



## **RULES & PROCEDURES FOR REQUESTS FOR FESTIVAL PERFORMANCE TIMES**

- 1 Requests from boarding schools if performance dates are over the Annual Boarders' Weekend
- 2 Special Day for the whole school – e.g. Sports Carnival or Student-free day
- 3 If a group of students are being accompanied by the same accompanist
- 4 Schools travelling a long way from country or outer metropolitan areas (this includes Mandurah). The committee endeavours to consider travelling time to the performance venue.
- 5 Consideration for group items where part-time teachers are involved (this includes when the teachers work part-time at more than one school.)
- 6 The Performing Arts Co-ordinator for the school must endorse the special requests. Individual student requests may not be considered.
- 7 For Sections that contain seating plans, once the timetable package has been sent to schools, the office will allow one week for schools to make any changes. After that week – NO further changes or requests will be regarded.