

**Youth
Dance
Festival
2022**

**auSDANCE
ACT**

2022 Production Manual

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Welcome to YDF 2022

Congratulations and thank you for your participation in one of Australia's biggest, most inclusive, student-driven celebrations of dance.

Since 1985, Ausdance ACT's Youth Dance Festival has been a regular highlight of the Canberra arts scene, and for the participating schools from Canberra and the surrounding areas. There is something magical about the unique opportunity that Dance Fest provides - the vibrancy, fun and energy that can only be experienced at Dance Fest. Alongside the supported process of creating a concept, translating that concept into dance, and presenting the work on Canberra's premiere stage is a lifetime memory for the 35,000+ students who have been involved since it first began.

Celebrating a second generation of participants and with a proud alumni and legacy, Ausdance ACT's Youth Dance Festival is now in its 38th year.

After two challenging COVID years with YDF cancelled in 2020, and the production of a digital pivot and livestream in 2021, we are thrilled to announce that our iconic Youth Dance Festival will go ahead this year. We encourage you to use dance film and multimedia as there are still challenges as we enter 2022.

Digital media is an essential tool for live performance today and meant we could still deliver YDF last year.

Being back in the theatre without COVID backstage number restrictions is an exciting prospect!

Dance Fest is student driven, the students do the creative part - the choreography, selecting the music, costuming, any props, ideas about lighting... with the teacher's guidance and administrative support.

Whilst the pieces themselves are created by the young people of Canberra, Ausdance ACT's team produces Dance Fest. We believe that the creative process is one of the most important elements of this festival. Our Ausdance Creative Team will work with you to ensure each participating group has assistance and support with the entire Dance Fest process.

We can't wait to see what you bring to the festival this year!



Dance Fest provides a platform for young people to express their ideas and opinions, and have their voices heard through dance. Our aim is to encourage and empower the young people of Canberra and surrounds to find their creative, truthful, imaginative selves.

The festival aims to provide positive life messages, to celebrate the young artists and their ideas through an inclusive and accessible dance and theatre environment.



Getting started

PRODUCTION MANUAL

This Production Manual is your informative guide designed to make your Dance Festival experience as easy and hassle free as possible. It covers general expectations and information you need to know to put your piece together, as well as specific guidelines for production elements, staging, multimedia, video-dance and theatre etiquette.

If you have any questions regarding any points made in the manual, please do not hesitate to contact a member of the Dance Fest Team so we can assist and support you.

FOOTAGE FROM PREVIOUS YEARS

At the Ausdance ACT Office we have a back catalogue of previous Dance Festival footage in either DVD form (to 2017) or Digital Download (2018, 2019 & 2021), available for purchase: [Order Your Video / Sidestage](#). This footage can be a great resource in your planning and preparation for your school's piece. It can also give you a clearer insight into the production levels of the festival, including what the lighting states look like on stage with dancers. For more information contact act@ausdance.org.au

WHAT FEES ARE INVOLVED?

There are two fees payable to Ausdance ACT to be involved in Dance Fest. The first is the school entry fee of \$300 or (\$250 for Ausdance ACT members) per piece entering (both live performance, multimedia and video-dance production). This is invoiced after we receive your entry form.

The second fee is the student entry fee of \$20 per student performing live. It is the teacher's responsibility to receive student payments prior to production week. Ausdance ACT will invoice schools in the week following Dance Fest.

To become an Ausdance ACT member visit [MEMBERSHIP | Ausdance ACT](#).

WE'RE HERE TO HELP

We are here to help you through all stages of the Dance Fest journey, so please don't hesitate to contact us!

Email: ydf.act@ausdance.org.au

Phone: 6188 4250

Website: www.ausdanceact.org.au



Communication

In the past email communication between Ausdance ACT and Dance Fest teachers has been troublesome due to education IT security systems. Our Dance Fest update emails were being diverted to junk mail or being blocked altogether. To fix this issue and to receive future correspondence, it is advised that each teacher make contact with their school's IT department and ensure the following Dance Fest email addresses are safe/white listed through the Barracuda program:

Ydf.act@ausdance.org.au

Each year new security protections can be added to school email addresses, so we ask that everyone follows this step, even if they have not been affected by this issue previously.

Please contact Ausdance ACT if you have not received any updates or correspondence.



Key Dates

May		Status
20	Entry form due	DUE <input type="checkbox"/>
June		
20	Music editing sessions with KV Productions (Kimmo) commence	<input type="checkbox"/>
20	School visits bookings open	<input type="checkbox"/>
July		
11	Tickets on sale through Canberra Ticketing	<input type="checkbox"/>
19	Entry fee Invoices Sent to Schools	<input type="checkbox"/>
August		
TBC	Technical rehearsal schedule released	<input type="checkbox"/>
15	Merchandise order forms due	DUE <input type="checkbox"/>
15	Administration form due	DUE <input type="checkbox"/>
19	Music editing sessions close	<input type="checkbox"/>
19	School payment due	DUE <input type="checkbox"/>
26	Program information form due	DUE <input type="checkbox"/>
26	Show running order released	<input type="checkbox"/>
26	Recording clearance form due	DUE <input type="checkbox"/>
26	Lighting plot sheet & props list due	DUE <input type="checkbox"/>
26	School visits finish	<input type="checkbox"/>
September		
5-7	PRODUCTION WEEK	<input type="checkbox"/>
15	Total student numbers due for invoicing of student entry fee	DUE <input type="checkbox"/>
October		
1	Order show download	<input type="checkbox"/>
15	Submit photo order forms to Art Atelier Photography	<input type="checkbox"/>

Our dates

Our music session is:

Our school visit is:

Our performance day is:

Your piece: An overview

HOW LONG SHOULD IT BE?

Your piece must be a maximum of five (5) minutes and a minimum of three (3) minutes.

HOW MANY DANCERS?

We recommend the minimum number of (6) performers. Maximum (30).

WHO CHOREOGRAPHS IT?

Dance Fest is a student led, student performed festival. All pieces must be created by students, or be an 80:20 collaboration between students and teachers. Teachers can contribute and collaborate with students to create their piece. It is the role of the teacher to introduce and facilitate discussion surrounding the theme and guide their student choreographers and performers towards their final piece.

Ausdance ACT defines a teacher as anyone who is not a student of the participating school and is working with and directing students. This includes teachers employed at the school, any external teachers, designers, choreographers etc. who are paid or volunteer their time.

WHERE DO WE PERFORM?

In 2022 the Youth Dance Festival will be performed on the Canberra Theatre stage at the Canberra Theatre Centre. You perform only once, on your allocated night.

HOW DOES IT RUN?

You'll have one on-stage tech rehearsal on the day of your performance. On the same day you will also have a theatre briefing and a full dress rehearsal of the show.

AND OUR PERFORMANCE?

You'll wait backstage, then eventually be brought side stage. Once the piece before you has finished, you'll get the all clear to head onstage.

One or two people from your school (or even dancers in your piece) will introduce your piece, the curtain will rise, you'll dance, the curtain will come down.

The process

The pieces created for Dance Fest are student led, with assistance from teachers or support staff at your school.

IT BEGINS...

There is no right or wrong way to choreograph, rehearse and polish your Dance Fest piece. Every school, every teacher has their own process. We recommend finding as much time as you can for all stages and prepare a timeline for the piece to be created. For example, by Week 2, music must be finalised, by Week 4, choreographers must have created the choreography, by Week 7, everyone has learnt the choreography etc.

We love any and every style of dance! Think about what genres or style you want to choreograph in. We also love it when your dance has meaning and strong thematic concepts. We strongly suggest you explore all of your ideas about the theme and refine them down throughout the process. Great movement can come from a random spark of inspiration - it could be literal or abstract, it could be narrative or non-fiction.

If you get stuck, contact the Ausdance ACT office! There are many resources in the office including previous Dance Fest DVDs, which can assist with the process and provide inspiration. There is also a stack of material on Scootle:

<https://www.scootle.edu.au/ec/p/home>

SCHOOL VISITS

During the process, a Dance Fest support artist will come out and visit your school. This visit is primarily to help YOU! The support artist will provide you with helpful suggestions and feedback, discuss your ideas and assist in how to realise them. The support artist may watch your work, they may workshop ideas. But they won't choreograph your work.

The school visits also provide an opportunity for the Dance Fest team to get a feel for your dance piece so that it has the most suitable place in the run order and to make the best overall run and feel of the show.

School visits will take place in Term 3.

Contact the Ausdance ACT at: ydf.act@ausdance.org.au to arrange your school visit.

If you are experiencing problems during the process, please contact us in the office.



WHAT'S MY ROLE AS THE TEACHER?

The teacher's role is to keep their schools' dance piece on track. This involves reading the rules and guidelines, understanding the processes contained in this manual, and ensuring the information is shared as required. If anything is unclear, contact Ausdance ACT. Please emphasise to your students that dates must be met so the whole process goes smoothly. These dates are important for performance scheduling, program printing, running of the show etc. We know that sometimes it's hard to meet deadlines, so please contact us if you anticipate delays or difficulties. We want your Dance Festival experience to be an enjoyable and fulfilling experience!

BEING AGE APPROPRIATE

Ausdance ACT monitors content, having information from a number of sources including the Ausdance ACT Protection Policy. We will monitor choreography, content, and music for age appropriateness and will work with teachers to achieve a family friendly show.

For example, if there are moves that are inappropriately sexual, dangerous, imply violence, or music with lyrics that we deem unsuitable for public broadcast to a family audience, then we reserve the right as producers to request changes before the dance is performed.



Creative tips: To get started

1. SEARCH IT

Start the process through a basic research process. In your preferred search engine, online music or video store, research the theme. We suggest also trying Soundcloud, iTunes/Spotify, Google Images, YouTube, Google Videos etc.

2. TALK ABOUT IT

With your class, have a discussion about or brainstorm the theme. Ask them what things first come to mind when you discuss the overarching theme of the festival. These points of discussion can act as further catalysts for deeper research.

3. LOVE IT

Be passionate about and/or interested in your chosen theme. This curiosity will keep you alive to new possibilities, make you fearless when things get tough, and ensure you're always digging deeper.

4. KNOW IT

The more you know about your starting material, the more free your imagination will be within it. Research nourishes rehearsals, provides a huge wealth of material from which to devise, and gives authenticity to your final production. The latter is important; if an audience questions the world you create, it's almost impossible for them to relax into the fantasies you're weaving.

**Find your fire.
Pursue your passion.
Ignite your imagination.**

Create a piece you want to see.

Create a piece you want to dance.

**Create a piece to express.
Not just to impress.**

**Make a move, a mess, a mistake.
Try something. Try everything.**

**This is your time.
This is your dance.**



Theme 2022: Transience & Permanence

WE LIKE CONTRASTS IN OUR THEMES AS IT MAKES GOOD THEATRE!

Over the last few years we got used to being locked up, confined and grounded from travel, from movement. Now we can move about again, we can dream of flight and the possibilities of changing places again, being somewhere else, running away, escaping maybe or simply going on a holiday. Some people immerse themselves in temporary virtual worlds: Roblox, Minecraft etc.

Nations and leaders seek to establish a sense of permanence through tradition and established order while boundaries of independence or control between countries are challenged.

RESEARCH THE TERMS TRANSIENCE AND PERMANENCE

COME UP WITH A LIST OF SYNONYMS

Here is a possible list:

Travel, movement, flight, ephemeral, in transit, in between, home, global, local, roots, fixed, settled, tradition, migrant, refugee, displacement, safety, risk, security, belonging, cyber worlds, cyberspace, isolation, loneliness, self absorption, community connection, sharing, free, opportunity

- Think of positives and negatives around the theme
- Are we changed by our recent experiences?
- Are we doing new things?
- What are our dreams?

This theme could be applied to contemporary issues such as the fleeing of people from their home in the Ukraine.

The Royal Jubilee of Queen Elizabeth.

Use the news for themes or stories as inspiration to structure your piece.

Look for dramatic contrasts in the theme to give light and shade to your piece.

Or you can take one image or word that inspires you to springboard into choreography.



Tech tips: The stage

We love creative use of the theatre space! 'Keep it simple but be creative' will always be our message. Remember at the heart of every Dance Fest piece is the dance. The dance is the most important part of the work, so please remember that anything else you use should enhance the choreography, not distract from it.

THE CANBERRA THEATRE STAGE

Stage Dimensions

10.5m wide and 9.5m deep – to the curtain line.

There is an extra metre forward (ahead of the curtain line) that can be accessed once the curtain has lifted. Please note, your piece must start and finish behind the curtain line.

The stage itself has:

- a front curtain that flies up into the roof
- stage cloths down the sides ('legs') that create the wings (the entrance or exit point on or off stage)
- a large white soft sheet at the rear (the Cyclorama, or 'Cyc')
- a black curtain at the rear that can be flown in to create a "black box" look
- a tab at the mid point of the stage - this can reduce the size of the stage, or act as a reveal



Tech tips: Staging

REHEARSAL TIPS

- Rule up your rehearsal space with the Canberra Theatre stage dimensions. (Measurements: 10.5m width by 9.5m deep)
- Remember to stage your beginning and end back from the curtain line.
- There are 5 wings, but only wings 2-5 can be used to enter and exit the stage.
- Keep dancers hidden from the audience by standing back in the wings. See the * for where to stand.
- There is more space on the prompt side of stage for dancers to enter.
- Make sure your dancers keep clear of the cyclorama. The cyc is very expensive and fragile so make sure your dancers keep their distance.
- During the piece, ensure that all entrances and exits are on the same side of stage, for safety reasons dancers will not be able to cross behind the cyc backstage.
- Mark the stage out on the floor that you will be rehearsing with marks including centre, 1/4 stage and wing entrances.



Canberra Theatre stage floor tips

The tarkett floor at the Canberra Theatre is precious and expensive. Here are some guidelines, direct from Canberra Theatre Centre:

PROPS

Please ensure the feet of all your props are covered with a fabric, so no sharp or uncovered edges will damage the floor.

SHOES

No white soled or white rimmed shoes. Black or tan soled only.

Tap

If you are tapping, we ask all dancers to ensure their tap screws are tight and in place. This will stop any taps from falling off and the screws damaging the floor.

Heels

If you choose to wear heels, any standard dance or chorus heel. Please do not wear any stilettos or thin point heels, and ensure that the heel is padded/covered so it won't scratch the floor.



Technical tips: Props & sets

These handy hints will help you if you decide to use props, sets or projections! If you have sets or props that enhance your dance work, ensure that you rehearse with them.

We invite Dance Fest participants to be as creative as possible when developing set/s and props, and encourage you to use recycled materials! Sets should not require construction on the day. Set pieces must be easily moveable by up to four people (our Work Experience Crew).

PLEASE DO NOT USE:

- Liquids including, but not limited to: body oil, paints, water
- Confetti, glitter, petals, talcum powder
- Naked flames, candles, or sparklers
- Straw bales, or any prop/set piece that leave items onstage
- Lasers or pyrotechnics
- Live animals
- Weapons
- White soled shoes. If you intend to wear shoes, they must be black or tan soled/rimmed.
- Helium balloons must be tied down/weighted to prevent rising
- All sets and props must be non-flammable
- All sets and props must be free-standing

RESPONSIBILITY

Ausdance ACT retains the right to refuse the use of any props or set for safety reasons. If you are planning to use any props or sets, it is important you contact Ausdance ACT at the start of the process. Please ensure you let us know what you are planning to use!

DROP OFF & PICK UP

All sets and props must be with you to be plotted in with our crew during your Technical Rehearsal. Large set pieces or props can be delivered to the rear dock door of the Canberra Theatre from 8:30am onwards on the Monday of Production Week. Hand props and carry items can come with you for the tech. Please clearly label all pieces of your set with your school's name.

The backstage area is a high traffic area. Please follow the directions of the backstage crew to ensure all props and set pieces are put in appropriate places, taking up as little room as possible.

Collect everything immediately after your evening performance or they will be discarded by Theatre staff. They don't have storage space at the theatre for us. All sets and props must be collected immediately following the finale of your performance night.

Technical tips: Lighting

Lighting can be used to get the audiences' attention, to express energy or moods.

The lighting grid will be of a standard theatre configuration, consisting of spots, movers and floodlights with various colour, pattern and moving capabilities.

Download the [Dance Fest Lighting Lookbook](#), this is a collection of pre-packaged lighting states in a catalogue, that you can choose from. All performances must fill out a [Lighting Plot Sheet](#) and send it into the Ausdance Office prior to Production Week. A Lighting Plot Sheet & Prop List form will be sent to you separately to this manual.

Then, during your Tech Rehearsal, we'll assemble them with you on to your piece. There is some time available to make any adjustments to the lighting during your Technical Rehearsal.

Please be reminded you have up to 8 lighting/ state changes within your piece.

We can cater to some specific lighting specials or requirements. If you have something specific in mind, please contact the Ausdance ACT Team to discuss these possibilities.



Technical tips: Film projection & multimedia

We encourage you to incorporate projection or multimedia into your piece or create a video-dance work. There will be one fixed point projector at the rear of the backstage area that will project onto the back of cyclorama (cyc). The projected image size may be limited.

Be mindful of your audience's viewing experience. Will you interact with your multimedia by dancing in front of it, or will you pause and pull focus to your multimedia. Avoid small text and fine detail in your footage.

Multimedia is also subject to the Ausdance ACT Protection Policy, so it must be appropriate to a family audience. Multimedia must also be carefully recorded and/or compiled to ensure your dance piece looks and sounds its best.

WHAT DO WE NEED TO PROVIDE?

Images or videos must be provided on a labelled USB in a MP4 video file format. PowerPoint presentations do not work with our system. If you can't export to the correct file format please reach out for assistance.

USBs or files must be submitted prior to production week so we can ensure all is in working order in advance.

Please send labelled files to ydf.act@ausdance.org.au

We will organise to get your USB prior to production week so we can ensure all is in working order in advance.

Your projection needs to run for the same duration as your music. If you only want images on the screen for a specific time, this must be automatic within your projection - we recommend a black empty screen.

Please also bring a backup copy to your technical rehearsal on a separate USB just in case!

DO WE NEED TO OPERATE THE PROJECTION?

Not at all! Our crew will operate any projection.

WHAT ABOUT LIGHTING?

You will need to choose lighting states that compliment your projection (no cyc wash, no front lights). The projection quality may be compromised slightly pending on your choice of lights, and vice versa - your lighting may be compromised to enhance your projection.

Music tips

- We encourage live music and original composition
- There is no right or wrong with music
- Relate the music to your piece and keep it captivating
- Try to find tracks that enhance your concept within the piece
- Use a medley or music with a journey
- A good idea is to draw a map of your music to understand its structure. Try to align your basic story to the map before starting the steps

Questions to ask yourself:

- Does the music say what you need it to say?
- Will the tracks mix together well when edited?
- Is the soundtrack varied enough in tempo, style etc.?

TRACK LENGTH

Your piece must be no longer than 5 minutes. Within that, we recommend each piece use around four pieces of music. Once completed, add up the time total to check the track is under 5 minutes.

MUSIC EDITING

Every school has a maximum of one hour of editing/mixing time with our Sound Engineer to make the soundtrack for each five-minute dance piece. Please bring in a backup of music or Sound FX on USB or physical CDs. Phones carrying music are not a reliable way to receive good quality sound. Do not rely on cloud sources like Dropbox, Google Drive etc. as downloading will eat into your session time. It is safest to bring in original CDs or buy your music online (for example iTunes) then save it to your USB. Bring the original files you have downloaded.

TAKE AWAY COPIES

At the end of your music session, we will transfer the final product to your USB free of charge. You can ask for a CD version to take away at \$5 cash per CD. The final mix will be used for the show compilation.

LANGUAGE & CONTENT

We need to make sure everything is acceptable for a family audience (think G or PG rating), therefore explicit language will be monitored.

It's not always possible to edit this out nicely. The best idea is to ensure all music cuts contain no explicit language. It is not possible in all cases to reliably remove voices to make "karaoke" versions of a song within the one-hour studio session.

We advise you to check the lyrics online (Google "Lyrics [song title]"). Sometimes the context of the song is suggestive, and this may not be suitable. If there is anything that the Creative Team deems inappropriate, we will work with you to find an alternative option.

VOICE RECORDINGS

Our Sound Engineer can record voices in the studio. It is the preferable way to incorporate voice into your music track compared to a poor recording done in a noisy school room on a phone. If it's well organised, five minutes is all it takes to record in the studio in really good quality. If you do elect to record elsewhere, here's some advice:

- In the recording app, set the quality to highest i.e. biggest file size
- Speak closely to the microphone but not directly into it to avoid breath pops
- Avoid all echoey rooms & background noise, especially air conditioning, other people & traffic
- Always check the result after recording & repeat if necessary, as you record, monitor on headphones so you can hear everything
- Avoid making mp3 files as the quality is often poor, mp4 or m4a is better, wav or aiff is best
- Voice Memo on iPhone works well, use the email option to send the recording for best quality
- When compiling please make sure you are working in a non-compressed file format (not mp3!) and export the final result to aiff or wav or mp4/m4a (not mp3) or burn an audio CD.

QUALITY

When working with our Sound Engineer, ensure what you bring into the studio is of high quality. All sound must be of good quality as anything substandard will be obvious in the theatre. Poor quality sound brings down the tone and energy of an entire piece. All supplied audio files should be aiff, wav or m4a (otherwise known as AAC) format. Please do not bring mp3s unless the bitrate is at 256kbps or better.

BOOKING YOUR SESSIONS WITH THE SOUND ENGINEER

We suggest that you make an early booking with Kimmo Vennonen via email: kimmo@kvp.net.au

Kimmo will be available from 20th June until the 19th August (available during school-holidays too). You can find his studio at Gorman Arts Centre Block H, Batman Street Braddon. Please make sure you come with an accompanying teacher or supervised adult and follow appropriate COVID procedures.

Complete and bring with you your completed [Music Cue Sheet](#) - this will help to ensure your session runs smoothly and that you have plenty of time.

Copyright

Ausdance ACT works with One Music licensing to approve all your music and images for live performance with the music information supplied by you during the process.

Ausdance ACT manages the permissions for the use of your music but images can also have a copyright. There is a national website to assist teachers in understanding more about copyright: www.smartcopying.edu.au, phone 9561 1204. Most use falls under an educational purpose that is acceptable. Please be aware the music use in video has different and much stricter copyright requirements.

Please note that copyrighted characters or themes (e.g. Avatar, Disney, or Star Wars) should not be used unless you can show you have permission from the copyright holders, which is usually tricky, so you are better off avoiding them.

MUSIC CLEARANCE FOR DANCE FILMS/ SCREEN DANCE

An Educational APRA AMCOS license for music and sound does not give permissions or rights to use/play/sync tracks on a film. An educational/schools license is NOT a synchronisation license for film.

It's not legal to use media excerpts like news reports unless you know you are the copyright owner.

Your content will be banned if goes on-line by third party platforms.

More info

<https://creativecommons.org/about/program-areas/arts-culture/arts-culture-resources/legalmusicforvideos/>

Solution

All Schools participating in the film projects for YDF need to either use original commissioned music by a local composer (with a synchronisation license granted by the composer) or CC0 (Creative Commons Zero: ONLY) music from a library. There are several Creative Commons licenses - only permit CC0. CC0 Libraries include (with plenty of choice): <https://freepd.com/> and <https://opengameart.org/content/cc0-music-0>

You can credit the library/URL and composer at the end of your dance film.



Production week

Production Week is a big, exciting and wonderful week where Dance Fest truly comes to life. Here's an overview of what happens during the week!

SHOW DAY WELCOME & INDUCTION

Everyone performing in the show that night will gather in the auditorium to provide an overview of the day, discuss rehearsal process, safety guidelines, teacher briefing, and of course to warmup and have a little fun!

TECHNICAL REHEARSALS

Your rehearsal will run on the day of the show unless otherwise specified.

The technical rehearsal gives performers an introduction to the stage and wings, lets them hear the sound and see the lights, position themselves, and have a mark-through. The Rehearsal Manager is there to assist the performers with spacing, a walk through and a run with music.

DRESS REHEARSAL

We run the whole show from start to finish. We may have to stop every so often to ensure the smooth running of the show that night.

WARMUP

We believe in safe dance practice. During the dress rehearsal and shows, you will be guided through a brief warmup and focus before going on stage. Please take time to ensure you are properly warm for your piece before this!

THE SHOW

Dance Fest will commence at 7:30pm. A short 15-20 minute interval will be held halfway through the evening.



Introducing your piece

The student introduction is an opportunity to introduce your school, set the scene and create a mood for your performance. Here are some tips for creating an exciting, engaging introduction for your performance:

WHAT DOES THE SPEECH NEED TO INCLUDE?

The introduction should include your school name, the title of the piece & a brief description about the piece. Keep it simple, keep it concise.

HOW MANY SPEAKERS CAN WE HAVE?

One or two. There are only two mics on the lectern. We ask that whoever introduces your piece is not in the first 30 seconds of the dance, and preferably starts on the Prompt Side of stage.

DO WE HAVE TO DO IT AT THE LECTERN?

No! The introductory speech can be as creative as you like (within reason!). Speak to the Creative Team to discuss what you'd like to do.

WHAT IS THE USUAL PROCEDURE?

- Speakers enter from Prompt side from the downstage wing to the lectern when the Stage Manager gives the 'go'.
- Stand at the lectern, if there are 2 introducers, each one stands in line with their side of the lectern, in line with the microphone.
- Wait until the pool of light surrounding the lectern comes up. This is your cue to start speaking.
- Deliver your introduction.
- Wait for a blackout before exiting, then leave the same way you entered.
- If you are dancing in the piece, quickly walk to your starting position.
- If you are presenting a Dance Film, insert your Introduction at the beginning of the video (1 minute max length).



The team

Youth Dance Festival is a remarkable Canberra success story and has been proudly presented by Ausdance ACT since 1985.

Creative Director and Team

Is responsible for the creative and artistic delivery of the Festival. From the theme, right through to the finale song. The Creative Director looks after the content, including working with the Support Artists with the choreographic workshops, school visits, and the show running order. The Creative Director has ultimate responsibility for smooth running, and coordinates the running of the festival.

E: ydf.act@ausdance.org.au

Program Manager (Ausdance ACT)

Coordinates the paperwork, forms and files for every piece involved in Youth Dance Festival. The main point of call for communication between schools and the Youth Dance Fest team. Overall coordination and logistics of YDF.

E: ydf.act@ausdance.org.au

Marketing Manager (Ausdance ACT)

Manager of all marketing, media, communications, photography, filming and front of house of Youth Dance Festival.

Support Artists

The Youth Dance Festival Support Artists work closely with the Creative Director to ensure the successful creation of Dance Fest. The Support Artists mentor each of the pieces through school visits.

Production Manager

Works with the Ausdance ACT team, technical crew and creative staff to make sure the technical elements of the show are delivered.

E: ydf@sidestage.com.au

Stage Manager (SM)

Runs the technical rehearsals, dress rehearsals, performances and calls the show.

Rehearsal Manager

Runs the onstage rehearsal, placing & spacing groups on stage.

Assistant Stage Managers (ASMs)

Assists the Stage Manager with all their responsibilities.

Canberra Theatre Backstage Crew

Professional theatre technicians in charge of the venue including sound, lights, on-stage and OH&S.

Work Experience Crew

Student crew from various ACT Colleges.

Sound Engineer (Kimmo Vennonen)

Produces the master show music, and works with every school to edit each track.

E: kimmo@kvp.net.au

Event etiquette

Dance Fest encourages collaboration, friendship, teamwork and cooperation in all aspects of participation. Students, teachers and all Ausdance ACT Crew are expected to be supportive and friendly towards all participants and Dance Fest personnel.

ON THE DAY OF THE EVENT

- a. When in the theatre, any directions or instructions from any Canberra Theatre, Ausdance ACT staff or Dance Fest crew member must be adhered to.
- b. It is the responsibility of the teacher/(s) in charge to ensure that all participants are being supervised at all times. Teachers are asked to ensure that a high level of behaviour is maintained.
- c. In the event that a situation arises with the venue or venue staff, please notify a member of the Ausdance team.
- d. Dressing room space is limited. Please maintain a tidy, clean dressing room at all times.
- e. Ausdance ACT takes no responsibility and cannot be held liable for any theft or damage of valuables and personal property.
- f. All participating students must attend the Show Day Welcome and Induction, and Dress Rehearsal on the Show Day. It is preferable, that all students (or as many as possible) attend the Technical Rehearsal. Please inform the Ausdance ACT staff if any performers are unable to attend the Technical Rehearsal.
- g. Ausdance ACT's Youth Dance Festival is an inclusive and diverse event. We encourage and expect respect for all participants of ability, race, religion, gender.

Dance Fest aims to remove the boundaries of judgment and empower young people to enjoy self-expression through dance and movement.

We believe in the dignity of each individual within our Dance Fest community and strive to respect the rights and freedoms of all.

Stay connected on socials!



Snapchat

Use our Dancefest Geofilter

We will have a Snapchat geofilter whilst we are at the Canberra Theatre Centre. Check it out!



Facebook

Use our Dancefest Geofilter

facebook.com/dancefestACT/

Stay connected on Facebook for updates, behind the scenes snaps and show pics.



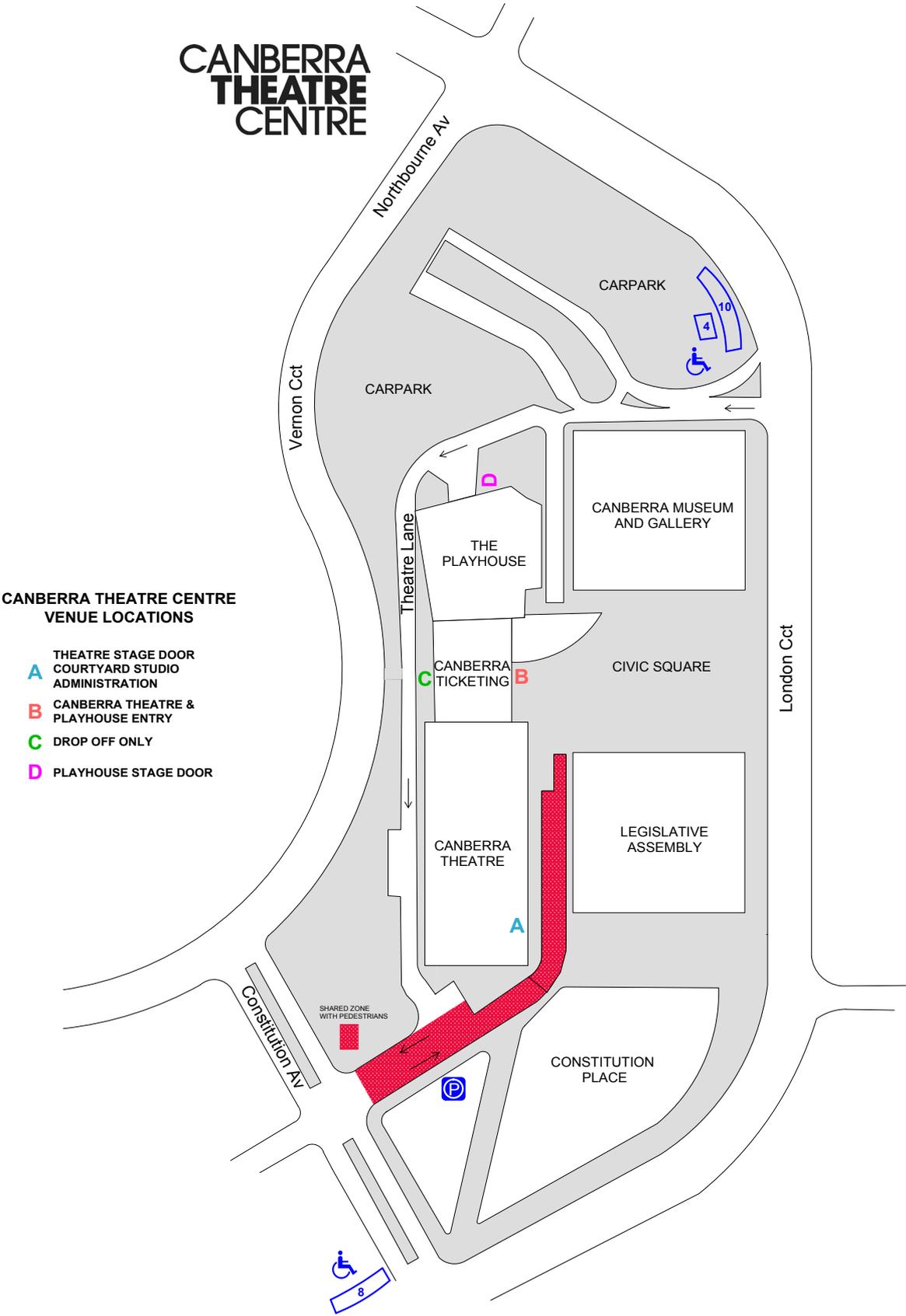
Instagram

Use our Dancefest Geofilter

instagram.com/ausdanceact

See behind the scenes snaps and show pics on Instagram. Tag @ausdanceact and #welovedancefest to keep us in the loop with all your Dance Fest experiences!

Venue guide



Guidelines

These guidelines are essential for the ease and success of Dance Fest 2022.

If you have any questions or concerns, please do not hesitate to contact the Ausdance ACT Office.

- Youth Dance Festival is open to all high schools and colleges within the ACT and surrounding areas.
 - Schools may enter more than one group (dependent on the Festival participation limit of 30 (maximum) performers per school on stage (live performance) per night.
 - Dance Fest pieces must be minimum three (3) minutes and maximum five (5) minutes in length.
 - We recommend the minimum number of performers is six (6) and the maximum is 30 per group.
 - Choreography and music must be appropriate for a family event. Anything deemed inappropriate or unsafe by the Creative Team or Ausdance team may need to be amended. The show operates as a family friendly event, with G or PG ratings.
 - All performers must attend Technical and Dress Rehearsals, Show Day Welcome and Induction.
 - Dance Fest is a student initiated and driven performance project. All pieces must be created by students or be an 80:20 collaboration between students and teachers. Teachers can contribute and collaborate with students to create their piece. It is the role of the teacher to introduce and facilitate discussion surrounding the theme and guide their student choreographers and performers towards their final piece. Ausdance ACT defines a teacher as anyone who is not a student of the participating school and is working with and directing students. This includes teachers employed at the school, any external teachers, designers, choreographers etc. who are paid or volunteer their time.
 - The participating teacher(s) will be the main communication link between the school/ participating groups and the Ausdance ACT Office. Please make sure your contact details are kept updated. We send regular update emails in the lead up to Dance Fest. Please make sure our Ausdance ACT email addresses are added to your school's IT safe list.
 - As per the Directorate of Education and Training Excursion Guidelines and Dance Fest Guidelines, each school is to provide a minimum of one teacher/guardian during tech rehearsals, and two teachers/guardians for Performance Days. One nominated teacher will be responsible for all participants from their school at all times.
 - Only nominated teachers/guardians and performers will be allowed backstage at all times. Parents and friends will not be allowed backstage to see students. Please make sure all teachers and students are aware of this rule. All nominated teachers/guardians and performers will be checked in and identified before dress rehearsals and performances.
 - Dance Fest is a drug free, alcohol free and smoke free event. Any students breaking this rule will not be allowed to perform and may result in your school not being included in the festival.
 - As producers of Dance Fest, Ausdance ACT reserves the right to ensure that all participants and pieces meet the Dance Fest guidelines and objectives. Failure to meet criteria could result in further action. Please be assured we will work with the teachers first before any action is taken.
- Please note: Ausdance ACT may change the festival dates, information, and format at any time at their discretion.

Ausdance ACT

Part of a national network, Ausdance ACT is the peak body for dance in the ACT, headed by Director [Dr Cathy Adamek](#).

Ausdance ACT provides high quality, accessible and inclusive dance programs, from across all genres, which engage and inspire dance makers, performers, audiences, and other participants in the ACT and surrounds.

Our services include: support for independent professional dancers; help with career pathways for emerging artists; professional development and performance opportunities; and promotion

of dance and dance education. Ausdance ACT has special interests in the professional sector, youth, dance education and inclusive access to dance opportunities.

Ausdance ACT is proud to be supported by the ACT Government through Program Funding from [artsACT](#).

To find out more visit www.ausdanceact.org.au

Image credits

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Youth
Dance
Festival
2022