

# PERFORMING ARTS FESTIVAL

## 2025 INFORMATION MEMO

### VOCAL - SOLO/DUETS

Primary

To: Vocal Solo/Duet Participants  
From: Festival Committee Coordinator  
Performance Dates: **Thursday 28 to Friday 29 August**  
Venue: **Wellington Room, Morley Sports & Recreation Centre**  
12 Wellington Rd, Morley WA

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#### Please find attached:

- Performance Timetable & 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 venue, at least 10 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 until the session before has completed.
- Backing tracks, accompanist or performing unaccompanied are allowed. Students must bring their own backing. For reliability on reproduction of sound – all students must bring their own mobile device and speaker – ready to play. (Preferably Bluetooth / Wireless) No CDs.
- Participants will announce their name, school, item, and introduce their accompanist (if provided) immediately prior to their performance.
- **Participants must observe the given time limit for their section.**

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- A written adjudication report will be provided. Participants may not speak to the adjudicator.
- All Festival participants are reminded that they are bound by the laws of copyright. Performers must provide the adjudicator with a photocopy of the original music. Performers should retain the original music for practice purposes and for use on the day of performances. The adjudication copy will be destroyed after the performance.
- **If music is not received by the published due date, or the item is changed after the closing date of the online entry, the performance will not be eligible for an Award.**

**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
- Music Stands

### **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](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.

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## **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)

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# Wellington Room





