



# **PERFORMANCE**

# **INFORMATION**

Please read all your information carefully.

# INFORMATION FOR PARTICIPATING SCHOOLS

## 1. Arrival

### State Dance Festival, Everest Theatre, Seymour Centre

- \* Arrival is by the Stage Door only.
- \* No entrance via front foyer.
- \* Dressing rooms will be allocated on arrival.

Rehearsals: Rehearsal times will be faxed to you by Week 3

Performance Times:	Tues 15 – Sat 19 September	7.30pm
	Matinee Sat 19 September	1.00pm
Performers Arrival Times:	1st half performers:	6.30pm
	2nd half performers:	7.00pm**
Matinee performers:	1st half performers:	12.00pm
	2nd half performers:	12.30pm**

- \*\* Please note that this may be altered to 8.00pm and 1.30pm, respectively, if seats are unavailable for performers.

## 2. Rehearsal

Rehearsal time will be at the discretion of the Festival Director. This rehearsal is primarily to establish lighting requirements. Groups needing additional rehearsal time for stage placement should negotiate extra time after the technical rehearsal. Please note this is rarely available because of tight rehearsal schedules.

Rehearsals this year will occur in blocks of time. Please be ready at the beginning of your allocated block to avoid unnecessary delays.

Students remaining at the theatre complex after their rehearsal must move to audience seating to watch the program. Other areas are out of bounds.

Schools are to rehearse in full costume with any necessary props and sets but make up is not necessary.

For all rehearsals and performances at the Seymour Centre students enter stage L (P) and exit stage R (OP).

Please note that rehearsals may run over or under time. Please allow for at least half an hour before or after your scheduled rehearsal time. Also, please make time for meal breaks before performances as food is not allowed in the backstage areas.

### 3. Music

**Music, on CD, must be sent to the Arts Unit by the Monday 10 August 2009 so an accurate show run can be recorded.**

One item only on any CD. CDs must be clearly labelled with Item Name, School Name, and Group Name (if appropriate). No other music should be on the CD other than your required track. Please listen to the CD in its entirety to ensure that the complete track functions correctly. Package in either a CD case or a durable CD sleeve.

Please bring a backup CD to your rehearsal and performance. CDs may be collected from the Green Room after each performance.

Please note that downloaded MP3 tracks **DO NOT** sound as good as an original track when played on the theatre sound system.

### 4. Lighting

Be realistic and flexible with lighting expectations, as the lighting rig and stage are unique to any performance venue.

Please consider the mood and intent of your piece to discuss with the lighting designer at the technical rehearsal.

Strobe, ultraviolet lighting and smoke machines will not be used.

While aiming to meet the technical needs of each choreographer, the use of lighting and special effects will be at the discretion of the Festival Director who is responsible for the overall look of the production.

### 5. Costuming

Costuming must be as auditioned or requested by the Festival Director.

Students may **not** wear costumes in the foyer area.

Any large boxes/racks needed for storage of costumes must be clearly labelled.

### 6. Props

Students/Teachers responsible for props are to report to the Assistant Stage Manager at the rehearsal and before the show.

Props must be marked with the name of the school, item and day/night of the performance.

Schools are to use props at the dress rehearsal. The Stage Manager will organise any stage markings required.

Props must be collected at the end of the performance.

## **7. Supervision**

The success of the Festival is dependent on the efficient organisation of students moving through the backstage area. The production team relies on the careful supervision provided by teaching staff and the co-operation of all students to make the occasion a success.

Because of the pressure on dressing rooms and toilet facilities, the following procedures are to be followed:

- \* Students are to WAIT UNDER TEACHER SUPERVISION, in their dressing room until called to move to the warm up area
- \* Teachers are expected to supervise their group at all times including entry and exit from the stage and/or theatre
- \* Students must be fully changed before they move from the backstage area.

## **8. Reminders to Students**

Please inform your students of these requirements:

- \* Valuables must be left at home.
- \* All clothing must be clearly labelled.
- \* Jewellery including watches and earrings must not be worn on stage.
- \* Money or other essential valuables must not be left in change rooms.

## **9. Festival Rules**

- \* Students must observe a high standard of behaviour.
- \* No feet on seats in the theatre.
- \* Be quiet and attentive at stage level.
- \* Absolutely no calling out from the audience before, during or after a performance (Parents may also need to be advised).
- \* Keep dressing rooms clean and tidy. No make-up on walls and carpets.
- \* No hairspray in dressing rooms.
- \* Rooms will be checked by production team before being vacated.
- \* No chewing gum at any time.
- \* Keep toilets clean; only be there when necessary.
- \* Foyer toilets are out of bounds during performances.
- \* Toilets must not be used as personal change rooms.

## 10. Departure

Remember to pick up music and props.

Teachers must remain with students until ALL of them have been collected.

### **NB. Collection of performers by parents**

Please make sure that parents are aware that performers can only be collected from the Stage Door area at interval (approx 8.30pm) or after the performance (approx 9.45pm). Students cannot be called during the first or second half.

Parents and friends of students are not permitted to enter the backstage area. Please ask parents to cooperate with this request in order to ensure a safe environment for all of our students.

## 11. Tickets

Please ensure that you forward your order forms and payment to The Seymour Centre as soon as possible in order to avoid disappointment.

We would like to make the Festival a success in every way. In order to do this please encourage parents and friends to buy tickets early. This is your State Dance Festival; show your support by contributing to the *full house every show* policy.

**NB. There is no guarantee that students will be able to watch either half of the performance. It is possible to buy tickets to watch another performance or matinee. Students learn an enormous amount by watching other performances.**

## 12. Festival T-shirt

T-shirts may be ordered prior to the Festival. They are also sold on rehearsal days and at performances at the Seymour Centre if stock permits. Pre-ordered T-shirts can be picked up from the Seymour Centre on the day of the performance. The order form enclosed also shows this year's T-shirt design.

**NB. Please return only one order form and ONE CHEQUE per school.**

**ALL FORMS DUE MONDAY 10 AUGUST 2009**



## PERFORMER ARRANGEMENTS

If possible, the plan below will be employed to accommodate performers in the audience when they are not performing. If seats are sold, performers will need to remain backstage.

### First Half Performers

1. Assemble at Stage Door to 6.30pm, to be taken to dressing rooms by the production team.
2. Stay in dressing room until called to perform.
3. After performing, return to your dressing room to change.
4. Wait until called to vacate the room (no gear is to be left as another group will be moving in). This will be just prior to interval.
5. During interval, move to audience seats if they are available or holding area, as directed by production team and theatre ushers.
6. All students and teachers who move to the audience seats must remain till the performance concludes (approx. 9.45pm).

### Second Half Performers

1. Meet teacher at Stage Door at 6.45pm
2. Move when called by production team to designated backstage area to leave bulky costumes, bags etc.
3. If seats are available, schools may be designated seating in the Theatre. Schools will be informed of this prior to intermission and directed to their seats by stage management personnel. Those schools that have been given allocated seating will return to their dressing room and prepare for their performance.
4. The first three groups performing in the second half will leave the theatre when called by the production Team. They will move backstage via the ramp to collect gear and to dress for the performance.
5. Other second half performers will move backstage via the ramp during interval, as directed by ushers and stage management.

### Please Note

Matinee performers need to change times to 12:00pm and 12:30pm accordingly.

Show order and rehearsal schedules will be faxed later in the term.



## TRAVEL INFORMATION

### Transport directly to Seymour Centre

The Seymour Theatre Centre is situated on the corner of City Road and Cleveland Street, Chippendale on the edge of The University of Sydney's main campus.

#### Trains:

**Newtown Station** is approximately 20 minutes walk from the Seymour Centre (along King Street)

**Central Railway Station** is approximately 15 minutes walk along Broadway to City Road.

**Redfern Station** is approximately 10 minutes walk along Lawson and Ivy Streets.

**Train and Bus Info Line Phone Number: 131 500 (for general enquires)**

#### Seymour Centre Secure Car Parking

Parking is available at the car park next to the Seymour Centre.  
Enter via Shepherd Street (off Cleveland Street).

#### Monday - Friday 6am - 3pm

Shepherd Street parking station \$4.00 per hour Max \$24.00

On Campus parking -\$24.00 flat rate

#### Monday - Friday 3pm - 6am & weekends

Shepherd Street parking station \$2.00 per hour Max \$6.00

On Campus parking - \$2.00 per hour Max \$6.00

There is only a coin machine available – please make sure you have sufficient change.

**Please note:** Ensure that safety is observed at all times particularly in the evening, please keep your bags and money secure. There have been sporadic incidents of bag snatching at local train stations.



## PARTICIPATION AND PUBLICITY CONSENT FORM

Parents and guardians are asked to complete this form and return it to your school's Dance 2009 Festival contact teacher as soon as possible.

I give permission for .....  
student's name

to perform in Dance 2009 to be held at the Everest Theatre, Seymour Centre, 15<sup>th</sup> - 19<sup>th</sup> September 2009 and to be involved in promotional activities for this program.

This may include still and video photography. I approve the latter use of any audio or video recordings and still photographs associated with the production, for promotion of Dance 2009 and/or the NSW Department of Education and Training.

Parent/Guardian Name: .....

Parent/Guardian Signature:.....

Date: .....

Name of School: .....

**NB This form is to be retained at your school**

**Do not return this form to The Arts Unit**

**Please notify the Arts Unit if there are any students who do not wish to provide publicity consent.**