



GUIDELINES FOR PERFORMERS



Event overview:

The Welcome to Hedland Community Expo is an annual celebration of everything local. Local community groups and businesses have their chance to reach new residents and existing locals (upwards of 3,000 – 4,000 patrons have attended in the past) in an engaging way. It's a great way to meet new people and gain new members, supporters and potential clients for your business or organisation.

The expo is one that is highly anticipated by all in the community, and this is reflected in the annual increase in involvement from stallholders, performers, sponsors and general attendance. 2010 saw sixty-eight stallholders and ten performers including businesses, community groups, sporting groups, cultural groups, government departments and educational organisations.

With much interest towards the event already, it is expected that the event will continue to grow in involvement and attendance in 2011, with all the great activities from previous years as well as additions to the event that help to highlight the Hedland community, including an exciting headlining performance from Pilbara train driver turned Australian Idol finalist and Tamworth Country Music Festival 'Best Performance winner', Tenielle Musulin.

When: Friday 13th May 2011

Where: Hedland Senior High School oval, South Hedland

Time:	Event:	5.00 – 9.00pm
	Stall Holder Set up:	1.00 – 4.30pm
	Performers Sound check/Rehearsals: (if required)	2.00 – 4.30pm

What is provided?

Change room

Marquee 4.5m x 4.5m with 4 walls and a grass floor
Adequate lighting for changing

Stage

Approximately 10m x 7m (TBC) stage
Safety rails around entire stage
2 entry points to stage
2 sound and lighting technicians
Large screen as backdrop – performers are encouraged to record footage to tie in with their performance.
Crowd Control
Sound and lighting equipment – check with event staff for specifics

Venue

Toilets – portable toilets only
Lighting – both overhead lighting towers and stage lighting
Food and drink seating area
Information packs (site map, program of events and key/emergency contacts)
Security and crowd control
Event management
Promotional materials and advertising for event

What is not provided that I may require?

Water and cups/bottles	Flyers
Garbage bags for your rubbish	CD's for backing tracks
Safety Pins	Props
Blue tack/sticky tape/gaffa tape/zip ties	Banners and signs
Mirrors	Make up and toiletries
Snacks	Rope and String
Knife/Scissors	Uniforms/costumes
Product materials	Note book
First Aid Kit	Guitar picks and leads/stands
Hand towels	Sewing Kit

What can I perform on stage?

Examples of the types of performances on stage:
Singing/ Dance / Spoken Word/ Comedy/ Beat Boxing/ Theme Presentation/ Children's Concert/ Aboriginal Content/ Band or Solo Musicians/ Magic Show / Puppetry/ Concert Act Play/Theatre/Musical/ Poetry/Skits, any other suggestions are welcome.

How much time will I be given for my performance?

There are currently ten x ten minute performance slots available (15 minutes total including set up and pack down). This ensures entertainment on the stage is varied and captures the audience's attention. It also provides the maximum opportunity for groups to take advantage of the stage time available.

If there are remaining slots available after the registration closing date, they will be released back to those groups who have indicated their interest in a longer set time.

Can I request payment for my services/performance?

No payment will be made to you for this performance. The event is an opportunity for artists, musicians, community groups and organisations to showcase their talents, skills and likeability to the Town of Port Hedland public. We encourage you to view this as an opportunity like no other in obtaining maximum exposure.

Do I need an APRA (Copyright music) licence?

No, the Town of Port Hedland has a current APRA licence that will cover any use of copyrighted music that is played at this event.

How do I obtain public liability insurance?

If you are an incorporated body, by rights you should already have Public Liability Insurance in order to provide a service to the public.

You can use a search engine on the internet to obtain several quotes. If you have not received your licence in time but have paid for the insurance please request a cover note to be provided in the interim.

NOTE: If you do not have current public liability insurance you cannot provide a stall or performance at the Community Expo.

When do the forms have to be returned?

Please ensure that you read and accept the terms and conditions and attach all relevant forms with your application.

Applications Close: 4pm Friday 22nd April 2011. NO LATE APPLICATIONS WILL BE ACCEPTED

Who can I contact if I have queries?

The Town of Port Hedland Event Coordinator, Erin Stewart, and Production Coordinator, Brad Holder, are both available from 8 – 5pm weekdays. If you have any queries regarding the event please contact Erin;

PHONE: 08 9158 9360

FAX: 08 9140 2500

EMAIL: ec1@porthedland.wa.gov.au

WEBSITE: http://www.porthedland.wa.gov.au/community/community_events

If your enquiries are regarding technical requirements, please contact Brad on;

PHONE: 08 9158 9369

FAX: 08 9140 2500

EMAIL: mdtech@porthedland.wa.gov.au

WEBSITE: http://www.porthedland.wa.gov.au/community/community_events

Welcome to Hedland Community Expo **Stage Performers Terms and Conditions**

Before the event

1. All Registration Forms must be received by **4pm Friday 22nd April 2011** .
2. If your performance involves the playing of pre-recorded music, compact disc (CD) a copy of this must be forwarded to the Matt Dann Cultural Centre no later than **4pm, Monday 9th May 2011**.
3. *Please note: Any pre-recorded or burnt CD(s) **MUST** be clearly labelled with your performance name, relevant track(s), etc*
4. On stage will be our standard lighting rig. If you have any lighting requirements please let our Technician know ASAP.
5. Any Technical Requirements must be discussed with our Technician before **Friday 29th April 2011**.
6. You will need to provide Public Liability Insurance for this event please attaches a copy with your Registration Form.
7. If you have any changes to your act please let the Event staff know at least **1 week** before the event.
8. Please forward all information onto the members in your group before the event to ensure compliance with our guidelines and terms.
9. Should you wish to cancel your performance, please give 1 week notice to event staff.

On the day

10. If you do require a sound check, this will need to be done between the hours of **2pm and 4.30pm** on the day of the event. Please be mindful that other people may need to have a sound check as well, therefore a time will be allocated for your sound check that must be adhered to.
11. All props, materials, mirrors, etc to be supplied by performer. Event staff will not be responsible for finding materials/props that you have not provided.
12. Please familiarize yourself with the site map of the location of the stage and the time you are performing.
13. All performers and entertainers are to report to the stage manager (beside the stage) 30 -45 minutes prior to their scheduled performance time and announce their arrival. If you do not report to the stage manager within a half hour of your performance – your allocated time may be cancelled.
14. The sound check is your last opportunity to discuss light and sound requirements with the technician and only small changes will be considered.
15. All offensive and/or racial language or movements are prohibited. The Event Coordinator has the authority to ask any performer deemed to be inappropriate to leave the staff immediately.

Change rooms

16. An event staff member will be designated to escort you to the change rooms where you/your group are to prepare. Only those who are involved with your performance and 1 or 2 assistants may enter the change room. If there is needs for any further assistance please advice the stage manager to have this approved upon your arrival.
17. The only restrooms available are portable toilets. One will be located behind the change room.
18. The change room is a communal area and therefore no personal effects should be left unattended.
19. Welcome to Hedland Community Expo committee is not responsible for any loss or damage of any personal items. Please secure or remove any valuables.
20. The change room will be shared will all performing groups, please be considerate of those after you and leave the change room tidy.

10 minutes before the performance

21. Before you are scheduled to perform, please be ready with all performers and any props and let the stage manager know you are ready for your performance. This will allow the show to run smoothly.
22. Once your performers are ready and have seen the stage manager, please wait in the back stage area until called.
23. Please be aware of the excitement shared by all the performers and entertainers on the day and ensure your performance adheres to the allocated time slot.
24. It is very important that you stick to the time you have been allocated and do not go over this time without approval.

After performance

25. Once you have finished your performance please return to the change room, to change and collect all of your items and make sure the area you have used is clean and remove any rubbish, and then you are free to go and enjoy the evening.

Important:

26. Welcome to Hedland Community Expo Stage Manager's decision is final and correspondence will not be entered into.
27. If your performance has young children performing, it is your responsibility for the behaviour of all young children left in your care
28. This is a drug and alcohol FREE event.

The Town of Port Hedland acknowledges your contribution to the expo.

We thank you once again for your generosity of your time and talent and look forward to your performance at this years event.



REGISTRATION FORM PERFORMERS

IMPORTANT:

- Please read the attached stall holder information before filling in your application
- Please attach a copy of your Public Liability Insurance and Certificate of currency.
- **THEN:**
- Hand in completed form in person at the TOPH Civic Centre, McGregor Street, Port Hedland 8am and 4pm weekdays
- Fax completed forms to: 08 9140 2500
- Email scanned and completed forms to: ec1@porthedland.wa.gov.au
- For further Information please contact Erin Stewart, Event Coordinator by phone: 08 9158 9360 or the above email.

Applications Close: 4pm Friday 22nd April 2011

NO LATE APPLICATIONS WILL BE ACCEPTED

Organisation:			
Name of Band/Performer/Artist			
Contact Name			
Address			
Phone:		Fax:	
After Hours Phone:		Mobile:	
Email			
Website			

What Type of Act will be performed – please tick a box			
<input type="checkbox"/> Singing / Beat Boxing	<input type="checkbox"/> Dance/Cultural Display	<input type="checkbox"/> Spoken Word	<input type="checkbox"/> Indigenous Content
<input type="checkbox"/> Sporting	<input type="checkbox"/> Poetry	<input type="checkbox"/> Band/Sole	<input type="checkbox"/> Comedy
<input type="checkbox"/> Children’s Concert	<input type="checkbox"/> Magic Show / Puppetry	<input type="checkbox"/> Concert Act Play/Theatre/Musical	<input type="checkbox"/> Theme Presentation
<input type="checkbox"/> Other, please specify:			
<p>Description of the Act for Program: This is your sale pitch for use in the announcements on the evening. Please describe yourself or group in 2 or 3 sentences. (I.e. Where you are from, can people join, what type/style you are doing.)</p>			
<p>Will your performance on stage involve any audience participant/s? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

Give brief details.

Is any of your group performing with other groups? **Yes** **No**
Please give details of whom & what other performance/s they are in so I can allow a different time so they are not right after one another.

Prep Time

How long will you require in the change room?

Will you be bringing any equipment or props for use in your performance?
 Yes **No** What will they be?

How long do you need to assemble on stage?

How long will you require to pack up equipment on stage?

Town of Port Hedland Photographer

Performances at the Welcome to Hedland Community Expo may be photographed by our ToPH Photographer for future promotions of the event. These photographs will not be used for commercial sale or to be used for any other purpose without your prior consent.

Do you allow us to take photos? **Yes** **No**

Have you got consent from all the parents of the children in your performance?
Yes **No**
All parents will need to sign a consent form. Please get in touch with me if you require a form.

Technical Requirements:

Please indicate whether you require any sound or lighting equipment? I.e. Microphones, sound check, drum kit, lighting, stool, stands, etc....

Will your performance require a pre-recorded backing music CD?
 Yes **No**
Please drop a CD to the Matt Dann Cultural Centre Hamilton Rd South Hedland before **4pm, Monday 9th May 2011**

Give a brief description of the music on the CD and list the order for your performance.
Our tech will be in touch to talk to you about your performance.

Preferred timeslot:

Please circle your preferred timeslot for your performance (these slots include set up and pack down);

5.30 – 5.45	5.45 – 6.00	6.00 – 6.15	6.15 – 6.30	6.30 – 6.45
6.45 – 7.00	7.00 – 7.15	7.15 – 7.30	7.30 – 7.45	7.45 – 8.00

Please indicate if there is a particular reason you prefer this timeslot, or if there are any times you can not perform.

Requests will be accommodated to the best of our ability; however, we ask for your understanding as it is unlikely that we will be able to meet all preferred timeslots.

You will be contacted by the Event Coordinator or Production Coordinator by the 4th May 2011 with your allocated time. If required, changes may be accepted until the 6th May at the latest.

Acceptance:

On acceptance of the invitation to participate in the Welcome to Hedland Community Expo,

I agree that:

- The information I have provided on this registration form may be announced during the night
- Our organisation will provide our own music, musical equipment and necessary props required for our performance. I understand that the organisers of the event will be unable to provide these on the day if we forget.
- I have the permission to represent the act/performer/group/organization in all dealings with the Welcome to Hedland Community Expo Stage Manager.
- The area used will be left in a completely clean and tidy state at the end of the event.
- I shall inform the Welcome to Hedland Community Expo Stage Manager of any changes to this performance 1 week before the event.
- At no time throughout our performance will there be swearing, cursing or any other offensive language.

Checklist:

- I have read and fully accept the terms and conditions stated herein; **YES** **NO**
- I have attached my public liability insurance declaration **YES** **NO**
- I have spoken to Brad Holder regarding Technical requirements. **YES** **NO**

I acknowledge that this application does not guarantee selection and that if selected, the Welcome to Hedland Community Expo Stage Manager have the sole right to determine the act's position. I also understand that the Welcome to Hedland Community Expo Stage Manager's decision is final and correspondence will not be entered into.

Signed by Applicant		Date	
Print Name			
Organisation/Group			