



PERFORMING ARTS FESTIVAL

2024 Performing Arts Festival

INFORMATION MEMO

CHORAL SINGING PRIMARY

Sections D1, D2, D3

To: Primary Choral Directors

From: Festival Committee Coordinator

Performance Dates: Monday 19 August to Friday 23 August

Venue: Vasto Club, 5 Vasto Place, Balcatta

Approximately 3062 students in 70 choirs will be performing at the Vasto Club, over this five-day period. The logistics of organising this Festival event are quite enormous and your cooperation with following requests and instructions would assist greatly with the smooth running of performances.

Please find attached:

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

Organisational Information:

- To assist with time management, **students must be seated in the order of placement on the choral risers and move on and off as quickly as possible.**

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.

- **BUS PARKING**

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.

- **BUS DROP-OFF/PICK-UP - 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 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.
- **Respect Of Venues:** it is important that there are enough teachers travelling with and supervising students. There must be a teacher supervising the students 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.
- Enter & Exit from the side of the aisle (not middle)
- Each session's participants will be met and ushered to their seats in the auditorium.
- If on arrival at the venue a session is in progress, participants are asked to be as quiet as possible until they are ushered to their seats.

PLEASE SEE OVER PAGE

- The Choral risers accommodate 80 students (maximum) and are placed in front of the stage on ground level. Additional students, if any, need to be placed in front of the choir risers on the floor.
- A piano will be available at the venue. It will be positioned on the left side of the stage.
- **Please Note - No backing music is allowed.**
- Participants will introduce their own item, including the name of their school.
- Written adjudication will be provided. Each choir will be presented with a Certificate of Participation. Participants may not speak to the adjudicator.
- All Festival performers are reminded that they are bound by the laws of copyright. Following adjudication, all photocopies of music will be destroyed 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.

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.

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

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