



Hi everyone,

We're now counting the sleeps to our return to the Festival Theatre (FT)!

Keep checking your email regularly – we will let you know of any updates/changes.

All adults must always wear a mask (optional when watching the performance) when in the centre.

Rows 1, 2 & 12:

If you have students in these rows, please see the information that was included in your envelope given at offsite rehearsal and is also in the production section of the website (link above).

Have you given us the following?

- Group Media form – **follow up listed students without permission**
- 2 Emergency contacts plus phone contact for leadership – **there are lots of gaps!**
- Health info (if we need to be aware of before the day) – **if not given at offsite**

Covid Site Entry Form

- If not already given, please have one per person over the age of 16 who will be going backstage at any time
 - **Can be sent in digitally**
- Proof of vaccination (digital or hard copy) must also be shown on entry backstage

Helpers still needed! – Thanks to those who have – you'll get info soon!

Staff have been asked to help as a steward at another concert. If you're available please go to this link <https://forms.gle/2B1o9vfDnfw3z4Sa7> Any staff member from your school can do this and PD hours are given. It's a fun experience where they get a chance to see 'behind the scenes'.

CONCERT DAY:

**No school bags. Please bring snacks/food in small bags.
Each school must have a first aid kit/bag.**

Entrance to the Banquet Room (BR)

- **Rows 1-6** through the northern door just up the path from King William St
- **Rows 7-12** through the King William Rd entrance

Please plan to arrive early to use the foyer toilets.

As soon as you arrive, be ready to be called up for photos.

Arrival times:

C#1	12:30pm
C#4	8:30am
C#5	8:30am
All others	1pm

Student labels (template in production page on website)
Row number and position number

See Choir Row profile for height order.

Tallest soprano is No. 1 – shortest soprano No. 16
Shortest alto is no. 17 – tallest alto is no. 32

Remind students that if they come off the stage for any reason (rehearsal/performance), it may take a little while to get back on stage!

Schools will have a rostered side stage duty during the rehearsal. Your time and duty are written on your program which will be given to you as you arrive. The roster will also be on the website and sent out in an update.

Once students are on stage, Teachers in Charge (unless on duty) will need to meet at the John Bishop (JB) Door ready for our 'Cook's Tour'. Helpers may go into the auditorium (Door 1) to watch the rehearsal.

Site Entry Form / Proof of Vaccination

Every person over 16 entering backstage must have a filled in form (if not done already) and show their proof of vaccination certificate (digital or hard copy) to the steward at the JB door.

Dinner break

After the rehearsal the ordered food packs will be available. Staff/helpers are to collect their schools' orders and supervise eating. You may choose to take your students outside to eat. Anyone organising another food company order must eat outside. Food brought from home is fine to eat onsite.

- Please be respectful of ALL areas AT ALL TIMES – using toilets, eating etc.
- Please keep your row area in the BR clean and tidy.
- There will be bins for recycling and unopened/eaten Vilis food will be collected for redistribution to the homeless. Many hands make light work.
- If going outside, please do not allow students to run around.

Wheelchair/Mobility info – students in wheelchairs (or unable to walk up/down many stairs) with their carers will enter the stage via the lift (just past the JB door) – Wheelchair/access document on website.

All adults are to be actively assisting with the needs and behaviours of ALL students.

Please model the behaviour we expect of the students.

Everyone needs to be back in the BR by 5:45pm / 1:15pm

Concert time!

- 5:30pm/ 1pm (C#4) - Soloists & Choreography Leaders need to be ready for their warmup with Robyn/Cathy. Please take them to the JB door.
- Last minute organisation/ toilets
- Serviettes are handed out
- 6pm, Stewards helping side stage will be introduced
- Medical steward will collect any medication
- CM chat with choir
- Robyn/Cathy will come in for a warmup and reminders
- 6:40pm – move to stage

Dismissal – map of dismissal spots is on the website

- Stewards will lead choir back to BR (students collect their belongings)
- Teachers will make their way to the BR
- CM chat with choir
- Robyn/Cathy come in for congratulations
- Choirs will be dismissed row by row
 - (Choirs catching a bus will be dismissed first – let us know 😊)

The following are available on the website to help you:

- **Group media form – please email if not already done**
- Soprano / Alto labels including seat number
 - All students must be labelled for the rehearsal (after photo)
- FT Additional Needs/Medical forms
 - 2 copies to be handed to your CM on arrival
 - Please attach other pages for students with specific needs and plans.
- **Site entry forms – for all going backstage (hand in at JB door)**