

## **IMPORTANT POINTS TO NOTE 2018**

The following important issues were raised at the Performing Arts Festival Review meetings. Please ensure that these items are addressed in accordance with the Rules & Procedures of the Festival.

### **UPDATED SECTIONS OF THE FESTIVAL**

**It is vital to re-visit each Rule pertaining to the sections of the Festival that you have entered into.** The Rules of the Festival are available on the Catholic Arts website ([www.catholicarts.wa.edu.au](http://www.catholicarts.wa.edu.au)).

The particular sections that have been updated this year are:

- C1-C2: Christian Dance
- F21: Instrumental Ensembles – Contemporary Bands
- G2-G3: Musical Productions
- K: Vocal Singing
- J19-J22: Instrumental Solo/Duet – Electric Guitar
- M2-M4: Speech & Drama (Group)
- M7-M13: Solo Speech & Drama

### **VOCAL ENSEMBLES**

After reviewing the results from the Expressions of Interest in consideration of a new section being created - Vocal Ensembles, it was agreed by the Committee that there is not enough room on the current PAF calendar to facilitate a new section. Also from the feedback, it was agreed that participants still had the opportunity to enter either the Contemporary Band or Choral sections of the festival.

### **SCHOOL EXCURSION GUIDELINES / INSURANCE COVERAGE**

The office has available all Evacuation Plans/Emergency Plans and Public Liability Insurance for all venues and schools used for festival purposes. All our external venues are covered by insurance and any contractors/sub-contractors working in conjunction with Catholic Arts are also covered. If you have any queries on this, please liaise directly with the Executive Officer at Catholic Arts Office.

### **NEW PERPETUAL SHIELD – PRIMARY CONTEMPORARY BAND SECTION**

This year we have added a separate shield for the Primary Contemporary Band section of the festival. The Donor of this award is yet to be confirmed. Schools will be notified.

### **REGIONAL SCHOOLS ENTERING CHRISTIAN DANCE (C1,C2) AND DANCE (P1, P2)**

For those regional schools who would like to enter both Christian Dance and Dance, an opportunity exists to perform your Christian Dance performance on Weds Aug 22, Mercy College, Chapel of St Brigid, 10.00am – 2pm. You then have the option of entering Dance at Perth Convention Exhibition Centre during that same week. This will hopefully alleviate transport costs of having to attend 2 different sections of the festival on different weeks. Please ensure you insert a special request on your Christian Dance online entry. Please note however, there will not be an additional rehearsal date for this section, you will be asked to perform your piece on the Weds.

## **ONLINE ENTRIES**

All Entries to the Festival are available online through the Catholic Arts Website [www.catholicarts.wa.edu.au](http://www.catholicarts.wa.edu.au). Attached in your package are 'Instructions on How to Enter Online'. Please contact the Catholic Arts Office staff if you have any questions, difficulties or concerns. We are here to help.

## **CLOSING DATE OF ENTRIES: SUNDAY, 6<sup>TH</sup> MAY 2018**

Entries may be submitted well before the closing date. Please ensure there are no entries sitting "In Progress" on your Home Screen after closing date.

Coordinators - Log in early so you are aware that your access is working correctly. Don't leave entering online to the last minute as we cannot accept late entries.

Please note that this year closing date occurs first week back from Term 1 holidays. A reminder email will be sent before school holidays commence.

## **ALL MUSIC AND STAGE PLANS ARE DUE ON FRIDAY 18<sup>TH</sup> MAY 2018**

(For those applicable sections where music and stage plans are requested.)

We ask schools to please use either Registered Post or Courier Service for delivery of music/stage plans to the Catholic Arts Office once you have submitted your online entry. Please DO NOT USE the CEWA Internal Bulk Mail service as this mail is collected once a week and will not arrive at the office in time.

Remember to write on the first page of the music sheet only:

- Performer's Name
- School
- Section Code.

If music/stage plans are not submitted by the due date, you will be ineligible for an Outstanding Award, Excellence Award or Perpetual Shield.

## **CONFLICTING DATES WITH SCHOOL CALENDARS**

Please ensure that you have double checked your School's calendar before submitting entries in the Festival. Performance dates should not clash with PD days, Catholic Days, Pupil Free Days, Excursions, Camps, Sports Days etc. Once the timetabling is complete, the office will not be able to swap dates of performances. We ask for due consideration before entering the Festival.

## **VENUE UPDATE – INSTRUMENTAL ENSEMBLES ONLY**

Woodwind, Recorder, Brass (Secondary)	Don Russell PAC
Woodwind, Recorder, Brass (Primary)	Orana Catholic Pri School
Inst Ensemble Other (Primary & Secondary)	Orana Catholic Pri School
Percussion (Primary & Secondary)	Trinity College
Strings (Primary & Secondary), Chamber (Secondary)	Trinity College
Electric Guitar (Primary & Secondary)	Lumen Christi College
Acoustic/Classical Guitar (Primary & Secondary)	Lumen Christi College

## **PRE PRIMARY ENTRANTS INTO PRIMARY DRAMA SECTION (M1)**

After a trial in 2017, it was agreed that Pre Primary students can continue to enter into this one section of the festival.

## **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 the relevant information for each section is passed on to teachers, tutors, accompanists concerned. Advertising the Festival in your newsletter is a great way that parents are also informed specifically for students who are tutored outside of school. It is important that teachers are familiar with the Information Memorandum sent in June for each section outlining commencement times, parking info, maps and any other important information pertaining to that particular section.

## **PRINCIPALS' RESPONSIBILITY**

It is the responsibility of the Principal to ensure items are appropriate and suitable in content of song, choreography and costume choices. (E.g. no drugs, inappropriate language or dress, suicidal or sexual connotations). The Principal (Nominated Representative or PAF Coordinator on behalf of the Principal) must check the list of entries online and tick the box on the online entry acknowledging the school's acceptance of the Festival Rules & Procedures.

## **PRIVACY INFORMATION FOR PARENTS & STUDENTS**

Please refer to the attached Privacy Information Sheet for Group Performers and Solo/Duet Performers. This important information must be advised to all parents of Festival participants.

## **VOCAL SINGING SOLO/DUET**

A reminder that vocalists must use Accompanists NOT CD's or backing tracks. The committee would like to offer schools the opportunity of hearing other schools perform during sessions. Whilst we've had requests from some schools that all their vocal performances be scheduled on one day and in one session, this may not be possible.

## **PLEASE NOTE PRIMARY CHOIRS AND OTHER SECTIONS WHICH HAVE SEATING PLANS**

Sections which require seating plans - schools have one week to request any changes. After that week **NO** further changes or requests will be considered. The Festival Package with Timetable Information is sent to schools on June 15<sup>th</sup>.

## **NEW AWARDS**

The introduction of the new awards of Outstanding, Excellence and Merit proved a success last year. We will continue with the same criteria for adjudicators to use as a guide for this year's festival. The final decision regarding all Awards and the Perpetual Shield lies with the Adjudicator.

## **MUSIC & CD PLAYERS (EXCLUDING DANCE SECTION)**

Please note: When providing music for certain sections to be played using a CD player, the music **must be** supplied on an iPod/iphone (1<sup>st</sup> preference); or MP3 player (2<sup>nd</sup> preference). These facilities are available for use on CD players provided by the Catholic Arts Office, however, music must not be copied using data formats as this causes problems with the read and play back. We encourage you to bring your own CD player ensuring that the music can be played back correctly. It would be disappointing to have any disruption in your event before a performance commences. CD's are discouraged.

## **SPECIAL REQUESTS**

Special Requests are taken into consideration only in extenuating circumstances and in accordance with reasons stated in Appendix 4B (see website for further details), however, not all requests can be accommodated.

## **VIDEO RECORDINGS OF FESTIVAL PERFORMANCES**

The general public may video or photograph a Festival performance depending on Venue considerations – flash photography is not allowed. Certain privacy restraints relating to entrants or schools may be in place, whereby videoing or photographing of those performances will not be allowed. The audience will be advised of these by the MC at the commencement of each section.

## **PERFORMANCES AT ZENITH**

If you have arrived early and the previous session is still occurring, please wait on the lower level and do not enter the Auditorium. Do not wait underneath the spiral staircase or crowd the reception area. Your consideration of this venue request is appreciated.

A warm-up room is available on lower level (Stirling Hwy).

## **MUSICAL & DRAMA PRODUCTIONS**

Entrants in this section (G2, G3, N) are asked to please video record their productions (standard video). The video will be reviewed by a panel of judges if a school is in contention for the shield.

## **SUBMISSION OF VIDEOS FOR SECTIONS IN THE FESTIVAL – REGIONAL SCHOOLS ONLY**

Regional schools may submit a video to the Catholic Arts Office for adjudication purposes if the school cannot attend a venue due to difficulty in transport costs. The video must be of good quality.

## **INFORMATION MEMORANDUMS**

Important section details are included in the Information Memorandum sent in the Timetable Package on June 15<sup>th</sup>. Please ensure you have read the Memo and are familiar with the setup, parking, and any other submissions due by a specific date (e.g. scripts, lighting plans etc.)

## **FESTIVAL CONCERT**

Monday 10<sup>th</sup> September, Perth Concert Hall, commencing at 7.00pm.