



Please contact the Education Officer for further information

Purpose of the Excursion

- To view a performance of *The Little Match Girl Passion* as part of the Perth International Arts Festival 2009. This has links to the Music learning area of the Curriculum Framework.

Environment

- Venue: Winthrop Hall, The University of Western Australia.
- The venue has wheelchair access via a lift located inside the foyer.
- Please contact the venue for specific information: <http://www.theatres.uwa.edu.au/> .

Transport

- Transport arrangements are the responsibility of the school.
- For public transport options contact Transperth www.transperth.wa.gov.au.
- Buses should enter the University from Winthrop Avenue, turn left and follow the inner ring road east until the bus bays are reached (east of the tennis courts). If there are more buses than can fit in the bus bays, buses can proceed to Car Park 23 (Boatshed) after drop-off and wait to return to the bus bays for pick-up.
- Schools are advised to allow adequate time for travelling to the venue and to arrive 30 minutes before the performance commences. Latecomers will not be admitted until an appropriate break in the performance.

Students

- This performance is suitable for Upper Secondary students. It contains Curriculum Framework links to Music.
- Students will be involved in viewing a performance that is two hours including interval.
- If you are bringing students with special needs or intensive health care needs please contact the venue to ensure that the venue is suitable.



Supervisor/Supervisory Team

- It is the responsibility of the school to develop a supervisory team that meets their specific requirements in line with the recommendations for supervision below.
- Perth International Arts Festival, performers and venue staff may lead, demonstrate, perform and present activities but will not undertake any role in a supervisory context.

External Provider Information

- The Perth International Arts Festival presents *The Little Match Girl Passion* as part of the 2009 program.
- The Festival has a public liability insurance policy for \$20 million.

Supervision Strategies

- The development of supervision strategies is the responsibility of schools. The Perth International Arts Festival recommends the ratio of one teacher per 15 students as a guide.
- School groups will be seated together in the theatre where possible to assist in supervision. It is recommended that teachers spread themselves amongst their students in the venue so they can monitor student behaviour.

Identification of Excursion Participants

- This is the responsibility of schools.
- School uniform or some form of easily identifiable item for each student is an option which may be considered by schools.

Communication Strategies

- The contact phone number for the Winthrop Hall is 6488 2691.
- The contact phone number for the Perth International Arts Festival is 6488 2000.



Emergency Response Plan

- For information on venue emergency response planning, please see the documents provided by University Theatres in this pack. For additional information, please contact the venue directly: <http://www.theatres.uwa.edu.au/>.

Briefing Students and Supervisors

- Comprehensive Audience Etiquette Guidelines are contained in this pack and on the Education Page of the Festival website (www.perthfestival.com.au/schools). It is the school's responsibility to brief students on excursion arrangements and performance etiquette prior to attending.
- Please arrive half an hour before the show is due to commence.
- Should there be any questions and to clarify excursion arrangements, teachers are encouraged to contact the Education Officer on 6488 8636 to arrange a pre-visit briefing by telephone.

Other Relevant Details

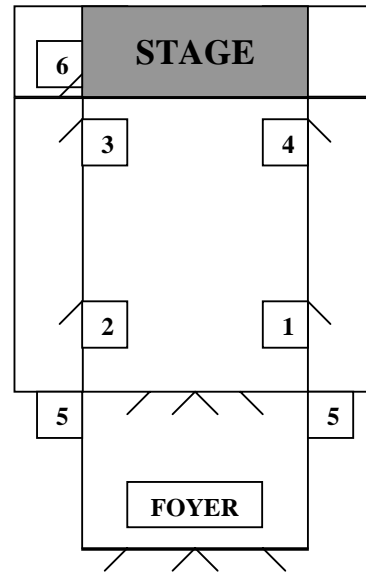
This information is valid from 13 February to 8 March 2009

Approved by: Julian Donaldson, General Manager

WINTHROP HALL

Evacuation Procedure

Position	One	Two	Three	Four
Stand-by	Open SW exit door from external balcony to escape stairs. Return to internal escape door	Open NW exit door from external balcony to escape stairs. Return to internal escape door	Open NE exit door from external balcony to escape stairs. Return to internal escape door	Open SE exit door from external balcony to escape stairs. Return to internal escape door
Evacuation	Open the SW internal Emergency Exit doors	Open the SW internal emergency exit doors	Open the NE internal emergency exit doors	Open the NE internal emergency exit doors



Position	Five	Door One (6)	Bar/Other Seller
Stand-by	Open both side doors to gallery.	Open all the foyer entry doors. Return inside to rear auditorium escape doors	Assist Door 1. Put tables against walls & away from doors. Return to the foyer.
Evacuation	Stand at front of gallery	Open the rear Emergency Exit doors	Assist Door 1. Check toilets are empty & prevent patrons from entering

All Positions

- Standing inside auditorium say, “This way please Ladies and Gentlemen” in a calm and relaxed manner.
- Encourage patrons to go to Assembly Area (Great Court Lawn).
- When auditorium clear – follow audience out of building by closest exit.
- Close doors and remain there until collected by Front of House Manager.
- No patrons are to return to venue unless otherwise instructed by Front of House Manager.

Front of House Manager (All Venues)

Stand-by

- Place all staff on stand-by immediately a potential danger is identified.
- Contact Security on 2222 and advise them of situation.

Evacuation

- Instruct theatre technician to make evacuation announcement (not necessary if auto evacuation signal is sounding).

- Advise all staff to proceed with evacuation.
- Maintain phone contact with Security.
- Monitor progress of evacuation.
- Advise Security/Emergency Services of situation upon arrival.
- Check auditorium is clear and all doors closed.
- Ensure toilets are cleared.
- Collect all staff from their exit doors and ensure they are accounted for.
- Go to assembly area (Great Court Lawn) and advise patrons of situation.