



# PERFORMING ARTS FESTIVAL

## 2024 Performing Arts Festival

### INFORMATION MEMO

CHORAL SINGING SECONDARY

Sections E1, E2

To Secondary Choral Directors  
From Festival Committee Coordinator  
**Performance Dates Tuesday 20 August to Friday 23 August (evenings)**  
**Venue Gibney Hall, Trinity College, Trinity Avenue, East Perth**

Please find attached.

- **Performance Timetable & Information Cards**
- **Venue Floor Plan showing Choral Riser Diagram**
- **Venue Location Map with Parking Information**
- **Bus Parking:** Buses must park on Nelson Crescent. Buses **must not** enter the College via Trinity Avenue as there is no turning space for buses through the main entrance to the College.

#### Organisational Information

- All participants must be at Trinity College at least 15 minutes prior to their scheduled session time and endeavour to remain until the end of that session.
- Each session's participants will be met and ushered to their warm-up room or seats in the hall.
- **Respect of Venue:** It is important that there are enough teachers travelling with and supervising students. There must be a teacher supervising 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. ***Please note: due to space constraints it is not possible to have students seated in the audience***
- Piano, music-stands and choral risers (see attachment) will be provided at the venue.
- **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 with the adjudicator.
- All Festival participants are reminded that they are bound by the laws of copyright.
- If music has not been submitted to the Catholic Arts Office by the published due date, or the item is changed after the due date or on the performance evening, the performance will not be eligible for an Award.
- 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.

PLEASE SEE OVER PAGE

- **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](http://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.
- **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.

**Please advertise this event within your school community.**

Thank you for participating in the Performing Arts Festival.

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Contact the Catholic Arts Office if you have any queries.

Telephone: 9278 0202

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