



PERFORMING ARTS FESTIVAL

2024 Performing Arts Festival

INFORMATION MEMO

PRIMARY DRAMA

M1

To: Primary Drama Participants
From: Festival Committee Coordinator
Performance Date: **Wednesday 28 & Thursday 29 August**
Venue: **Wellington Room, Morley Recreation Centre
Cnr Wellington Road & Mangini Street, Morley**

Please find enclosed:

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

An assistant will usher your group to the allocated seating area.

Bus and audience parking information – refer to **Bus Drop-Off/Pick-up information**.

Important Information

Stage Dimensions: 8.8 metres depth; 11.3 metres width
Stage back: Curtain, approximately 1 metre from back wall
Stage sides: 6 curtains (3 per side) at 35-40 degree angle
Please set scene as far forward on stage as possible
Performers can move on and off stage from behind these curtains.

Sound: 4 condenser microphones on stands, one hand-held microphone
CDs ONLY to be used. A teacher to advise technician when to play music.

Green Room: A green room (multipurpose area) is available to the side of the stage for props.
Piano: An upright piano is available at the venue. *(We would like to acknowledge the generosity of Zenith Music, Claremont for the loan of the upright piano during Primary Drama performances).*

Lighting: Open white-wash lighting at the venue.

- 1 The time limit of **15 minutes/item** for Primary students and **10 minutes/item** for Pre-Primary students - must be strictly adhered to in order to complete sessions on time.
A performance that exceeds the time limit will not be eligible for an Award.
- 2 There will only be a **five-minute** maximum change over time when props need to be set up and your item will be required to begin. A bell will indicate that the adjudicator is ready for you to start.

NOTE: Script and lighting plan must be forwarded to the Catholic Arts Office by August 15.

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- 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. Please allow for travel time.
- Participants must be dressed and ready for performance.
- Each session's participants will be met and ushered to their seats in the theatre.
- Props can be stored in an area to the side of the stage – staff will give directions at the venue.
- Participants will announce their name and item immediately prior to their performance.
- Written adjudication will be provided along with a Certificate of Participation. Participants may not speak to the adjudicator.
- A copy of the Festival's *Etiquette & Duty of Care* documents 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.

Bus Drop-off/Pick-up. (Please give a copy of this information to your bus driver)

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

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.

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.
- **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.

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- **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 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