



**StGeorgeperformingartsfestival**  
Celebrating Public Education

*Information Booklet*  
*2019*



**Education**

# St George Performing Arts Festival

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# Calendar 2019



TERM 1, 2019		
WEEK	DATE	ACTION
2	Mon 4 Feb	EOI for choir/item/band/comperes to participate in SPAF 2019 emailed to schools. <a href="mailto:neralie.chappell@det">neralie.chappell@det</a> Reminder - no more than 3 items.
3	Fri 15 Feb	Last day for EOI's to be submitted online to Neralie Chappell
4	Thurs 21 Feb	Music Handout at Oatley PS 2.00 - 4.00pm for all choirs and workshop for all choir teachers. Numbers are to be given to Kane at the workshop or emailed. <a href="mailto:kane.wheatley1@det.nsw.edu.au">kane.wheatley1@det.nsw.edu.au</a> *If schools cannot make it on the day, please email Kane your name, school and number of students participating.
7	Fri 15 Mar	Specific Information required for auditioning sent out to interested schools from EOI including audition schedule.
TERM 2, 2019		
2 - 5		Concert band auditions schedule sent to interested schools by Steve Mead
3	Mon 13 May	Audition information and principal signoff survey to be sent out via email and to be completed online (email will come from <a href="mailto:neralie.chappell@det">neralie.chappell@det</a> )
4	Wed 22 May	Audition Information and Principal signoff including audition videos due today to Concert Director <a href="mailto:neralie.chappell@det">neralie.chappell@det</a> . <b>Schedule of audition for schools emailed out as soon as possible.</b>
5	<b>Tue 28 May</b>	Acacia Choir rehearsal @ Oatley West PS
5	<b>Wed 29 May</b>	Auditions teams visit schools to view items/videos if unavailable on date
5	<b>Thurs 30 May</b>	Casuarina Choir rehearsal @ Carlton PS
5	Fri 31 May	Outcomes of auditions emailed to schools to confirm performance concerts
6	Fri 7 June	Visual Arts display survey emailed out to schools
6	Fri 7 June	Final date for confirmation of concert participation to Principals
7	Fri 14 June	Items published on SPAF website
8	June 17 – 21	Schools to advise parents of ticketing procedure re booklet for costs
9	<b>Mon 24 Jun</b>	Online ticket bookings open
9	<b>Tues 25 June</b>	Acacia Choir rehearsal @ Oatley West PS + successful band
9	<b>Thurs 27 June</b>	Casuarina Choir rehearsal @ Carlton PS + successful band
TERM 3, 2019		
4	Mon 12 Aug	Art display hung in foyer 2pm-4pm
4	<b>Tues 13 Aug</b>	Acacia Concert Hurstville Entertainment Centre Rehearsal (9.00am), Matinee (12.15pm) and Evening (7.00pm)
4	<b>Wed 14 Aug</b>	Banksia Concert Hurstville Entertainment Centre Rehearsal (9.00am), Matinee (12.15pm) and Evening (7.00pm)
4	<b>Thurs 15 Aug</b>	Casuarina Concert Hurstville Entertainment Centre Rehearsal (9.00am), Matinee (12.15pm) and Evening (7.00pm) Artworks packed up
4	Fri 16 Aug	Feedback survey emailed out
6	Wed 28 Aug	Feedback survey due for AGM
6	Thurs 29 Aug	AGM

Surveys etc. emailed from [neralie.chappell@det.nsw.edu.au](mailto:neralie.chappell@det.nsw.edu.au)

# CONTACTS

## Management Team

Position	Name	School	Email	Phone
President	Paul Nash	Principal - Oatley West Public School	<a href="mailto:Paul.nash@det.nsw.edu.au">Paul.nash@det.nsw.edu.au</a>	9580 5048
Festival Director	Neralie Chappell	Deputy Principal - Oatley West Public School	<a href="mailto:Neralie.chappell@det.nsw.edu.au">Neralie.chappell@det.nsw.edu.au</a>	9580 5048
Secretary	Debbie Hunter	Principal - Oatley Public School	<a href="mailto:Deborah.j.hunter@det.nsw.edu.au">Deborah.j.hunter@det.nsw.edu.au</a>	9580 5519
Treasurer	Mark Steed	Principal - Hurstville Public School	<a href="mailto:Mark.steed@det.nsw.edu.au">Mark.steed@det.nsw.edu.au</a>	9587 3963
Musical Director	Kane Wheatley	Oatley Public School	<a href="mailto:kane.wheatley1@det.nsw.edu.au">kane.wheatley1@det.nsw.edu.au</a>	9580 5519
Band Co-ordinator	Steve Mead	Principal - Brighton-Le Sands Public School	<a href="mailto:Steven.mead@det.nsw.edu.au">Steven.mead@det.nsw.edu.au</a>	9567 3501
Stage Manager	Martin Ballantyne	Oatley West Public School	<a href="mailto:Martin.ballantyne@det.nsw.edu.au">Martin.ballantyne@det.nsw.edu.au</a>	9580 5048
IT/Website	Kane Wheatley	Oatley Public School	<a href="mailto:kane.wheatley1@det.nsw.edu.au">kane.wheatley1@det.nsw.edu.au</a>	9580 5519
Front of House	Darren Galea	Principal - Carlton South Public School	<a href="mailto:Darren.galea@det.nsw.edu.au">Darren.galea@det.nsw.edu.au</a>	9587 5777
Transport	Neralie Chappell	Deputy Principal - Oatley West Public School	<a href="mailto:neralie.chappell@det.nsw.edu.au">neralie.chappell@det.nsw.edu.au</a>	9580 5048
Ticketing	Paul Morrison	Fantastic Production Essentials	<a href="mailto:paul@fantastix.com.au">paul@fantastix.com.au</a>	0404097130

## Concert Co-ordinators

### ACACIA CONCERT

Co-ordinator: Jenny Ferlazzo (Oatley West PS)  
Ph: 9580 5048  
Email: [jennifer.ferlazzo@det.nsw.edu.au](mailto:jennifer.ferlazzo@det.nsw.edu.au)

### BANKSIA CONCERT

Co-ordinator: Paul Cohen (Peakhurst South PS)  
Ph: 9153 7256  
Email: [Paul.cohen@det.nsw.edu.au](mailto:Paul.cohen@det.nsw.edu.au)

### CASUARINA CONCERT

Co-ordinator: Jenny Morrison (Carlton PS) / Janet Matthews to shadow  
Ph: 9587 3717  
Email: [Jennifer.k.morrison@det.nsw.edu.au](mailto:Jennifer.k.morrison@det.nsw.edu.au)

## Visual Arts Co-ordinator

Nikki Roebuck (Hurstville PS)  
Ph: 9587 3963  
Email: [nikki.roebuck1@det.nsw.edu.au](mailto:nikki.roebuck1@det.nsw.edu.au)

## SPAF Website

In 2019, all information disseminated through the SPAF website at:

[www.spaf.schools.nsw.gov.au](http://www.spaf.schools.nsw.gov.au)

Schools will need to download the Information Booklet that includes the calendar and refer to the website regularly.

## Communications with School Contact Teachers

All school contact teachers will be asked to provide their DoE email (firstname.lastname@det.nsw.edu.au) and mobile phone number.

In the instance that a dance teacher or band leader is not a DoE employee, an alternate email address may be provided.

THE EMAIL ADDRESS NEEDS TO BE CHECKED REGULARLY. It is really important that information reaches the people who need it.

## GENERAL CONCERT INFORMATION

**An online EOI for 2019 SPAF participation will be emailed out to Principals early in 2019.**

Principals will be asked whether their school will be participating, whom their contact person will be, if participating in choir, items, bands and comperes. There is an option to say not sure yet. Support from principals is requested to ensure information is being passed on to the relevant people in each school and that teachers are being supported in their role. Principals are also asked to support at the concert/s.

## SCHOOL'S SPAF CONTACT PERSON

Each school requires a contact person for SPAF. They are responsible for ensuring information is collated and/or forwarded to relevant personnel. Principals are often CC'd into emails to keep them informed, but it is the contact persons role to act on this information.

### **IMPORTANT - PLEASE NOTE**

**Principal Responsibilities & Sign-Off for Items: Please note there is a limit to three items for EOIs per school. This does not include BANDS.**

The Audition Information Survey and Principal Sign-off online must be completed for each item auditioning and returned a week prior to the audition. Items are limited to 3 minutes music length.

Principals of schools interested in participating in SPAF are to complete EOI online survey from [neralie.chappell@det.nsw.edu.au](mailto:neralie.chappell@det.nsw.edu.au).

**Principals should ensure that teachers organising an item for the festival take responsibility for listening to song lyrics and checking that they do NOT contain inappropriate vocabulary or meaning and that costumes and dance moves are tasteful and age appropriate.**

**Principals are asked to 'sign off' on each item (ie lyrics, moves and costuming) prior to the audition.**

### **Performance Space**

For SPAF, an extension is added onto the existing stage at the Hurstville Entertainment Centre. However, there is also a huge scaffold on the main stage for the choirs. Therefore, bands and dance groups only have a performing area of approximately 10m (width) by 5m (depth).

### **Participation Certificate**

A template will be provided electronically to each SPAF school. Schools are asked to print and distribute a certificate to each student (choir, band and items) participating in the festival.

## CONCERT ORGANISATION

### **ACACIA (Tuesday) / BANKSIA (Wednesday) / CASUARINA (Thursday) CONCERTS**

**Location:** Hurstville Entertainment Centre. McMahon Street Hurstville.

**Length:** The aim is to keep the concerts to a manageable length, i.e. 90 minutes.

**Attendance:** It is essential that all students in the choir, items and concert band attend both the matinee and the evening performances.

NO STROLLERS ARE PERMITTED IN THE HURSTVILLE ENTERTAINMENT CENTRE

#### **CONCERT DAY REHEARSAL & PERFORMANCE TIMES**

Full rehearsal 9.00am, matinee 12.15pm, evening performance 7.00pm

**Concert Coordinators are able to support enquiries.**

<b>PLEASE FOLLOW ALL DIRECTIONS FROM THE STAGE CREW FOR SAFETY AND ORGANISATION</b>
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## CHOIR

Schools can participate in the Acacia or Casuarina concert as a **school choir** entering students from Years 3-6 and have a total of 40 students. After schools EOIs for choir the Music Director will distribute schools into either Acacia or Casuarina concerts. Please be reassured that if you have a 3-6 choir of only 20 students you still have a school choir.

**Auditions:** Choirs **DO NOT** need to audition to be included in the SPAF.

The only **required criteria** are:

- attendance by a staff member at the music handout workshop
- commitment to teach in two parts where necessary
- attendance at all planned rehearsals (see calendar)
- attendance at the matinee on concert day
- attendance at the evening concert and
- good behaviour by choir members.

**Songs:** Choirs need to sing mainly unison works but there are always some rounds and some two-part work. Teachers need to be prepared to teach their choir in two parts: A - higher voices, often singing descants and B - lower voices, often singing alto harmonies.

**Rehearsals:** Choir rehearsals are arranged at regular intervals (see calendar for dates & venues)

### **Payment for Music & Copyright Regulations & rehearsal transport by bus:**

Choirs participating in SPAF need to be prepared to pay for copies of music so that copyright regulations will be adhered to. To assist choir teachers and students in learning the music, a master recording of the music will be distributed to participating schools. It is the responsibility of each individual school to organise duplicate copies as required. Schools will also be provided with a hard copy of the sheet music and lyrics.

We keep costs as low as possible but schools need to budget for this expense. Schools having a choir in these concerts will be invoiced a \$25 student participation levy to cover all music and copyright costs for the festival and for the buses that cover the two choir rehearsals.

A Tax invoice from Hurstville Public School will be sent to schools based on choir numbers.

**Costume:** Choir students to wear a plain white T-shirt (no logos) and blue denim jeans.

### **Concert Day Rehearsal, Matinee and Evening Performance responsibilities**

- Supervise your choir in the breaks at the Entertainment Centre rehearsals and concerts. Sometimes too much running around results in over-excited children who find it hard to behave appropriately onstage.
- The choir will be sitting on the scaffolding for the entire concert.
- Ensure that only choir members who will be able to demonstrate acceptable behaviour at the concerts are included in the performing choir. One and a half hours is a very long time for some young children!
- Assist as directed by conductors or convenors with management of any students who may be experiencing difficulties. This will include some choir teachers sitting with students on the scaffolding throughout each performance.
- Students who double up with items will need to be informed to the stage crew at rehearsal so that they can be seated in the front rows and on the side. They need to leave with plenty of time to change.

## ITEMS

- Number:** Up to 12 school items (dance, vocal, instrumental/percussion) are selected for the Acacia and Casuarina Concerts and 22 for the Banksia Concert
- Size:** **Maximum 25 students per item** (whether dance, vocal or instrumental/percussion). This is due to the maximum number of people allowed in the centre at one time.
- Length:** Each item needs to be no longer than 3 minutes.
- Criteria:** The two criteria for selecting items are variety and quality. Vocal groups would be considered more appropriate for the Banksia Concert.
- Music/Costuming:** Needs to be age appropriate.

### Audition Process:

#### **AUDITION TEAMS CAN ONLY WATCH 3 ITEMS FROM EACH SCHOOL.**

- The Expression of Interest (EOI) online survey needs to indicate interest in putting items forward to participate. These items can include dance, vocal, instrumental/percussion groups. The link will be emailed to Principals from [neralie.chappell@det.nsw.edu.au](mailto:neralie.chappell@det.nsw.edu.au).
- The maximum number of items from each school is 3 and they need to audition to be included in the SPAF.
- **Instrumental/percussion groups** may audition as an item. Should an instrumental/percussion group wish to be considered as an item, the following conditions will apply:
  1. Musicians must be able to walk in carrying their own instruments (this means no full drum kit, no keyboard, no amp), play and walk off (ie no set up).
  2. A maximum number of 25 musicians can be included.
  3. Time limit will be three minutes.
- An audition schedule will be sent to schools that replied to the EOI. If you have a specialist teacher who only comes to school on a particular day at a particular time and they HAVE to be there for the audition, let the audition team know ASAP as all auditions are completed and results collated on the same day.
- The Audition Information & Principal Sign-Off survey needs to be completed for each item a week before auditions to [neralie.chappell@det.nsw.edu.au](mailto:neralie.chappell@det.nsw.edu.au)
- The audition team will visit your school in Term 2 to audition items only (NOT concert bands). A minimum of 2 minutes must be presented at the audition. At least one student must be dressed in costume or a sample costume shown. If prior commitment prevents the audition, please have a two minute video left available to show the audition team when they arrive.
- Where items are successful, an offer of placement in a concert will be notified by Concert Coordinator and published on the SPAF website. Contact teachers will need to send a reply confirmation to [neralie.chappell@det.nsw.edu.au](mailto:neralie.chappell@det.nsw.edu.au)
- **ITEMS (including dance, vocal, instrumental/percussion groups). Please be aware that items need to be able to walk on and walk off without stage crew assistance. We are unable to manage heavy hardware/scenery/props.**

### Concert Day Rehearsal, Matinee and Evening Performance responsibilities

- Students are allocated to a holding room. Students are brought out of the holding room by the Stage Crew shortly before they are due to perform. They will enter the stage from either one or both sides. Once performers have completed their item, they will be directed back to the holding room or to sit on the scaffolding if performing in the Banksia Concert.
- Organise with your students whether or not they need to be costumed at rehearsal – mostly it's not necessary and it saves a lot of hassle.
- Organise how your students will be dressed for the concerts. They have to be warm enough whilst waiting to perform but also need to make easy changes so they'll be ready quickly. (Most children come in costume and make-up.) Change rooms are rarely used at the items concert. *Handy Hint:* Take a big plastic bag for your students' possessions and have them put everything into the bag as they are waiting to go onstage. Then you can quietly give out warm clothes before they sit back in the hall.

- If you think that your group absolutely must have a change room, please indicate this in the audition information survey. There are limited change rooms at Hurstville so you will need to have a compelling reason.
- Toilet breaks should be supervised by a teacher. They should also be kept to an absolute minimum.
- Try to find that good balance between letting your students burn off their excess excitement and keeping them at a level where they can concentrate on their performances.
- Students may be able to watch the rest of the matinee performance if they perform early in the concert. Check with your stage manager.
- Supervise your group carefully in change rooms or holding rooms. Asking students to bring quiet games or a book to read and having another adult helper can help maintain calm while you're waiting to perform.
- Ensure choir students who double up in items are collected and clear about where they are to go and when.



## CONCERT BAND

- Number:** One concert band is selected for each of the three concerts
- Size:** **Maximum 50 students**
- Criteria:** The concert band is expected to be of a high standard to undertake the role below.
- Role:** Play pre-show music, National Anthem, one bracket of two showcase songs (maximum 5 minutes), and accompany choir for first song or bracket or songs, as specified.

### **Audition:**

- Each of the three concerts showcase one full concert band to play the National Anthem and open the concert. All concert bands will be auditioned for this spot. Nominating to be involved in SPAF is completed when Principals receive an email with a survey link at the start of the year and respond to the expression of interest from [neralie.chappell@det.nsw.edu.au](mailto:neralie.chappell@det.nsw.edu.au). A member of the festival executive along with an independent audition committee will visit each auditioning concert band prior to the item auditions date. Date and time will be negotiated to fit with your band rehearsal time.
- At audition, each band is required to play the National Anthem and “The Cup of Life” by Ricky Martin, which will be accompanying the choir. Details for purchasing the band music are available from <https://print.halleonard.com.au/products/4004354/cup-of-life-cb15-sc-pts>
- The Audition Information & Principal Sign-Off survey need to be completed by the due date which is one week before the items audition date. This will be sent out from [neralie.chappell@det.nsw.edu.au](mailto:neralie.chappell@det.nsw.edu.au). Steve Mead will contact schools to organise times for band auditions.
- If successful, bands will be notified at the same time as the items. If selected for the Banksia Concert, the choir song will not be part of the performance as there is no choir.

### **Stage and Backstage Organisation:**

- Students set up on stage prior to concert and leave stage after their bracket.
- Have students pack instruments away quickly and quietly after they have performed.
- Toilet breaks should be supervised by a teacher. They should also be kept to an absolute minimum.
- Try to find that good balance between letting your students burn off their excess excitement and keeping them at a level where they can concentrate on their performances.
- Students may be able to watch the rest of the matinee performance. Check with your stage manager.
- Supervise your group carefully in the holding room. Asking students to bring quiet games or a book to read and having another adult helper can help maintain calm while you’re waiting to perform.
- Band equipment, when not in use, needs to be stored safely in holding rooms and out of walkways.

## COMPERES

- Schools wishing to nominate students to comperes will do so in the initial expression of interest survey at the beginning of the year.
- Schools are chosen on a rotational basis and decided on during planning after the item audition day. Successful schools will be notified with band and item audition results.
- Full school uniform is essential when addressing the audience.
- When not addressing the audience, comperes are backstage for the entire concert and need to attend the rehearsal, matinee and evening performance.
- Comperes will require a staff member to support and supervise them.

## VISUAL ARTS INFORMATION

### Foyer Display

Once again the St George Performing Arts Festival will not only be showcasing the performing arts talents of the students in our area, but will also be providing an opportunity to showcase the wonderful work of our talented and exceptional visual arts students. In 2018, a display of students' excellent artwork will be held in the foyer and at the rear of the auditorium at the Hurstville Entertainment Centre. All schools in the St George Performing Arts Festival are encouraged to take part in this initiative, and are welcome to participate by submitting a display booking using the attached form.

To enable a fair and equitable share of space, there is a limit of artwork for each school. Further details will be provided from the SPAF Visual Arts Co-ordinator.

The display is to be set up on Monday the day before the Festival commences (time to be advised). The SPAF Visual Arts Co-ordinator will be at the Centre on this day and will determine where each school's visual arts display will be placed. As the display walls are carpeted, each school will need to bring their artwork, and their own Velcro stick-on dots, ready to display. All artwork is to be removed at the conclusion of the last SPAF concert and before 12 noon on Friday. Schools may not use this space for publicity, brochures or advertising purposes. It is encouraged that participating schools attach a small school sign to accompany their artwork.

At the beginning of the school year, it is best to appoint someone on your teaching staff not already involved in the Festival to be the co-ordinator of your school's visual arts display. Anytime throughout the year they can gather any good samples of students' artwork.

Above is an example of what your school's Visual Arts display may look like. Schools need to ensure their interests in displays respond to the survey.

#### All artwork must:

1. Be no larger than A3 size (42cm X 29.5cm)
2. Have students name & school clearly marked on the back of the artwork
3. Be portrait or landscape in orientation.



## TICKETING

Tickets are available for purchase online. Information will be distributed via the Concert Coordinators in regards to information to be sent home. The link to purchase tickets and concert information is located on the SPAF website. [www.spaf.schools.nsw.gov.au](http://www.spaf.schools.nsw.gov.au) and clicking on the Book Now link. Refer to the calendar for dates tickets go live.

### 12.15pm Matinee Tickets (Tuesday, Wednesday, Thursday)

Tickets for these concerts are more readily available and cost \$12 each for adults and \$5 each for children.

### 7.00pm Evening Tickets (Tuesday, Wednesday, Thursday)

Tickets for this concert are limited and cost \$22 each. There is no discount for children at the evening concert.

Please contact Paul Morrison for any enquiries in regards to tickets.

## SPAF Management Team Calendar

TERM 1, 2019		
WEEK	DATE	ACTION
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2	Mon 4 Feb	EOI for choir/item/band/comperes to participate in SPAF 2019 emailed to schools. <a href="mailto:neralie.chappell@det">neralie.chappell@det</a> Reminder - no more than 3 items.
3	Fri 15 Feb	Last day for EOI's to be submitted online to Neralie Chappell
4	Thurs 21 Feb	Music Handout at Oatley PS 2.00 - 4.00pm for all choirs and workshop for all choir teachers. Numbers are to be given to Kane at the workshop or emailed. <a href="mailto:kane.wheatley1@det.nsw.edu.au">kane.wheatley1@det.nsw.edu.au</a> *If schools cannot make it on the day, please email Kane your name, school and number of students participating.
5	Fri 1 Mar	Kane to notify choirs their performance days and Neralie schools, numbers and days for choir. Neralie to action Moore's to arrange bus schedule for rehearsals and inform treasurer of school choirs and numbers for invoicing of schools.
7	Fri 15 Mar	Specific Information required for auditioning sent out to interested schools from EOI including audition schedule.
TERM 2, 2019		
2 - 5		Concert band auditions schedule sent to interested schools by Steve Mead
3	Mon 13 May	Audition information and principal signoff survey to be sent out via email and to be completed online (email will come from <a href="mailto:neralie.chappell@det">neralie.chappell@det</a> )
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TERM 3, 2019		
2	TBC with HET	Management team meeting with Hurstville Entertainment Centre
3	Thu 8 Aug	Management team meeting
4	Mon 12 Aug	Scaffolding and technical equipment finalisation and checking Art display hung in foyer 2pm-4pm
4	<b>Tues 13 Aug</b>	Acacia Concert Hurstville Entertainment Centre Rehearsal ( <b>9.00am</b> ), Matinee ( <b>12.15pm</b> ) and Evening ( <b>7.00pm</b> )
4	<b>Wed 14 Aug</b>	Banksia Concert Hurstville Entertainment Centre Rehearsal ( <b>9.00am</b> ), Matinee ( <b>12.15pm</b> ) and Evening ( <b>7.00pm</b> )

<b>4</b>	<b>Thurs 15 Aug</b>	Casuarina Concert Hurstville Entertainment Centre Rehearsal ( <b>9.00am</b> ), Matinee ( <b>12.15pm</b> ) and Evening ( <b>7.00pm</b> ) Artworks packed up
<b>5</b>	Fri 23 Aug	Scaffolding removed; all equipment returned to OWPS <b>Concert coordinators to email out participation certificates to their schools</b> Feedback survey emailed out
<b>6</b>	Wed 28 Aug	Feedback survey due for AGM
<b>6</b>	Thurs 29 Aug	AGM