

# CONDITIONS OF ENTRY

HELD ANNUALLY THROUGH JULY, AUGUST & SEPTEMBER

A non-competitive, inspirational  
and educational event

**Updated:** January 2025

**Please note:** These conditions refer only to the aspects of the entry surrounding the musical performance of the ensemble. There is a separate set of Terms and Conditions covering broader aspects of the Festival which schools must acknowledge when accessing the password protected members section of the ASBOF website.

## Entry Information

1. All Earlybird Entries and payment must be received by the Earlybird cut off dates indicated on the ASBOF Website, otherwise General Entry fees apply.
2. If a school requires a purchase order (PO) before finalizing their entry it is up to the school to request the PO from their accounts department, apply the PO at the checkout stage, and submit the entry.
3. If sending a cheque or money order the Ensemble Organiser/Ensemble Contact should print the invoice and attach it to the payment.
4. Confirmation of entry will be emailed upon receipt of entry fee. It is the responsibility of the school to ensure email information on the ASBOF website is accurate.
5. All entries and entry payment received after the Earlybird cut -off date will be liable to the General Entry fee as detailed on the ASBOF Website.
6. No entries will be received after the **Entries Close** date indicated on the Festival Website.
7. Entry fees are refundable according to the refund policy as outlined on the ASBOF website.
8. The Festival is open to school (primary or secondary) aged students only.
9. All performers must be enrolled students in the school for which they are performing.
10. The Festival GM reserves the right to request confirmation of student enrollment from the school principal for all students who perform.
11. Participants not complying with the Conditions of Entry will be asked to review their entry and will only be included in the Festival if the changes are accepted by the Festival GM.
12. Further instructions and information will be sent as soon as event scheduling has been completed.

## Performance Day Information

13. All ensembles are to report to the Festival Marshall upon arrival at the venue.
14. Ensembles will be allocated to a warm-up area at an appropriate time prior to performing on stage.
15. Primary school ensembles may have ONE parent to assist set-up on stage and remain in auditorium during performance. All other parents will be required to have a valid ticket to enter from backstage. There will be no exceptions to this condition.
16. Music Directors are advised that they should accompany their students on to the stage and assist with setting up in order to prevent time consuming rearrangements prior to the commencement of the performance.
17. **All ensembles must use the large percussion equipment provided on stage**, unless written permission has been granted prior to the event.
18. **Ensembles are not to warm-up on stage.** It is permissible for the Leader to give a customary tuning note prior to the MD entering the stage. For less experienced groups the MD may facilitate this process.
19. **There will be no adjudicator's bell between items.**
20. The Adjudicator will be able to view the ensembles, and therefore presentation coming on to the stage and on stage presentation will be taken into consideration when determining the final grading.
21. Grants and Special Prizes will be decided by the Festival Organisers and their decision is final.
22. Each ensemble will receive an award to recognise their achievement level, and each primary aged student will receive a participation certificate.
23. Awards will be decided by the Adjudicator and their decision is final.
24. All decisions made by the Festival Organisers are final.

## APRA/AMCOS Information

- Schools entering students into this event acknowledge that their school is covered by three blanket licences:
  - APRA Schools' Licence: Public Performance of copyright music
  - AMCOS Schools' Licence: Photocopying and reproduction of copyright music
  - APRA/AMCOS/ARIA Schools' Licence: Music recordings and access
- These licences are administered through a school's peak governing body. For information on whether your school is currently licensed please contact: [print@apra.com.au](mailto:print@apra.com.au)
- Under the photocopying licence schools are able to make a limited number of photocopies per original score that they own. All copies made for adjudicators are required to be submitted with the official ASBOF Music Info Cover Sheet which confirms that the school named on this form certifies the copy has been made from their own published edition of the musical work, in reliance of Clauses 10.8 and 18 of APRA/AMCOS "A Practical Copyright Guide to the Use of Print Music in Australia" Third Edition, 2006.
- The photocopy will be destroyed by the ASBOF at the conclusion of the performance.

## Additional Music Information

- There are no set works required to perform at the ASBOF.
- All ensembles are required to play an Australian Composition.
- Students are encouraged to arrive early to listen to other ensembles in their event, and they are encouraged to stay and hear the Adjudicators comments at the conclusion of the event.
- Adjudication packages must be picked up at the time of the award ceremony. Packages will NOT be posted unless prior arrangements have been made with the Festival GM.
- There is an adult/concession admission charge to the venue.
- Tickets will be available online and at the venue for all events.
- The Frank Coughlan Premier Big Band Event may be ticketed separately.
- All children will be admitted free to all events, with the possible exception of the Frank Coughlan Premier Big Band Event (depending upon the venue).
- For all information regarding the ASBOF please contact the General Manager: [admin@asbof.org.au](mailto:admin@asbof.org.au)

## Reminder

There is a separate set of Terms and Conditions covering broader aspects of the Festival which schools must acknowledge when initially accessing the password protected members section of the ASBOF website. These Ts & Cs cover issues such as:

- Use of images and other Child Safety issues
- Codes of Conduct

## End of Conditions of Entry