



south coast public schools  
dance  
festival



**TEACHER INFORMATION BOOKLET**

**2020**

**CELEBRATING 33 YEARS**

**FESTIVAL DATES:**

**WEDNESDAY 27 MAY - SATURDAY 30 MAY 2020**

**TO KEEP UPDATED BE SURE TO FOLLOW US ON:**

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## WELCOME

Welcome to the 33<sup>rd</sup> South Coast Public Schools Dance Festival 2020. **We strongly recommend you take the time to carefully read the 2020 information as there are variations to 2019.** We thank you for your interest in dance education in your school and for giving so generously of your time and energy in producing an item for the festival.

This booklet is designed to assist you with each stage of your preparation and production of the item. Feel free to contact the committee if you have questions that are not addressed in the booklet.

## AIMS OF THE FESTIVAL

The Festival aims to showcase the outcomes of dance education on the South Coast and to encourage excellence in these programs by:

- 1.2.1 encouraging the development and teaching of dance programs at a school level
- 1.2.2 providing an opportunity for the school and wider community to recognise dance as an art form
- 1.2.3 providing an opportunity for students to work towards a quality performance in a professional venue
- 1.2.4 presenting an original, entertaining and professional event, which provides a positive and memorable experience for both teachers and students.

## PERFORMANCES

Performances are at the IMB Theatre of the Illawarra Performing Arts Centre (IPAC), Burelli Street, Wollongong.

There are six performances and one additional closed performance. Your item may be performed up to 2-3 times. Schools may request a reduced number of performances if preferred. All requests should be emailed to the Dance Festival Coordinator at the time of nomination. Each of the six performances and the closed performance will be a different program. Each performance runs for approximately 2½ hours including interval.

**The week begins on Wednesday 27<sup>th</sup> May and concludes on Saturday 30<sup>th</sup> May 2020.**

Day	Activity	Arrival Time	Performance Time
Wednesday 27 May	Rehearsals Evening Performance	1 <sup>st</sup> half 6:00pm/2 <sup>nd</sup> half 7:30pm	8.00am - 5.00pm 6.30pm - 9.00pm
Thursday 28 May	Rehearsals Evening Performance	1 <sup>st</sup> half 6:00pm/2 <sup>nd</sup> half 7:30pm	8.00am - 5.00pm 6.30pm - 9.00pm
Friday 29 May	Rehearsals Matinee Performance Evening Performance	1 <sup>st</sup> half 11:30am/2 <sup>nd</sup> half 1pm 1 <sup>st</sup> half 6:00pm/2 <sup>nd</sup> half 7:30pm	8.00am - 11.00pm 12.00pm - 2.30pm 6.30pm - 9.00pm
Saturday 30 May	Closed Performance Matinee Performance Evening Performance	All performances arrive at 8:00am 1 <sup>st</sup> half 12:30pm/2 <sup>nd</sup> half 2:00pm 1 <sup>st</sup> half 6:00pm/2 <sup>nd</sup> half 7:30pm	8.30 am - 11.00am 1.00pm - 3.30pm 6.30pm - 9.00pm

\* The **Friday Matinee** finishes at 2.30 pm sharp to allow schools to make travel arrangements.

\* The **Closed Performance program** is for all of the schools in the Saturday evening performance. The schools scheduled to perform in the Saturday evening program **MUST** also attend and perform in the Closed Performance. Please notify the Festival Coordinator on nomination if your school does not want to attend the closed performance. In 2020 the Closed Performance will offer an opportunity for **Professional Development** in the form of a Q&A discussion of the items. It is open to all teachers involved in the Festival.



## TIMELINE OF DATES

In 2020 **ALL** forms are to be submitted online. Please click on the hyperlinks in the table below to complete the relevant forms.

- You are required to complete all forms by the due dates as indicated.
- You will need to complete a new registration for every separate dance item.

Time	Date	Event	Action
T1 Wk5	Friday 28 February	<a href="#">Form 1 Item nomination Form</a>	Online form
T1 Wk10	Wednesday 1 April	<a href="#">Form 2 Audition video link and program information</a>	Online form
T1 Wk10	Friday 3 April	Notification of inclusion and invitation to join <a href="#">SCDF Teacher Google Team Drive</a>	Festival email to school
T1 Wk11	Monday 6 April	Festival Program distributed	Festival email to school
T2 Wk1	Monday 27 April	Festival Tickets sales open	Schools to notify parents
T2 Wk1	Friday 1 May	Student Participation and Publicity Consent Deed – in package	Schools to keep
T2 Wk2	Monday 4 May	<a href="#">Form 4 Aria &amp; Apra Copyright information</a>	Online form
		<a href="#">Form 5 Technical information: lighting</a>	Online form
		<a href="#">Form 6 Technical information: staging &amp; props</a>	Online form
		<a href="#">Form 7 Participation &amp; Publicity Consent</a>	Online form
		<a href="#">Form 8 List of student participants</a>	Online form
		<a href="#">Form 9 Item blurb</a>	Online form
		<a href="#">Form 10 Costume design information</a>	Online form
		Form 11 Principal's Acknowledgement of supervisors	Print, Sign, Scan & return via email Form 11 on page 16
		State Dance applications open (TBC) For further information refer to <a href="#">The Arts Unit Website</a>	Schools to apply to Arts Unit
T2 Wk1	Wednesday 6 May	<a href="#">Form 3 T-shirt Orders close</a>	Online form
T2 Wk3	Wednesday 13 May	LMBR Journal out of Student Participation fee and T-shirts	Money withdrawn by Festival cost centre
T2 Wk3	Friday 15 May	Upload music to <a href="#">SCDF Teacher Google Team Drive</a>	Online
T2 Wk3	Friday 15 May	Copy of Festival Risk Management Plan forwarded to schools.	Email
T2 Wk5	Mon 25 – Tues 26 May	Delivery of props to IPAC	Schools
T2 Wk5	Wed 27-30 May	Student rolls given to backstage manager for each item performance	Schools
T2 Wk5	Wed 27 May	Rehearsals and Evening Performance	Schools
T2 Wk5	Thurs 28 May	Rehearsals and Evening Performance	Schools
T2 Wk5	Fri 29 May	Rehearsals, Matinee and Evening Performance	Schools
T2 Wk5	Sat 30 May	Closed Performance, Matinee and Evening Performance	Schools
T3 Wk9	7 – 11 Sept	State Dance Festival	Schools



## FESTIVAL COMMITTEE 2020

The 2019 Festival Committee was elected at the AGM on Friday 10<sup>th</sup> December 2018. Should you have any questions please do not hesitate to contact the relevant committee member. Notification of the election of the 2020 festival committee will be emailed after the AGM on the 11<sup>th</sup> November 2019.

Committee Member	Role	School	Phone	Email	Contact for
Chris Richards	Festival Coordinator	WHSPA	4229 6844	<a href="mailto:chris.richards@det.nsw.edu.au">chris.richards@det.nsw.edu.au</a>	Festival Director, IPAC liaison, contracts, auditions, program, ARIA, video
Nadina Zappia	Festival Coordinator	WHSPA	4229 6844	<a href="mailto:nadina.bampton@det.nsw.edu.au">nadina.bampton@det.nsw.edu.au</a>	Auditions, program, tech schedules, lighting, Instagram
Glenda Cameron	Treasurer	DOE		<a href="mailto:glenda.cameron@det.nsw.edu.au">glenda.cameron@det.nsw.edu.au</a>	Backstage Manager, t-shirts, photography, registration, rehearsal rooms
Louise Morgan	Secretary Primary Representative	Tarrawanna PS	4284 4399	<a href="mailto:Louise.morgan3@det.nsw.edu.au">Louise.morgan3@det.nsw.edu.au</a>	Stage Manager, Festival Program, Festival Booklet
Kate Sharp	High School Representative	Woonona HS	42841513	<a href="mailto:kate.sharp4@det.nsw.edu.au">kate.sharp4@det.nsw.edu.au</a>	Music, Assistant Stage Manager
Sue Dawson	Liaison – Arts Coordination Officer	Warilla Education Office	0402 992 897	<a href="mailto:susan.i.dawson@det.nsw.edu.au">susan.i.dawson@det.nsw.edu.au</a>	Google Drive, Festival booklet, Professional learning, risk management

## PRE-FESTIVAL ORGANISATION

### 1.1 Student Participation Fee:

With ever increasing costs associated with the running of the festival in a professional venue it has been deemed necessary to introduce a **participation fee of \$10 per student** entering the Festival. Schools will be required to indicate on their acceptance paperwork the number of students in their item and schools will be debited from school accounts through the LMBR system on Wednesday 13<sup>th</sup> May 2020. Please ensure your SAM is aware of this fee and the impending debit.

As part of the participation fee schools will receive a youtube link with video of your item which can be distributed to your community. Teachers will also be provided with a link to view the full show for professional development and educational purposes within their school. Schools will also receive 1 complimentary ticket to attend a show from the Wednesday to Friday programs.

**Please note: any school that has a student who does not have Permission to Publish will not be filmed and will not be include in the video for distribution.**

### 1.2 Teacher Professional Accreditation:

Teachers attending the festival will be eligible to apply for teacher identified professional learning hours through MyPL. Further information on how to register will be forthcoming.



### 1.3 Choreographers:

Choreographers should be a student or teacher at the school involved. The hiring of outside dance teachers or university students to prepare items is discouraged as it is considered to be inequitable and counter-productive to developing teacher expertise. In some circumstances a parent or community volunteer may assist a supervising Departmental teacher upon committee approval.

Teachers seeking student, parental or community volunteer help to choreograph the item will be **required to apply in writing** to Chris Richards [chris.richards@det.nsw.edu.au](mailto:chris.richards@det.nsw.edu.au) the committee coordinator for consideration. This letter must be signed by the Principal and emailed to the Festival Coordinator at the same time as nominating your item on Form 1. Please apply for approval immediately if this applies to your school.

### 1.4 Item length & student numbers:

Schools need to adhere to the following guidelines regarding item length and student numbers:

- Length:           Primary Item:           3-5 minutes  
                          Secondary Item:        3-7 minutes
- Items may have no more than 30 students and no less than 8 students.
- Students may perform in **only one** item at the festival. An exception is made for those students who have auditioned to be a part of the Southern Stars Performing Companies and High School tap, ballet and/or hip hop specialist ensembles.
- Teachers may be asked to shorten or modify their item if the committee feels it lacks variety and development.

### 1.5 Composition & choreography

Successful items are those items that contain a strong theme, appropriate music choice and movements and are age and ability appropriate for your students.

Refer to the K-6 and 7-12 dance syllabuses for guidance in the elements of composition.

When composing your work consider the following to vary and contrast the movement:

- have different groups of students performing simple varied movements simultaneously
- unison choreography should form only part of your dance
- contrast locomotor (travelling) movement and non-locomotor (non-travelling) movement
- work on a variety of levels – standing, kneeling, on the floor, jumping
- develop a movement phrase, which can be repeated throughout your dance
- move in lines, circles, triangles, squares, diagonals and staggered lines
- perform the same movement in different directions
- use entries and exits where the dancers are not on the stage throughout the whole item

### 1.6 Selecting your music & music reproduction

The music you choose drives the theme and provides inspiration for your movement. Try to be original and creative when choosing your music. Please ensure each track of music selected is appropriate to participants' age and abilities and does not contain inappropriate language. If the Committee feels that the music is inappropriate you may be asked to modify and/or change it.

**Ensure you have done the following before submitting your music:**

- When selecting your music or creating your soundtrack from multiple songs stay within the time allocations; (3-5 mins for Primary, or 3 -7 mins. for secondary).
- There should be no variation in sound levels or any audible clicks or bangs on your soundtrack.
- When more than one track is used there may be multiple levels in volume. If you are unfamiliar with music editing programs **it is recommended** that you equalise the levels at a recording studio in order to improve the quality of your music.



- We recommend Adam Jordan at Main Street Studios, Fairy Meadow to create a professional sounding soundtrack. Phone: 02 4283 4515 or [info@mainstreetstudios.com](mailto:info@mainstreetstudios.com)
- Refer to the Arts Unit Copyright information
- **Bring a labelled backup thumb drive** to the rehearsal and performances.

### Submitting your music

Your music must be submitted into the [SCDF 2020 Teachers Google Team Drive](#). Each Festival item is required to be uploaded separately into the drive. It must contain only the music for your festival item. No other files are to be on the soundtrack.

- Your music must be saved as: "School Name – Group/Company – Item Name"  
Eg Shellharbour PS – Yr3 - Convergence
- It must only be saved as a mp3 file, m4a file or .wav file
- Drag and drop your music out of the playlist into the Google drive folder.
- Upload your soundtrack **by Friday 15 May 2020**

### 1.7 Copyright clearance

Each school must gain copyright clearance for music, sound effects used in their soundtrack by submitting the ARIA form. The copyright clearance may incur a fee from ARIA. Schools will be individually invoiced if a fee is incurred.

The Dance Festival Committee adheres to all copyright laws. To support the Dance Festival Committee, please abide by the following general copyright guidelines.

1. You must make sure that any music you use comes from a legal source. This can be a commercially purchased CD or a legal online provider. If you're not sure if you are using a legal online provider, check the Pro-Music website: <http://www.pro-music.org/legal-music-services-australasia.php>
2. If you are choosing a song from a movie or musical (including Disney) you *must* make sure that your performance is not portraying any themes, characterisations, theatrical elements or storyline from that movie or musical. This includes using similar costuming that is used in the movie or musical.

*Please note: If you do want to do this, you must seek further permission. Contact APRA AMCOS at [theatre@apra.com.au](mailto:theatre@apra.com.au) to begin this process and make sure you leave at least 10 weeks' lead time. Please undertake this process before you begin choreographing as you may not be able to obtain permission and therefore be required to use a different song.*

3. If you need to change your music for any purpose (i.e. to fit into time constraints) then it is important to note the following:

#### **You cannot:**

- Mix/remix: For example, restructure or combine the music with other sounds to create a new version or alter a sound recording so that it is different to the original by adding, removing or using elements of the existing sound recording
- Sample: For example, take a portion of the sound recording or musical work and reuse it in a new context
- Segue: For example, blend the end of a song with the beginning of another, which includes crossfading
- Debase: For example, alter the meaning or quality of the song or subject it to derogatory treatment
- Arrange: For example, change the structure, instrumentation, melodic content or lyrics of the music



*Please note: If you want to do any of the above, you must seek permission from the record company label to do so. The relevant record label will be noted on the back of the CD or in the album details on a legal digital download next to the copyright protection mark (i.e. the © notice). If you are unsure of who the record label is, you can contact ARIA ([www.aria.com.au](http://www.aria.com.au)). Again, this can take some time and you may not be granted permission so you must undertake this process before beginning your choreography and be prepared with a back-up song.*

**Some examples of what you *can* do without further permissions are:**

- Use only sections of the song to fit in with performance time constraints (i.e. cut out the final verse)
- Play portions of multiple recordings back to back to create a medley as long as they are not cross-faded
- Fade songs in and out so long as one song is not being faded into another which would be a cross-fade

If you need to seek further permission for any of your music use, please ensure you do so with ample time available to you. Permissions are not always granted which means you may be required to use a different work. If you do require further permissions, the Dance Festival Committee will require written proof from the copyright owner noting that you sought the correct permissions for your use. If you have any questions, please contact the Copyright Division of the DoE Legal Services Department or the Educational Licensing Department at APRA AMCOS on 02 9935 7900.

### **1.8 Safe Dance Guidelines**

Students must always warm up and cool down before and after they perform. A warm up area will be designated in the IPAC for this purpose. Dancers may use the warm up area 10 mins before their item is due to be on stage. Do a cardiovascular warm up first before attempting to stretch. This makes the muscles more pliable before flexibility work and before being ready to dance. Warm up all major joint areas and muscle groups.

Students must dance within their own capabilities. Do not execute movement that extends past a student's range of flexibility, strength, endurance or training.

Always dance with awareness of alignment, i.e. knees over toes. Students should use their centre at all times. This means pressing the stomach back to the spine and flattening out the stomach.

The following can be considered to be unsafe depending on the student's training and you may be asked by the committee to omit them from your item:

- splits
- back bends without support
- gymnastic tricks/movements e.g. flips, forward/backward rolls, walkovers, baranis.
- heavy landings from jumps or into the floor
- rolling up onto the neck/backward or full neck rolls
- break dancing movements such as the 'worm' and headspins
- knee slides or drops





### 1.9 The performance space

The IMB Theatre stage is an 11 metre x 10 metre space. Mark out a similar space in your school as a practice area. There are four 'legs' (wing entrances) on each side. Include these in your rehearsal space to assist students practicing their entrances and exits. The wings will be marked 1- 4 from front to back on the IMB stage.

Ensure that students are aware that there is a set of lights on the floor at the very back of the stage and possibly UV lights on the floor at the front of the stage.

Dancers must enter and exit the stage from the wings during the item. **There are no cross overs backstage.**

### 1.10 Props

All props must be able to be lifted by one person. The stage crew has only a few seconds and limited personnel to set the stage between items. Your prop should be able to be moved on and off stage easily by one person in 5 seconds. **All props must be labelled with school, item name and contact teacher.**

There is a Work Safe limit of 25kg on all props. Please ensure your props comply with this otherwise they will be rejected at rehearsal.

Some large props can be 'flown in' on the lines above the stage. Please check with the committee prior to construction or rehearsals about the feasibility of this.

IPAC has a number of painted backdrops, which can be hired for the run of the show. We will need to arrange this with IPAC if you wish to hire one of these.

Please email Louise Morgan ([louise.morgan3@det.nsw.edu.au](mailto:louise.morgan3@det.nsw.edu.au)) to discuss your requirements.

### 1.11 Technical & lighting requirements

Consider the following before submitting your technical & lighting requirements:

- tasteful use of lighting can greatly enhance your item
- the predominant colour of your costumes
- the mood you wish to create
- colours and shapes can be projected onto the white screen (cyclorama) at the back of the stage or you can choose to use the black tabs, which give depth to the stage.
- keep lighting cues to a minimum
- if you are not sure what you want, ask the lighting manager during your rehearsal

### 1.12 Costume design

The Costume design form must be completed **by Monday 4 May 2020 (Term 2 Week 2).**

[Form 10 Costume design information](#)

Costumes need not be elaborate or expensive to be eye-catching. Costumes should support your item concept and complement the movement intention. Please ensure school, item name, company, and teacher contact details are included on your Costume design Form 11.

Any costume design should be appropriate to the performer's age, sex and body shape. The dignity of students should be respected at all times.



**Costume guidelines:**

- Complete costume changes at the side of stage area during items are not permitted.
- A modest neckline – it should be high enough that the girl's cleavage is not exposed and when arms are raised, the top does not ride up so the waistline is exposed.
- Bra straps and underwear should not be visible when dancing.
- If your dancers are wearing a two-piece costume, a leotard could be worn underneath or they must wear a flesh insert or a body stocking.
- Dancing in socks is prohibited.
- No false fingernails.
- Careful pinning of headwear and hair accessories is required.
- Rehearse in costumes prior to the dress rehearsal and performances at the IPAC, and make any necessary alterations.
- Good grooming is an essential part of onstage presentation.
- Hair should be well groomed and pulled back from faces.
- The use of aerosol hairspray is not permitted in the building.
- Jewelry is not permitted unless it is part of the costume.

**1.13 Item blurb**

You will need to write a blurb (**No more than 3 sentences**) about your item for the compere to read in the blackout while the stage is being set for your item.

Sample: *"The sea is a mysterious and ever changing part of our world. On the floor of the ocean crabs, fish, lobsters and mermaids live in harmony. Join the students from XXX primary school as they take you to the wonderful world "Under the Sea".*

This form: [Form 9 Item blurb](#) must be submitted by Monday 4 May 2020.

**1.14 Audition Video**

Selection for the program will be via submitting your video in:

[Form 2 Audition video link and program information](#). The video and/or link can be uploaded directly into the form.

**The audition video must be a minimum of half the length of your intended length of your dance.** E.g. If your item is 4 minutes, then submit 2 minutes of choreography for your audition video.

**NOTE:** Continue to play out the entire soundtrack to the end of the dance (with no movement). This will allow the Committee to hear the music you are using to assist in the programming.

The choreography should show a strong concept, development of technique and performance quality. Movement should be set considering your spatial design and structured and not all performed in unison.

Ensure you have done the following before submitting your video:

- Include **Program information**
- The name of your item must be included on this form and it **cannot be changed** after this form has been submitted.
- The dance is filmed from the front, with every student visible within the camera frame. The dance is not filmed too far away, preventing detail of movement to be viewed.
- Any props being used must be shown as part of the choreography.
- One item per link.
- View your footage before uploading.
- **Late submissions will not be accepted into the Festival.**



### 1.15 Notification of inclusion in the Festival

The contact teacher will be notified via email of inclusion in the Festival by **Friday 3 April**, and written feedback will be provided.

A second video may be requested if deemed necessary by the Festival Committee. Schools who do not submit this may risk exclusion from the Festival.

Programming details will follow this date. Changes cannot be made to the program once it is finalised by the Committee. **Schools need to indicate any programming preferences on the initial application form.**

### 1.16 Student Participation & Publicity Consent Deed and Participation & Publicity Consent Form

During the Festival, your students may be photographed for local newspapers or videoed for local television stations. Schools who have indicated having students without permission to publish will be consulted prior to any photography.

For your item to be eligible to be filmed it is essential that all of your students complete the Student Participation and Publicity Consent Deed (see form at end of this package). Print this form to distribute to students and **retain at your school**.

**Please note: any school that has a student who does not have Permission to Publish will not be filmed and will not be include in the video for distribution. Please ensure this is indicated on [Form 7 Participation & Publicity Consent](#).**

### 1.17 Principals Acknowledgment of Supervisors

The contact teacher is required to print [Form 11 Principal's acknowledgement of supervisors](#), once signed by the Principal scan and email to the Festival Backstage Manager.

### 1.18 Student Participation Rolls

To ensure evacuation procedures are met, a current student participation roll for each item and performance must be provided to the Back Stage Manager on arrival backstage indicating school name, item name, students names and a total of student present participating in the item.

### 1.19 T-Shirts: Order & Payment

A Festival T- Shirt is available for students, staff and/or parents at a cost of \$22.00 This design will be distributed to schools and available to check out on our [Facebook page](#) We encourage all participants to purchase this great memento of their inclusion in the Festival.

To order please collate your school requirements and complete the online form: [Form 3 T-shirt Orders](#) by Wednesday 6<sup>th</sup> May 2020.

Schools are to collect student T-shirt fee and to receipt the sale of the T-shirts into LMBR in your school system for the whole amount, i.e. ***if T-shirts are \$22 including GST receipt the whole \$22 into LMBR Dance Festival T-shirt account***

**Journal out.** The total amount will then be withdrawn from your school LMBR account by journal debit on Wednesday 13 May 2020. Please ensure your SAM is aware of this.

Your **T-shirts will be distributed** to you at the IPAC on your scheduled rehearsal day during Show Week.



### **1.20 Ticket sales**

Tickets for the Festival performances are **available from Monday 27<sup>th</sup> April** through the IPAC Box Office (Ph. 02 4226 3366) or through their website.

#### **Ticket Prices for 2020 are:**

Friday Matinee Only

Student and Supervising Staff - \$10.00

General Admission - \$33.00

*Groups of 15 students or more will receive 1 complimentary supervising teacher ticket.*

*School groups are to purchase and collect tickets directly through the IPAC box office.*

All other performances

General Admission - \$33.00

No group or individual may enter the auditorium without a ticket. Performers may wish to purchase a ticket to view the half of the program that they are not performing in. They must not wear their costume whilst in the theatre.

### **1.21 Risk management**

The Dance Festival committee undertakes a Risk Management Plan in consultation with the IPAC. A copy of this Risk Management Plan will be provided to schools on Friday 15 May 2020.

Schools are required to complete their own school risk management plan in accordance with their school's Risk management and excursion policies.



## FESTIVAL WEEK

### 2.1 Rehearsal organisation

**Schools** are to arrive and remain for the entire block allocated after completing all sign on procedures. **Arrival** is by the stage door only. Staff and students will be escorted into the theatre by a committee member. Primary students can arrive in costumes. Schools are to rehearse in full costume including hair and make-up, and with any necessary props and sets. Schools can arrive early or stay after their rehearsal period to view other schools' performances.

**Rehearsal** time will be at the discretion of the Festival Director. This rehearsal is primarily to establish lighting requirements. Please note that rehearsals may run over time. Arrange to arrive half an hour before your allocated time and allow half an hour after in case rehearsals run late.

It is important that you adhere to your rehearsal times. If you are late, your rehearsal time may be shortened. For all rehearsals and performances at the IPAC, students enter stage left (Prompt) and exit stage right (Opposite Prompt).

### 2.2 Photographs

A professional photographer will photograph each school group and individual students. **Supervising teachers and accompanying parents are not permitted to take photos or videos during their group's photographic session.**

The photographs will be taken during your allocated block of time for rehearsal and during performances. Your students must be in full costume, hair and makeup for the photographs. Consider how you would like the group arranged prior to the day.

#### Photography



**R G Photography Pty Ltd**  
[www.rgphotography.com.au](http://www.rgphotography.com.au)  
58 Station Street  
Engadine, NSW 2233  
PH: 9520 7412  
ABN 15 137 675 560

SOUTH COAST DANCE FESTIVAL 2020

Event Photography Information

RG Photography Pty Ltd are privileged to be the official photographers for the South Coast Dance Festival. We want to wish the students and teachers all the best for what is sure to be a great festival.

All official images from the South Coast Dance Festival 2020 will be available to view and order at:

[www.rgphotography.com.au](http://www.rgphotography.com.au)

The images will be available to view and order the Wednesday after the event. All schools' images are password protected and every student will be given a flyer containing details on how to order using their school's unique password.

Photographic prints and digital files are available to purchase. All photos are printed in our photographic studio to ensure premium quality prints of the event.



### 2.3 Dressing Rooms

Dressing room space is minimal. Tidiness, patience and tolerance should be shown towards all performers and their teachers. Food is not to be consumed in dressing rooms. Water only.

Dressing rooms should be left clean and tidy at all times. Schools may incur a cleaning fee if their dressing room is left in an unacceptable state.

Teachers must be vigilant to ensure that textas, lipstick and pencils are not used to graffiti dressing room and corridor walls.

### 2.4 Condition of entry & supervision

There is a **teacher/adult helper and maximum student ratio of 1:10 for primary and high schools (30 students = maximum 3 teachers) and 1:5 for SSP schools** to assist the dance group. **All staff must have obtained a Working with Children Clearance.**

If SSP schools require more supervision, please confirm with the festival coordinators prior to the rehearsal day.

Only approved teachers, supervisors and participating students are allowed entry backstage. No additional students and/or family are permitted. Please note for safety and security reasons, only teachers, performers and authorized supervisors and IPAC crew will be able to access the backstage area.

Principals are to sign off that they have sighted and checked the relevant WWCC and mandatory training requirements of their DOE staff, volunteers and parent helpers who are attending the Festival.

See: [Form 11 Principal's acknowledgement of supervisors](#)

Your dance group must be supervised at all times in the IPAC, including the dressing rooms. The side stage door will only open 30 minutes before the show starts. It is the teacher's responsibility to gather the entire group of students together at the stage door before you knock on the door to enter the backstage area. You will be allowed into your dressing room approximately half hour before you are due on stage.

Once your dance group is taken to the dressing room they are not to leave until a committee member arrives to escort them to line up at the door that leads to the stage. No students are allowed outside their dressing room. They must stay in the dressing room with the supervising staff.

The stage door is a one-way entry only. The staff cross the stage during the black out as the students exit. The person who crosses the stage must wear dark clothing and footwear so they are not seen during the black out.

Once your students have performed, you return to the change room with them. Once **all** students are changed and ready to leave, a committee member will escort them out of the IPAC via the Stage Door.

If parents need to locate or get a message to a person backstage, they must notify the committee member at the stage door and they will assist them.

Please inform students to bring as little with them as possible. Theft can be a problem and we recommend that performers bring no valuables and keep baggage to a minimum.

**Mobile phones are to be turned off** in the backstage area.

**No responsibility will be taken for stolen money, belongings or mobile phones.**

It is the **supervising teacher's responsibility** to ensure that students obey the rules and guidelines.



*Please copy and hand out the following information to all students involved in the festival.*

**Conditions of entry to Illawarra Performing Arts Centre during the  
South Coast Public Schools Dance Festival**

No chewing/ bubble gum allowed inside IPAC

No eating in the dressing rooms

Only bottled water allowed inside the Centre

No use of aerosol hairspray or aerosol deodorant

Dressing rooms must be cleaned up before leaving. It is your responsibility to put your rubbish in the bin, not your teachers.

No kissing the walls/ mirrors, etc.

No talking in the corridor near the stage door or coming down or up the stairs. All noise can be heard on stage.

When lined up outside the stage door, students must stand in a single line along the wall. This allows movement of students to and from the stage and dressing rooms

No touching the large posters on the walls in the corridors. No peeling or poking at these, as they are very expensive. Damage has already taken place. Do not extend the damage. Students will be asked to cover the cost of any damage to these posters

No running in the corridors

If a committee member or your teacher gives you an instruction, act immediately. This will allow for a smooth, enjoyable running of your dance festival.

**2.5 Performances & Back Stage arrival times**

8.00am	Saturday Closed Performance:	All performers arrive at 8.00am
12.00mid	Friday Matinee:	1st half arrive at 11.30pm 2nd half arrive at approx. 1.00pm (depending on program placement)
1.00pm	Saturday Matinee:	1st half arrive at 12.30pm 2nd half arrive at approx. 2.00pm (depending on program placement)
6.30pm	Evening Shows:	1st half arrive at 6.00 pm 2nd half arrive at approx. 7.30 pm (depending on program placement)

Each evening program runs for approximately 2 ½ hours.

**2.6 Festival Item Video**

Each item at the Festival will be videoed by 'MERLIN LIVE' at the Saturday Matinee and/or Saturday Evening Performance. As part of the participation fee schools will receive a YouTube link with video of your item which can be distributed to your community. Teachers will also be provided with a link to view the full show for professional development and educational purposes within their school. Schools with a student who cannot be published will not be filmed.

**2.7 Theatre Etiquette**

All students must observe the rules of the theatre. Students are not to meet or wait inside the theatre or use the foyer area as a waiting or dressing area. Students must not wear their costume in the foyer area. Students who are arriving dressed and ready to perform should go straight to the backstage door.

Out of respect for the choreographers and students in the show, please advise parents to not leave the auditorium during an item. Please encourage them to stay and watch for the entire show rather than leaving after their child has performed.



### 2.8 Saturday Closed Performance

The Closed Performance is a repeat of the Saturday Evening Performance with those dancers moving between watching in the auditorium and performing on the stage. It is a free performance and opportunity for professional development for all teachers involved in the Festival. It will be held on the Saturday morning of the Festival week at 8.30am. School groups not performing in the Saturday Evening Performance are invited to watch the Closed Performance. Please indicate to the festival director via email if you would be interested in attending the Closed Performance.

## 3 POST FESTIVAL

### 3.1 State Dance Festival

The State Dance Festival provides a showcase of excellence in dance involving students from Kindergarten to Year 12 in NSW Public Schools.

The Festival aims to:

- demonstrate the outcomes of dance curricula in NSW public schools
- encourage the pursuit of excellence in dance
- support the continuing development of dance education in schools
- provide an opportunity for talented students to engage in quality performance in a professional venue
- provide access for public schools for a Pathway to Excellence progressing to a state level

The 2020 State Dance Festival will take place from the 7-11 September 2020 in the Everest Theatre at the Seymour Centre, City Road, Chippendale. To be eligible to apply, schools should have participated in their Regional Dance Festival.

Detailed information concerning the 2020 State Dance Festival will be posted on The Arts Unit site [www.artsunit.nsw.edu.au](http://www.artsunit.nsw.edu.au) at the end of Term 1. You can direct your enquiries to Susan Rix, State Dance Performance Officer at The Arts Unit on 85121177.

We thank you for your co-operation.

*The South Coast Public Schools Dance Festival Committee*





**Please complete and return to your teacher BY FRIDAY 1 MAY 2020. This form is to be held at the school by the coordinating teacher.**

Choose a Logo.

## General Permission to Publish and disclose information

Dear Parent/ Caregiver,

We are seeking your permission to allow the South Coast Dance Festival (SCDF), Department of Education to publish and/or disclose information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about the Festival and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at the SCDF such as photographs, sound and visual recordings of your child, your child's work and participation in SCDF activities and expressions of opinion such as in interactive media.

The communications in which your child's information may be published or disclosed include but are not limited to:

- Public websites of the Department of Education including the Arts Unit website, the school website, the Department of Education intranet (staff only), blogs and wikis
- Department of Education publications including school newsletters, SCDF promotional material published in print and electronically, including on the Department's websites
- Official Department and SCDF social media accounts on networks such as YouTube, Facebook and Twitter
- Local and metropolitan newspapers and magazines and other media outlets

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

Please complete the permission slip and return to your School Dance Coordinator by **Friday 1 May 2020**.

### Permission to Participate

I give permission for my son/daughter to participate in the South Coast Dance Festival.

### Permission to Publish

I have read this permission to publish above and: (Tick the appropriate box )

I give permission

I do not give permission

for the South Coast Dance Festival, NSW Department of Education to publish information about my child as described above, including in publicly accessible communications.

This signed permission remains effective until I advise the SCDF otherwise.

Child's name: .....

School: .....

Parent/carer/caregiver's name: .....

Parent/carer/caregiver signature: .....

Date: .....



# FORM 11

## Principal's Acknowledgement of Supervisors

ALL SCHOOL. PRINCIPALS MUST COMPLETE AND SUBMIT THIS FORM

Scan and email to Glenda Cameron [glenda.cameron@det.nsw.edu.au](mailto:glenda.cameron@det.nsw.edu.au)

By Monday 4<sup>th</sup> May 2020

**\*Please indicate Y/N for their position**

School Name:				
Supervising Teacher/s				
Supervisors Name	Teacher Y/N	Student Choreographer Y/N	Parent Community Member/s Y/N	WWC Completed (if required)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

I \_\_\_\_\_, Principal of \_\_\_\_\_

School, acknowledge that I have sighted the Working With Children forms for all Parent/Community helpers for the South Coast Public Schools Dance Festival and I will hold these forms in the above workplace.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_