday 29 July**
Venue: **Don Russell Performing Arts Centre**
Murdoch Rd, Thornlie

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 Don Russell Performing Arts Centre, at least 15 minutes prior to their scheduled session time and endeavour to remain until the end of that session. **Please remember to allow for travel time.** Participants will be ushered to a warm-up area on arrival.
- Due to any seating restrictions which may be in place and for health & safety practices, please wait outside until the session before has completed.
- **There is a strict timeframe in the programming of this section. Teachers are to please adhere to the time limit in setting up on stage of instruments/equipment and to move on/off stage as quickly as possible.**
- Participants will announce their name, school and item immediately prior to their performance.

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- Each ensemble will be presented with a written adjudication report. Participants may not speak with the adjudicator.
- If the stage layout plan or 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 online entries, or on the performance date, the performance will not be eligible for an Award.
- The coordinator, following adjudication, will destroy all photocopies if they are not AMCOS copies.
- Check that no food or drink is consumed in the theatre or warm-up area.

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

- Piano
- Drum Kit
- Music Stands

ALL OTHER INSTRUMENTS, EQUIPMENT, INLCUDING AMPLIFIFERS AND LEADS TO BE PROVIDED BY PERFORMERS.

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.

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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:

'Instrumental Ensemble' → 'Guitar Ensemble' → 'Tickets' → 'Guitar Ensemble – Acoustic/Classical OR 'Guitar Ensemble - 'Electric/Bass'.

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.

- **Don Russell Parking** (Bus and General) is available in the Forest Lakes Shopping Centre car park, adjacent to Don Russell Performing Arts 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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