



# PERFORMING ARTS FESTIVAL

## 2024 Performing Arts Festival

### INFORMATION MEMO

**DRAMA (SECONDARY)**

**SECTIONS M2, M3, M4**

To: Drama Ens Scripted or Devised Participants

From: Festival Committee Coordinator

Dates: **Wednesday 24 July**  
*Participants to be at the venue by 5.00pm. Performances commence 6.00pm*

Venue: **La Salle College**

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Please find attached.

- **Performance Timetable & Information Card/s**
- **Sound/Lighting/Synopsis Notice**
- **Stage Layout Plan & Stage Dimensions**
- **Venue Location Map**

### Organisational Information

#### **SOUND & LIGHTING – Please refer to the Sound/Lighting/Synopsis Notice at the end of this memo.**

- ALL STUDENT PERFORMERS **MUST** BE ACCOMPANIED BY A TEACHER FROM THEIR SCHOOL. PLEASE **DO NOT** SEND STUDENTS TO THE VENUE WITHOUT A STAFF MEMBER TO SUPERVISE AND COORDINATE THE PERFORMERS.

#### **Strict adherence to the time limit which includes set and strike**

- **Parking:** There is plenty of parking in the main front carpark. Buses will have to park on Muriel Street on the assigned bus bays next to the front oval.
- All participants must be at La Salle College **by 5.00pm**. Teachers and students will be briefed on venue facilities and theatre etiquette prior to the performance time.
- Participants will be allocated a warm-up room located close to the Performance Space depending on how many performances there are on the night and how big the cast is.
- Male and Female Changing Bathrooms and Changing Spaces will be available in our open space but it preferable where possible students arrive in costume.
- Staff will be permitted to use the staff toilet, students will be permitted to use toilets close to canteen.

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- Students and parents/audience are encouraged to stay for the duration of the evening. There will be a 5 minute break half way to allow for students/audience to leave at half time. Students and staff will be seated through the back of the auditorium to watch after their item as long as they are supervised by staff.

- Written adjudication will be provided along with a Certificate of Participation. Participants may not speak to the adjudicator.

**Note: If it is necessary to withdraw a performance, the Catholic Arts Office must be advised as any withdrawal affects timetabling on the night.**

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.

### **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 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.
- **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)

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# PERFORMING ARTS FESTIVAL

## 2024 PERFORMING ARTS FESTIVAL

### M2–M4 Drama Ens Scripted or Devised (Sec)– Sound/Lighting/Synopsis Notice

- ◆ **VENUE** La Salle College,
- ◆ **Wednesday 24 July**
- ◆ **Participants MUST be at the VENUE by 5.00pm for an important briefing**
- ◆ **Performances commence at 6.00pm**

As stated in the Performing Arts Festival Rules & Procedures, Directors may use simple lighting and sound BUT THIS MUST BE ARRANGED IN ADVANCE.

Technical staff will be available in the bio box on all nights to assist with setup and operation and are happy to offer the venues lighting facilities, as long as they receive advance notice.

**PLEASE PROVIDE ME WITH A COPY OF YOUR SCRIPT AND ALL LIGHTING CUES BEFORE 15<sup>th</sup> of July (FIRST DAY BACK OF TERM THREE)**

Please find below the facilities that are available to you, and email any requirements to me ASAP.

#### **SOUND**

Sound is run separately from lighting. Schools can supply audio tracks for playback on their laptops or phones through the inhouse venue equipment.

Please note we do not have individual microphones for students.

**It is expected that a student/teacher be provided to play sound.**

#### **LIGHTING**

Stage has full wash and can be a variety of colours (LED fixtures with RGB)

The cyclorama (white backdrop) can be red, light blue, green, yellow

Can offer up to 3 single spotlights (LED moving profiles with CMY)

**A student/teacher must be on hand to call cues either on communications from side stage or bio box.**

#### **PERFORMANCE DETAILS**

The MC for each night will introduce your school and read out the Item Title and Description, as submitted on your online entry form. The detail you provide on this form is crucial for both the audience and the adjudicator so please ensure the description gives a clear indication of what is to come. If you are unsure of the details at the time of submission you can email through specifics closer to the event.

If you have any queries about the Auditorium, the contact details are:

Shellie Rodriguez

94490601

Email: shellie.rodriguez@cewa.edu.au