



PERFORMING ARTS FESTIVAL

2024 Performing Arts Festival

INFORMATION MEMO

BIG BAND/JAZZ COMBO

Section F19/F20

To: Big Band/Jazz Combo Directors

From: Festival Committee Coordinator

Dates: **Monday 5 August to Wednesday 7 August**
Evening performances commence at 6.30pm

Venue: **Nicolas Barre Auditorium**
La Salle College, 5 La Salle Ave, Middle Swan WA 6056

Please find attached:

- **Performance Timetable & Information Card/s**
- **Venue Location Map**

Parking Information: Please refer to the attached Venue Location Map

Organisational Information

- All performers must be at La Salle College 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.**
- Performers will be ushered to warm up rooms on arrival. Check that no food or drink is consumed in the warm-up rooms and that desks and chairs are replaced.
- **Respect of Venue:** It is important that there are enough teachers travelling with and supervising students. There must be a teacher supervising the 8students in the warm-up rooms (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.
- **Strict adherence will be given to the performance time limit.**
- Performers will announce their name and item immediately prior to their performance.

List of Instruments provided by the venue:

A Drum Kit, Yamaha Baby Grand Piano (electric), Roland Keyboard, 25 music stands, Congas, Vibraphone, Bass Amp (with one input) and a Guitar Amp.
Any other needed or additional equipment schools are required to supply their own.

- Teachers/performers should set and take note of individual amp leads prior to performances.
- A full PA system will be available (with operator). Directors will be able to consult with the operator on the night if required.

PLEASE SEE OVER PAGE

- Written adjudication will be provided. Each band will be presented with a Certificate of Participation. Performers 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 is changed after the closing date of online entries or on the performance date, the performance will not be eligible for an Award.
- All Festival performers are reminded that they are bound by the laws of copyright. The Coordinators, following adjudication, will destroy all photocopies if they are not AMCOS copies.
- A copy of the Festival's Etiquette & Duty of Care document is attached.
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.
- **Testing & Tagging of All Electrical Cables & Equipment:** 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.
- **Passing On Information:** If you are a PAF Coordinator at your school, it is very important that this information is passed on to teachers, tutors, accompanists concerned. Advertising the Festival in your newsletter is a great way to inform parents, specifically for students who are tutored outside of school. It is important that you have familiarised yourself with the Rules of the Festival for this section.

COVID-19

We ask you follow the instructions provided by the Coordinator on the day.

- **Seating:** Due to any seating restrictions which may be in place and for health & safety practices, please wait outside until the session before has completed.
- **Play It Safe:**
 - refrain from shaking hands.
 - use hand sanitiser when entering and leaving the room.
 - use correct respiratory etiquette.
 - Look after yourself and stay home if you are unwell.
- **Ticketing** for this event will be available online via Try Booking on the Spirit of the Arts website: www.spiritofthearts.com.au. Seating for performers has been allocated – performers do not need tickets. You will not be permitted into the venue without your scanned barcode.

**This section of the Festival provides evenings of very enjoyable and entertaining performances.
Please advertise this event within your school community.**

Thank you for participating in the Performing Arts Festival.

Contact the Catholic Arts Office if you have any queries.

Telephone: 9278 0202

Email: catholicarts@cewa.edu.au