

## Info for Choir/Support Teachers 2023 Offsite Rehearsal

Welcome!

Who's new? Ask questions, buddy up with a row sharer/neighbour.

Your concert manager's details and Anne's are here. Please contact us with any questions.

Email is best unless it's urgent.

<b>Production Manager</b>	Anne O'Dea	0407 797 401	anne.odea839@...
<b>C#1, C#4, C#9</b>	Lesley Raeside	0407 898 171	lesley.raeside621@....
<b>C#2, C#6, C#10</b>	Kendall Hurst	0418 814 795	kendall.hurst472@...
<b>C#3, C#7</b>	Nathan Hamdorf	0414 252 969	nathan.hamdorf948@..
<b>C#5, C#8</b>	Lisa Woods	0411 184 967	lisa.woods537@....

**No photos/filming at FT rehearsal or performance at all – our professionals will capture lots of moments!**

**Emergency contacts – please check details for yourself, 1 other (someone who will be at FT) and someone from leadership – email Anne to update please.**

**Backstage Concert Stewards – here's the link <https://forms.gle/UmE6X4CGi8QJjGAbA>**

Thanks for committing to this, remember it is part of your affiliation agreement. It can be any staff member from your school. You will get an email before the start of week 8 re your allocated job and instructions. ☺

**Orientation session at FT – please let me know by email if you are coming.**

Saturday 9 September at 10:30am (Meet at the King William Rd Entrance)

**NO SCHOOL bags at FT – AT ALL!**

All children need is their lunch bag (for dinner/snacks) and a water bottle.

**\*\*Choir Arrival and dismissal information will be sent to all choir/support teachers with the Festival Theatre production information during week 6. All dismissal spots will be inside the foyer.**

Merchandise is available for purchase/collection in the Production office at FT.

Supplementary orders can be made with the form from the website via square and collected at the FT.

<b>Coloured Wristbands \$2</b>	<b>Shoelaces \$3</b>	<b>PSMF Lanyards \$4</b>	<b>Lead pencils \$1</b>
<b>Highlighter \$5</b>	<b>Microphone \$3</b>	<b>18cm Teddy \$18</b>	<b>Stickers \$1</b>
<b>Smile badges \$1.50</b>	<b>PSMF Umbrella \$25</b>	<b>Mascots \$12 (FT only)</b>	<b>Program \$7.50 (FT only)</b>

Families can purchase show bags at the Theatre.

Photos orders online only through Treasured Memories

The program will contain QR codes and web addresses for ordering.

Students can wear a PSMF wristband on stage.

Complimentary ticket voucher codes have been distributed to schools. 2 per school.

- Unique codes are to be used and they still attract the booking fee
- Info about ticket sales - \$9.55 booking fee per transaction doesn't matter how many tickets.

Ticketek sends all ticket holders info and parking instructions.

Remind families about heavy traffic and make sure parents allow enough time to get there and park.

SECURITY PASSES (Blue for TIC and green for support staff) are in your pack.

**You MUST WEAR AT ALL TIMES AT Festival Theatre and have your phone on should we need to contact you.**

**You should only need 1 person per 10 students as you arrive and for the dinner break**

**Helpers will not be needed backstage unless they're doing a duty**

**1:1 Carers must also have a pass (you can get them from me after this meeting)**

**Others coming for duty of care for transport can go straight to door 1 to watch the rehearsal.**

**Anyone accompanying your choir is required to wear their school badge (Staff/Volunteer) please.**

NO food and drink (water ok) in the FT auditorium.

### **CAR PARK PASS**

We are being charged for the Torrens Parade Ground this year and we're passing on that cost.

Car park pass is \$15 or 2 for \$25.

Teachers/helpers at FT will need to organise how they are getting home.

**Choir row expectations – sent in an update and on the website**

**Please make sure your students know their row and position number at FT.**

**Row 1 is 30 and other rows are 34**

**Label your students. (E.g., A32/S1) template for stickers is in the Production Info.**

Give reminder to students about dress code

- Check t shirt (if not ordered) – sleeves, neckline, length
- Hair off the face Boys too! No high buns please!
- Row 1 all black below t shirt
  - All trousers (not leggings) no skirts.

- Rows 2/3 & ends of all rows shoes & socks can be dark and can be leggings
- Dark skinned students should not be at the end of a row (even if they're tallest) as they can't be seen easily.
- Head scarves any colour and **plain** please.
- We'll sort out any problems as they arise at FT – may rearrange depending on how the on-stage choir looks
- Short students may need a bound telephone book to stand on – they are side stage – all to help monitor this at FT.

### **You may like to run a full-dress rehearsal and sing at assembly/peers/JP/Kindy**

All people backstage (children/adults) are to wear closed in shoes at all times (rehearsal and performance). Staff must wear closed in shoes as you will be doing a backstage tour and an evacuation walk through.

### **Once students are on stage - the whole row needs to be in before they can sit.**

### **Mobile phones are NOT to be taken on stage. Please collect from your students. Diabetics ok (on silent)**

### **Soloists/choreography leaders: info in Production page on website**

- Instructions have already been sent to soloists/choreography leaders and schools.
  - Please read if you have one.
  - If you have a soloist performing on another concert, please touch base with families.
  - FT rehearsal is compulsory for all soloists.

**Hosts will be rehearsing at all FT rehearsals.**

As well as The World of Tomorrow, the Troupe will also be performing in: Proud Mary and Keep on Movin'. The National Anthem will have signers. DJ in I am the Earth Remix. We will have ballroom dancers when the orchestra is playing the Blue Danube and the curtain will be up so our students can see it too.

**You must also have a roll as part of your duty of care.**

Our stage door is the John Bishop Door at the end of the foyer past the Quartet Bar (map with FT Production info). We will have stewards at this door. Near the big LCD screen.

**We will be able to use FT foyer toilets on arrival and during the break. Please monitor students when they are going to the toilet and check inside too, please. The Elder Park Café toilets too can be used on arrival.**

2 x medical forms (and plans if required) to be brought to FT.

Group form for media permissions – email ASPA – it's very time consuming to chase these up – **and I will!**

First Aid...tell your parents what happens and where their child may be at the end of a concert if they are not with their choir. (First Aid Station will be on stage and Dressing Room 5. You will be shown it during the Cook's Tour). If you are unsure of where a student is, please see the Concert Manager.

**If a child comes off the stage for any reason, we'll get them back on as soon as we can. It's busy sidestage!**

**Asthmatics** *must* bring their medication to rehearsals and performances in pocket/sock or give to Medical Steward.  
**Other medication kept by teacher at rehearsal and given to medical steward at performance.**

It is our general position that students who miss F/T rehearsals should not perform on stage, however, teachers should use their discretion regarding this (e.g., a student who misses a rehearsal for an appointment/funeral could perform at night, but a student who is ill, shouldn't).

Please communicate clearly with the Choir/Support teacher from another school if you are sharing a row, and/or a reserve from their school is involved.

### **All students (every concert) need to know what happens in an evacuation.**

Students in Wheelchairs - documents have been given out. Please let us know ASAP if this changes.

Remind that all students with additional needs require a 1:1 carer.....if they couldn't manage in an evacuation.

**Do you have any? – Let us know ASAP @ Carers pass will be needed.**

Self-protect if using dressing rooms and toilets.

No parents will be backstage.

Remind students about preparing themselves appropriately for concert and rehearsal by having adequate meals especially breakfast. Teach them the tricks of wiggling toes, tensing muscles etc.

Tell them it is normal to feel nervous; they can control it if mentally prepared.

Talk to students about how they react after the curtain has come down. We know they will be excited but please contain that excitement until we are back in The Space, and we will celebrate then.

Please, no cheering and squeals after the curtain is down – very unprofessional for performers.

**Talk to students about how their parents should behave in the theatre – encourage good audience manners!**

Certificate set up will be sent digitally for you to print your own.

**We are all getting very excited and are looking forward to another fabulous concert series. 😊**