

# PERFORMING ARTS FESTIVAL

## 2025 INFORMATION MEMO

### MUSICAL - EXCERPT

Primary

To: Primary Musical Excerpt Participants

From: Festival Committee Coordinator

**Performance Date:** Thursday 4 September (*Scheduled with Drama Ens Pri*)

**Venue:** Wellington Room, Morley Recreation Centre  
12 Wellington Rd, Morley WA

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**Please find attached:**

- Performance timetable & 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 venue 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.

**PLEASE SEE OVER THE PAGE**

- Participants will introduce their own item, including the name of their school.
- Strict adherence must be made to the time limit of **25 minutes** for each performance. This time is inclusive of both the set-up and performance.
- Schools are not permitted to enter their excerpts as part of the full production (G1) for adjudication.
- A written adjudication report will be provided. Participants are not to speak to the adjudicator.
- Copyright Law demands that:  
Schools satisfy the requirements necessary for performance of an excerpt from a musical (APFA).  
The excerpt must be from an original copy or AMCOS copy of the musical.

**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.

#### **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.**

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## 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: [www.spiritofthearts.com.au](http://www.spiritofthearts.com.au). **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.**

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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 | Email: [catholicarts@cewa.edu.au](mailto:catholicarts@cewa.edu.au)





Mangini St

Mangini St

Mangini St

Mangini St

Wellington Rd

Wellington Rd

Wellington Rd

Wellington Rd

Wellington Rd

Morley Sport &  
Recreation Centre

W.A. Boot Camp

Layers

Google

City of  
Bayswater

Wellington Room

