

IMPORTANT POINTS TO NOTE 2017

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. **It is most important 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.

ON LINE ENTRIES

All Entries to the Festival are available online through the Catholic Arts Website 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, 7TH MAY 2017

Entries may be submitted well before the closing date. Please ensure there are no entries listed as "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.

ALL MUSIC AND STAGE PLANS ARE DUE ON FRIDAY 19TH MAY 2017

(For those applicable sections - for group and solo/duet performances.)

Due to the delays with Australia Post and errors in the postal system which occurred last year, we are asking schools to 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 CEO 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 Award of Excellence.

FESTIVAL ENTRY FEES

Due to increasing venue costs, there has been an increase per section. Please see the 'Overview' for an explanation of these increases. The Catholic Arts Office will issue invoices for Festival entries after the closing date for all entries that have been submitted. Once invoices have been issued, there is no refund of fees if a withdrawal takes place after the issuing of an invoice.

CONFLICTING DATES WITH SCHOOL CALENDARS

Please ensure that you have 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

Drama & Mime Secondary (M2-M4) (<i>Evenings</i>)	Prendiville Catholic College
Sacred Choral Music Secondary (A3-A4) (<i>Evening</i>)	St Mary's Cathedral
Big Band/Jazz Combo (F19, F20) (<i>Evenings</i>)	Sacred Heart College
Concert Bands & Symph Orch (F15-F18) (<i>Evenings</i>)	Marist Auditorium, Newman College

PRE PRIMARY ENTRANTS INTO PRIMARY DRAMA SECTION ONLY

2017 will be a trial year allowing pre-primaries the opportunity to enter into the Primary Drama section of the Festival. Please see the attached 'Selection Criteria – Pre Primary Students for Primary Drama Section' for further details.

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 important reminders.

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 on line and tick the box on the online entry acknowledging the school's acceptance of the Festival Rules & Procedures.

INSURANCE COVERAGE

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.

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, at times, this may not be possible. The office will try to accommodate as best as possible. If it is an extenuating circumstance, please advise the office in a Special Request.

PRIMARY CHOIRS PLEASE NOTE 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 15th.

HONOURABLE MENTIONS & CERTIFICATES OF MERIT

Honourable Mentions are a top award deemed by the Adjudicator to be worthy of special commendation. Certificate of Merit is similar to an Encouragement Award.

Honourable Mentions are not dependent on the number of ticks received. For this reason comparison of adjudication reports is discouraged. As this is not an examination with marks or grades, various criteria are taken into consideration. Eg. Difficulty of piece played. The final decision regarding presentation of Honourable Mentions rests 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 (1st preference); or MP3 player (2nd 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). This will be used if a school is in contention for the shield. The video will then be reviewed.

INFORMATION MEMORANDUMS

Important section details are included in the Information Memorandum sent in the Timetable Package on June 15th. 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 11th September, Perth Concert Hall, commencing at 7.00pm.