



2009 New South Wales Public Schools State Drama Festival

PERFORMANCE

INFORMATION

Please read all your information carefully.



2009 New South Wales Public Schools State Drama Festival

INFORMATION FOR PARTICIPATING SCHOOLS

1. Arrival- Performers

State Drama Festival, Everest Theatre, Seymour Centre

- * Arrival is by the Stage Door only.
- * Teachers must sign Attendance Roll
- * No entrance via front foyer.
- * Move to your allocated dressing room

Performance Times:	Thurs 5 November	11:00am – 1:15pm 7:30pm – 10:15pm
	Fri 6 November	11:00am – 1:30pm 7:30pm – 10:15pm
Performers Arrival Times:	1st half performers:	6:30pm
	2nd half performers:	6:50pm
Matinee performers:	1st half performers:	10:00am
	2nd half performers:	10:20am

2. Music

Any music or Sound FX being used must be put onto a CD for your performance and brought with you to your technical rehearsal.

CD's 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 tracks. 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.

Please ensure that you have completed the given Music Information sheet if you are using music that has already been published. Be prepared to use other music if copyright clearance has not been given by the time & date of your Technical Rehearsal.

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



2009 New South Wales Public Schools State Drama Festival

3. Script

Please send FOUR copies of your script to The Arts Unit by **Monday 19 October 2009**.

Please also bring a back up copy of your script to your technical rehearsal. The script is not to be hand written but typed (preferably using Ariel font and Size 12 printing) and handed to the Assistant Stage Manager.

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 (optional) technical phone call and at rehearsal.

5. Costuming

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

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

6. Props and Set Elements

Six heavy wooden boxes painted the same colour as the floor will be available at the Festival. All other props and sets elements are to be provided by the participating schools.

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.

2009 New South Wales Public Schools State Drama Festival

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 stand by area by a production Crew member
- * 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.



2009 New South Wales Public Schools State Drama Festival

10. Departure

Remember to pick up all props/costumes

Teachers must remain with students until ALL have been collected.

NB. Collection of performers by parents

Please make sure that parents are aware that performers can only be collected from Stage Door area at interval (approx 8.30pm) or after the performance (approx 10.15pm). 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 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. Show your support by contributing to the “full house every show” policy.

NB. Due to performer numbers, particularly at the Matinee performances, there is no guarantee that students will be able to watch a half of the performance. The backstage Operations Manager (Kirsten Waller) will contact selected schools to see if it is possible to watch another performance or matinee. Students learn an enormous amount by watching other performances.



ALL INFORMATION DUE FRIDAY 2 OCTOBER 2009

2009 New South Wales Public Schools State Drama Festival

PERFORMER ARRANGEMENTS

Backstage Operations Coordinator: Kirsten Waller (The Arts Unit)

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

First Half Performers -

1. Assemble at Stage Door to 10:00am/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 until Act 2 performance concludes

Second Half Performers

1. Meet teacher at Stage Door at 10:20am/6:50pm
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. Those schools that have been given allocated seating will return to their dressing rooms after Act 1 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 dress for the performance.
5. Other second half performers will move backstage with the Production Team member during interval as directed by ushers and Production Crew.

Please Note: Show Running Order will be given to you at your Technical Rehearsal.



2009 New South Wales Public Schools State Drama Festival

TRAVEL INFORMATION

Transport directly to Seymour Theatre 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 a 20 minute walk from the Seymour Centre (along King Street)

Central Railway Station is approximately a 15 minute walk along Broadway to City Road.

Redfern Station is approximately a 10 minute walk along Lawson and Ivy Streets.

Buses:

The Seymour Centre is accessible on the following bus routes:

Bus Routes: 422 / 423 / 426 / 428

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

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

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 gold 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 the train stations.