



PERFORMING ARTS FESTIVAL

2024 Performing Arts Festival

INFORMATION MEMO

INSTRUMENTAL ENSEMBLES

F8 (Secondary Woodwind)

To: Instrumental Ensemble Participants

From: Festival Committee Coordinator

Venue: **Don Russell Performing Arts Centre, Murdoch Rd, Thornlie**

Performance Dates: **Monday 22 & Tuesday 23 July**

Please find attached:

- **Performance Timetable & Information Card/s**

Organisational Information

- All participants must be at the Don Russell Performing Arts Centre, 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.** Participants will be ushered to a warm-up area on arrival.
- **Don Russell Parking** (bus and general) is available in the Forest Lakes Shopping Centre car park, adjacent to Don Russell Performing Arts Centre.
- The following instruments will be available at the venue:
A piano, drum kit and music stands for Woodwind/Brass performances. All other instruments, amplifiers and leads to be provided by performers.
- **Strict Timeframe – Setting Up and Performance Time Limit**
There is a strict timeframe in the programming of this section. Teachers are to please adhere to the time limit in setting up on stage of instruments/equipment and to move on/off stage as quickly as possible.
- Participants will announce their name, school and item immediately prior to their performance.
- Written adjudication will be provided. Each ensemble will be presented with a Certificate of Participation. Participants 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 name is changed after the closing date of online entries, or on the performance date, the performance will not be eligible for an Award.**
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PLEASE SEE OVER PAGE

The coordinator, 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.
- Check that no food or drink is consumed in the theatre or warm-up area.

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.spirtofthearts.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.
- **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.
- **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.

Parents and friends are very welcome to attend. 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