



# PERFORMING ARTS FESTIVAL

## 2024 Performing Arts Festival

### INFORMATION MEMO

**SOLO DRAMA SECONDARY**

**Sections M11 & M12**

**To:** Secondary Solo Drama Participants  
**From:** Secondary Solo Drama Event Coordinator  
**Performance Date:** **Tuesday 27 August to Thursday 29 August**  
**Venue:** **Servite College Auditorium, Servite College, 134 Cape Street, Tuart Hill**

Please find attached:

- **Performance Timetable & Information Card/s**
- **Venue location map**
- **Stage Layout Plan**

#### Organisational Information

- A location map is attached. Parking can be accessed along Morgan Street or by entering through the gate on the corner of Morgan Street and Myers Street (Gate 8). Ramp access is available into the auditorium.
- **Performers need to arrive a half hour before session if music/sound or special effects are required.**
- A desk and chair will be provided at the venue. All other props/requirements should be brought by the performers. NOTE: A second chair will be available upon request.
- Theatre blacks or appropriate costumes should be worn.
- Sound effects can be played. Performers must have someone (peer or teacher) who can act as their Sound Technician. Sounds effect must have the ability to be played via CD or a Bluetooth compatible device (both options provided).
- ALL performers are to hand a copy of their script (both candidate's choice and scripted) to the Adjudicator prior to their performance.
- Participants will introduce their own item, including the name of the school.
- Please be reminded that there is strict adherence to the time limit of performances.
- After their performance, students are to watch the remaining performances in the Servite College Auditorium.
- Written adjudication will be provided. Each participant will be presented with a Certificate of Participation.

PLEASE SEE OVER PAGE

- 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.
- If an item is changed after the closing date of entries, the performance will not be eligible for an Award.

### 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.

### 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.
- **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.

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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)