

19 August 2019

Dear Stage Band Directors and Coordinators,

NSSWE's Spring Festival is just 4 weeks away and the excitement is building. I can now give you detailed information about arrangements for the Jazz event Sunday 15 September.

#### VENUE & ARRIVAL

Sunday Jazz is an outdoor event taking place at the bottom of the steps at the front of The Concourse near the reflection pool. This is marked "Podium Amphitheatre" on the site map. You are welcome to attend as much of the concert as you wish but please arrange to meet your students who should be dressed in their full band uniform, **no later than 20 minutes** ahead of your performance time at the bottom of the steps on the Victoria Avenue side.

An NSSWE representative will be at the meeting point on the Victoria Avenue side of the steps to greet you and show you where to go.

Due to tight changeover time frames we are unable to accept individual school signage.

#### PERCUSSION PROVIDED BY NSSWE

The stage will be set with the following equipment:

- Drum kit
- 1 x Keyboard & amp
- Guitar amp with one input
- Bass amp with one input
- Conga set
- Music stands
- Mic for vocalists

#### Please BYO

- Drum sticks
- Any items not on the above list
- Leads for all guitars

Large items should be labelled and delivered to the stage crew ahead of your performance. Additional keyboards will be directly connected to our sound system by our stage manager.

#### WET WEATHER

If, due to wet weather, we have to cancel the event I will send you a text message on the Sunday morning. No message means that the event will go ahead

#### ROLL CALL & STUDENT SUPERVISION

To meet the Concourse requirements a supervisor to student ration of 1:15 for high schools and 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, move with them throughout the course of the event and take a roll call.

#### STORAGE OF YOUR BELONGINGS

Once your students have gathered together you will be able to take your instrument cases and belongings to an out of the way place. As there will be a few bands sharing this space during the course of the afternoon, all belongings must be labelled and placed neatly in one group away from other bands' belongings. Students should keep any valuables with them, or give them to parents/friends to look after while they are performing. Our MC will announce when it is time for your band to move onto the stage so please be ready and seated at the bottom of the steps during the act before yours (a program will be available on the day). To ensure a smooth transition between bands, it is essential that the musicians listen to instructions and move swiftly when asked!

#### DISMISSAL

You are free to leave as soon as your performance is over but again, we encourage you to stay and enjoy the other amazing bands in the program.

Thank you for being a part of the 2019 NSSWE Spring Music Festival. 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  
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