

2024 FINAL PRODUCTION INFORMATION

<https://festivalofmusic.org.au/schools/production>

If you have any questions, please email Anne ☺

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Hi everyone,

We're now counting the sleeps to the start of our concerts at The Festival Theatre (FT)!

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

Orientation at Festival Theatre – Sunday 8 September, 10:30am (meet at the King William entrance)

Please scroll and keep reading to the very end of this document and all the attachments – there's lots!

Final FT note home – there's an example on the website. Change to suit your own dates/times etc.

Rows 1, 2 & 12

If you have students in these rows, please see the information that was included in a recent update and on the website.

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! Please email Anne**
- Health info (if we need to be aware of before the day) – **if not given at offsite**

Helpers still needed! – C#1, C#2, C#8, C#10, C#11

Thanks to those who have volunteered – 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/QiUz1V2JqqVDVXAt6>

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.

Something like what's pictured ☺

Each school must have a first aid kit/bag.



Entrance to The Banquet Room (BR)

- **All Rows – The door on the northern side (Elder Park Side) look for our banner.**

Schools will be having photos taken on the other side and it's very busy.

Concert Day timings:

C#1 & C#2 ONLY

From 12:15pm	Arrive (snack/toilets) then straight to BR
From 12:30pm	Enter BR, then photos
1:10pm	Concert Manager chat
1:25pm	Move to stage
3:30pm	Onstage break – each child gets a Killer Python 😊
4:45pm	End of rehearsal and back to BR – quick CM chat
5pm	Dinner break
6:10pm	Soloists/Choreo Leaders to JB Stage Door for warm up with Robyn/Cathy
6:30pm	In BR ready
7:05pm	Choir warm up with Robyn/Cathy
7:15pm	Move to stage for performance!

C#3 – C#11

From 12:45pm	Arrive (snack/toilets) then straight to BR
From 1pm	Enter BR, then photos
1:40pm	Concert Manager chat
1:55pm	Move to stage
4:30pm	End of rehearsal and back to BR
5pm	Dinner break
6:10pm	Soloists/Choreo Leaders to JB Stage Door for warm up with Robyn/Cathy
6:30pm	In BR ready
7:05pm	Choir warm up with Robyn/Cathy
7:15pm	Move to stage for performance!

Please plan to arrive early (before the designated time) for a snack and to use the Elder Park/main foyer toilets – an adult must accompany students to the toilet, this is part of your duty of care.

Ensure your students use the toilets appropriately and that they leave the toilets clean and tidy.

MIS-USE will have Festival theatre management close the toilets during the day.

As soon as you're ready, enter **The Banquet Room**, be organised to be called up for photos. Jumpers/jackets/stickers to be removed for photos.

Medication – schools to monitor / manage first aid during the day. Any student who needs to have medication side stage during the concert must have it in a clearly labelled (name school/row) zip lock bag and handed to the Medical Steward before the concert. Please collect after the concert on return to BR.

Student labels - Row and position number (Template on website)

See Choir Row Profile for height order (template on website)

Row 1

Tallest soprano is no. 1 – shortest soprano no. 15

Shortest alto is no. 16 – tallest alto is no. 30

Rows 2 - 12

Tallest soprano is no. 1 – shortest soprano no. 17

Shortest alto is no. 18 – tallest alto is no. 34

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

All schools have a rostered side stage duty during the rehearsal. Your time and duty will be written on your program which will be given to you as you arrive (when you hand in your 2 medical forms). The roster is also on the website and attached to this email. Check your concert's roster.

Once students leave the BR, **Teacher in Charge** (unless on duty) will need to stay ready for our 'Cook's Tour'. **Helpers may go into the auditorium (Door 1) to watch the rehearsal/deal with any student issues.**

Dinner break

Staff/helpers are to supervise their students while eating and during the dinner break. We encourage you to take your students outside to eat. Anyone organising a food 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 BR clean and tidy.**
- **If going outside, please monitor what your students are doing.**
 - **There are toilets near the Elder Café (under the FT)**

Wheelchair / Mobility info – students in wheelchairs (or unable to walk up / down many stairs) will be given the Wheelchair access document. (Also, on our 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 BR by 6:30pm

Concert time!

- **6:10pm - Soloists & Choreography Leaders need to be at the JB Stage Door ready for their warmup with Robyn / Cathy. They will be collected from the Stage Door and brought back to the BR.**
- **Last minute organisation / toilets (please manage this before coming back into BR) – limit drinks now**
- **Serviettes are distributed**
- **6:50pm, Stewards helping side stage will be introduced**
- **Medical steward will collect medication**
- **CM chat with choir**
- **Robyn / Cathy will come in for a warmup and last-minute reminders**
- **7:10pm – move to stage**

Dismissal (map attached and on website)

- **Stewards/Production team will lead choir back to BR (t-shirt return)**
- **CM chat with choir**
- **Robyn / Cathy come in for congratulations**
- **Choirs will be dismissed row by row (Teachers in BR to lead their choir to their dismissal spot)**
- **(Choirs catching a bus/or meeting elsewhere will be dismissed first – let us know 🙏)**
- **Choirs will walk back through the main foyer led by teacher to designated dismissal spots.**

The following are on the website to help you:

- **Choir Row Profile template**
- **Template for Final FT note for families**
- **Evacuation document**
- **Rehearsal duty roster and information**
- **Choir Dismissal Map**
- **Group media form (offsite info) – please email if not already done – I will chase this up!**
- **Soprano / Alto labels including seat number**
- **FT Additional Needs / Medical form**
 - **2 copies to be handed to your CM on arrival**
 - **Please attach required documents for students with specific needs and plans.**