

18 August 2019

Dear Conductors & Band Co-ordinators,

NSSWE's Spring Festival is just 4 weeks away and the excitement is building. I can now give you detailed information about ticket sales, arrival on the day and how the backstage arrangements will run.

There is a lot of very detailed information in this letter so please read it carefully.

You will find attached:

- your school arrival and muster information
- the Muster Point map
- an important note to give to your musicians' parents with a copy of the muster map
- an invitation for your school Principal
- an attendance register template with 2 tabs – one for arrival and one for dismissal
- a pdf of our promotional flyer which can be pasted into your school newsletters

MUSTER POINTS

Each band has been allocated a meeting point, please refer to the attached "Muster" page and map.

Muster points for the **all concerts** are at the front of the Concourse which is split into 2 levels and are clearly marked on the Site map.

Please ensure that your muster point is clearly communicated to your students and families.

NOTE FOR PARENTS/MUSTER MAP

Please distribute this as soon as possible to your families. It contains all the essential information regarding drop off and timings. Musicians should arrive in their full band uniform and of course bring their instrument and music. This includes mallets, drum sticks and beaters for percussionists.

ROLL CALL & STUDENT SUPERVISION

To meet the Concourse requirements a supervisor to student ration of 1:15 for high schools. 1:10 for primary schools is necessary. This may include your conductor, band staff, committee members, teachers or parent helpers. These supervisors will be required to arrive with students and move with them throughout the course of the event. It is recommended that all supervisors have a current Working With Children Check.

Please bring 2 identical registers with you (using the attached excel template) and mark them at your muster point. The Concourse requires a marked roll showing students' and supervisors' full names to be handed to them as your school enters the stage door. The stage door staff will ask for the dismissal register to be handed in on your way out.

MOVING TO THE STAGE DOOR

You will be collected and escorted by an NSSWE runner from your muster point to the Stage Door, a walk which can take up to a couple of minutes, depending on your muster point. The streets around the Concourse will be very busy and the stage door is a regular doorway located on Anderson Street. It is unsafe to gather

along the side of The Concourse building or to congregate at the stage door. Prompt arrival at your allotted time will allow us to safely move your students safely inside.

THE MAZE OF BACKSTAGE

The backstage area is also over several levels with many corridors and locked doors. Once inside the building, your group will always be escorted by an NSSWE supervisor or senior student. NSSWE have also arranged for a Back Of House Supervisor to be on duty during concerts. It is essential no student is allowed to wander alone backstage.

INSTRUMENT DROP OFF

Upon arrival your students will move to their warm-up room to drop off their instruments. These rooms may be shared by more than one school during the course of the concert so instruments and cases must be labelled and placed neatly against the wall that is clearly marked with your school's name.

WARM-UP

You will have time to warm up before your performance in your backstage room before your performance.

CONDUCTORS' BRIEFING

Conductors are asked to come to the Level 1 stage foyer for a briefing with Patrick Brennan, NSSWE Artistic Director, **30 minutes before the concert starts.**

STAGE / BANNERS

The stage will be set with up to 75 seats and music stands in rows of 4. The music stands will be dressed with NSSWE banners which will remain in place for the entire concert series. We are unable to accommodate individual school's banners.

We have allocated a turnover time of 3 minutes between each performance, so it is essential that the musicians listen to instructions and move swiftly when asked!

DISMISSAL

During the concert and interval, you, your supervisors and your students will be seated in the Dress Circle. Please stay with your students at all times. For security reasons, and out of respect for all performers, all students are required to stay until concert is completed. At the end of the concert, your group will be escorted by your NSSWE runner back to your warm up room to collect your belongings. You will then be taken back to their muster point, band by band, to meet parents. Please stay with your students at all times and talk to them beforehand about these dismissal procedures as no students will be released from Stage Door or part way through the concert.



TICKETS:

The success of this event depends on ticket sales, and we require your full support in promoting the event to your school community. We want all your musicians to enjoy the unique experience of playing to a full and attentive house in a world-class venue.

Tickets are now on sale through the following channels:



<https://premier.ticketek.com.au/default.aspx> (search for "NSSWE")



In person at The Concourse Box Office, 9am-6pm Monday - Friday,
1300 795 012

Tickets have been priced so that all family members can come along and enjoy the performances:

\$23 per adult, \$16.50 per child & concession, \$65 family of 4, \$30 2 concert pass (adult only)

*(On its booking page, Ticketek has already added its 1.95% credit card fee to the individual ticket prices;
a one-off service/handling fee of \$4.20 per transaction will be added at checkout)*

Please advise your parents, carers, grandparents and friends that tickets are on sale. With up to 400 performers at each concert families should be advised to book early. We thank you for your support.

As you can imagine, the NSSWE Spring Music Festival involves complex and detailed logistical planning. It has been a pleasure to prepare this event in conjunction with the NSSWE Team.

I look forward to meeting you and your students and enjoying the talent of our young musicians. If you have any questions in the run up to the Festival weekend, please don't hesitate to contact me.

Kind regards,

Jane Peggie
NSSWE Manager
0481 303 803

