

# Geelong Schools Music & Movement Festival Entry Form



Monday 16 – Thursday 19 September 2024  
Play House Theatre, Geelong Arts Centre  
Entry Forms due Friday 14<sup>th</sup> June 2024

## Important information about the festival:

### Your entries:

Each school is able to enter three performance groups. Each performance group may perform multiple songs/items as long as they do not exceed a combined running time of 6 minutes per performance group. **There is a maximum of 80 students per performance group.**

### Costs and changes to invoicing:

Participation cost per student is \$4. Final numbers will need to be reported to Geelong Arts Centre **by 22<sup>nd</sup> July** which will allow us to issue invoices to schools before the program. No further changes to student numbers can be made after 22<sup>nd</sup> July. Payment is due no later than 2 weeks before the performance week. **Schools that have not pre-paid will not be permitted to participate and refunds will not be issued for student non-attendance.**

## Your details:

Name of school:	
Contact person:	
Email address:	
Contact phone number:	
Total number of students performing (on stage):	
Number of additional students attending but not performing (audience only):	

## Programming details:

Please indicate your preferred session time, rating your preferences by 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>.  
You would need to arrive half an hour prior to the session commencement time.

Date	Morning Session	Preference	Afternoon session	Preference
Monday 16 <sup>th</sup> September			<b>Session 1</b> 1pm - 2.30pm	
Tuesday 17 <sup>th</sup> September	<b>Session 2</b> 9.45am – 11.30am		<b>Session 3</b> 1pm – 2.30pm	
Wednesday 18 <sup>th</sup> September	<b>Session 4</b> 9.45am – 11.30am		<b>Session 5</b> 1pm – 2.30pm	
Thursday 19 <sup>th</sup> September	<b>Session 6</b> 9.45am – 11.30am		<b>Session 7</b> 1pm – 2.30pm	
Comments regarding preferences:				

## Your entry details:

We understand that you may not have your program finalised just yet however please fill in the following information to the best of your ability.

Important: Each performance group may perform more than one song/item but **must not exceed 6 minutes overall. There is a maximum of 80 students per performance group.**

	Performance Group 1		Performance Group 2		Performance Group 3	
<b>Number of students:</b>						
<b>Year level:</b>						
<b>Description of performance (Dance, band, choir, etc.)</b>						
<b>Estimated running time:</b>						
<b>Using backing track?</b>	Yes	No	Yes	No	Yes	No
<b>Using live instruments?</b>	Yes	No	Yes	No	Yes	No
<b>Do you require use of a back line (drums, amps, keyboard)?</b>	Yes	No	Yes	No	Yes	No

To secure your booking, please email a completed entry form, along with a signed copy of the attached Code of Conduct form (see next page) by the **Friday 14<sup>th</sup> June** to:

[creativelearning@geelongartscentre.org.au](mailto:creativelearning@geelongartscentre.org.au)

# Geelong Schools Music & Movement Festival

## Code of Conduct



It is requested that teachers read the following Code of Conduct and monitor student behaviour on the day to ensure a rewarding and enjoyable experience.

### Responsibility for Students

Whilst at Geelong Arts Centre, the responsibility for student behaviour lies with the classroom teachers/carers from the visiting school.

The Geelong Arts Centre reserve the right to ask any visiting school to remove a student/s whose behaviour is deliberately and consistently disruptive or endangers the welfare of other people within the venue such as; venue staff, the general public, facilitators, teachers and/or other students. Sufficient classroom teachers/carers from the visiting school should be in attendance so that the remaining students are supervised.

### Students are required to:

- Behave in a courteous and responsible manner at all times.
- Use the handrails when going up and down any stairs.
- Keep their pace to a walk inside the venue.
- Keep their conversation / voices at a respectable level.
- Always have teacher/carer with them when leaving the group (e.g. going to the toilet).

### Student Teacher Ratio

The Department of Education and Training requires a minimum of 1 adult per group of 20 students. If a CRT is accompanying a class, please flag with the Creative Learning Team at Geelong Performing Arts Centre.

Please note that the supervising teachers/carer should bring a class list which includes all the names of the students and adults attending the excursion, to ensure that all attendees are accounted for in the event that a venue needs to be evacuated.

### Commitment to Child Safety

All children and young people participating in a program at Geelong Arts Centre have the right to feel and be safe, knowing that their welfare is always our first priority. At Geelong Arts Centre we have zero tolerance to child abuse and aim to create a child safe and friendly environment where all children can participate and have fun.

## Terms and Conditions

### Payment and Invoicing

Cost per student is \$4. Final numbers will need to be reported to Geelong Arts Centre by Monday 22<sup>nd</sup> July which will allow us to issue invoices to schools before the program. No further changes to student numbers can be made after 22<sup>nd</sup> July. Payment is due no later than 2 weeks before the performance week. Schools that have not pre-paid will not be permitted to participate and refunds will not be issued for student non-attendance.

### Cancellation

If a school cancels their participation on or after the **Monday 2<sup>nd</sup> September 2024**, registration fees will be retained and not refunded/charged in full.

In the event that the Festival is cancelled due to COVID-19 related restrictions, a full refund will be issued to all registered schools.

### COVID Safety

All schools must adhere to strict COVID-safety rules in place at the venue at the time of the event, including providing contact tracing lists of all attendees, and any government mandates at the time of the event. The venue COVID plan will be shared with you closer to the event.

## AGREEMENT

I acknowledge and accept the Code of Conduct guidelines and will implement them to the best of my ability. I agree to all above terms and conditions.

Contact Person: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_