



PERFORMING ARTS FESTIVAL

2024 Performing Arts Festival

INFORMATION MEMO

CHORAL SPEECH

Section M5, M6

To: Choral Speech

From: Festival Committee Coordinator

Dates: **Tuesday 30 July & Wednesday 31 July**

Venue: **Wellington Room, Morley Recreation Centre
Cnr Wellington Road & Mangini Street, Morley**

Please find attached:

- **Performance timetable & Information Card/s**
- **Venue Seating plan**
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.
- **Choral riser diagram**
- **Venue location map**

Organisational Information

- No last-minute changes will be made to timetable allocations.
- All participants must be at the Wellington Room 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.
- 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.
- **Respect Of Venues:** 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.
- Choir risers will be on stage.
- Participants will introduce their own item and the name of their school.
- Written adjudication will be provided. Each Speech Choir will be presented with a Certificate of Participation. Participants may not speak to the adjudicator.
- A copy of the Festival's **Etiquette & Duty of Care** document is enclosed.
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.

PLEASE SEE OVER PAGE

- **Bus Drop-off/Pick-up (Please give this information to your bus driver)**

In the interest of safety and to ensure a smooth flow of traffic, buses should enter via Mangini Street from Wellington Road to drop-off/pick-up students in front of the building and proceed to the lay over area.

Please have your school 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.

- **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 Spirt 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.

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 entering the Performing Arts Festival.

Contact the Catholic Arts Office if you have any queries.

Telephone: 9278 0202

Email: catholicarts@cewa.edu.au