



PERFORMING ARTS FESTIVAL

2024 Performing Arts Festival

INFORMATION MEMO

SOLO SPEECH & DRAMA PRIMARY

SECTIONS M7, M8, M9, M10

To: Solo Speech & Drama Primary Participants

From: Solo Speech & Drama Primary Event Coordinators

Performance Date: **Monday 26 August & Tuesday 27 August**

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

Please find enclosed:

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

Organisational Information

- 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, please wait in the foyer.
- Each session's participants will be met and ushered to their seats. All participants will be able to watch the performances of the others in their section.
- Performers must bring their script on the performance day and hand it to the Adjudicator.
- Participants will introduce their own item, including the name of the school.
- Written adjudication will be provided. Each participant will be presented with a Certificate of Participation. Participants may not speak to the adjudicator.
- If an item is changed after the closing date of entries, the performance will not be eligible for an Award.
- 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

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.

PLEASE SEE OVER PAGE

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.
- **Respect of Venue:** It is important that there are enough teachers travelling with and supervising students. There must be a teacher supervising students (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.
- **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 these performances 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