

PERFORMING ARTS FESTIVAL

2026 INFORMATION MEMO

PIPE ORGAN

Secondary

To: Pipe Organ Participants

From: Section Coordinator

Section Title	Date	Venue
Pipe Organ	Thursday 3 September	Aquinas College, Chapel 58 Mount Henry Rd, Salter Point

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 performers must be at the venue at least 15 minutes prior to their scheduled session time and endeavour to remain until the end of that session.

Due to any seating restrictions which may be in place and for health & safety practices, please wait outside the venue until the session before has completed.

- Check that no food or drink is consumed at the venue.
- Each session's performers will be met and ushered to their seats in the Auditorium. Performers will announce their name, school, item and composer immediately prior to their performance.
- **Performers must observe the given time limit for their section.**
- A written adjudication report will be provided. Performers may not speak to the adjudicator.

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- All Festival performers are reminded that they are bound by the laws of copyright.
- If music is not submitted to the Catholic Arts Office by the published due date, or the item is changed after the closing date of the online entry or on the performance date, the performance will not be eligible for an Award.
- Performers should retain the original music for practice purposes and for use on the day of performance.

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

- Pipe Organ
- Stool

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:

'Piano & Pipe Organ' → 'Pipe Organ – Seoncdary' → '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.

PLEASE SEE OVER THE PAGE

RESPECT OF VENUE

It is important that there are enough teachers travelling with and supervising student/s. There must be a teacher and/or parent supervising the student/s (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](#).

- **Aquinas College:** Access to Aquinas College is through the Main Carpark via Mount Henry Road. Please use Parent and Event Parking. Entry to the college from the carpark is via the pathway from the carpark through the tunnel underpass.

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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