

PERFORMING ARTS FESTIVAL

2025 INFORMATION MEMO

SPEECH – CHORAL

Primary

To: Choral Speech Participants
From: Festival Committee Coordinator
Dates: **Monday 4 to Tuesday 5 August**
Venue: **Vasto Club**
5 Vasto Place, Balcatta

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/>

- No last-minute changes will be made to timetable allocations.
- All participants 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.
- If a session is in progress students will be directed to a waiting area. Due to any seating restrictions which may be in place and for health & safety practices, please wait outside until the session before has completed.
- Each session's participants will be met and ushered to their seats in the hall. All participants will be able to watch the performances of the others in their section.

PLEASE SEE OVER THE PAGE

- Please find the seating plan attached. Should seating plans be changed due to withdrawals, a choir will move into the vacant seating. Hence, students must be familiar with entering from either side of the stage.
- Participants will introduce their own item and the name of their school.
- Each Speech Choir will be presented with a written adjudication report. Participants may not speak to the adjudicator.

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

- Choir Risers

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: 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.

RESPECT OF VENUE

It is important that there are enough teachers travelling with and supervising students. There must be a teacher supervising 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.

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PARKING & VENUE LAYOUT

Please refer to the attached documents for the venue map, stage layout and parking information.

General audience parking is available in the Vasto Club car park.

Bus Information (Please give a copy of this information to your bus driver)

- All participants must be at the venue at least 15 minutes prior to their scheduled session time and remain to watch the performances of the other groups in the session.
- In the interest of safety and to ensure a smooth flow of traffic, buses are asked to drop-off/pick-up students in front of the Vasto Club, then proceed to park at the back of the Vasto Club. **Please have your school's name on display for easy identification.**
- We ask that teachers have a mobile phone to contact bus drivers when a session has finished. This will enable buses to line up ready for pick-up of students.

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

Vasto Club – Location Map

5 Vasto Place
Balcatta WA 6021

