THE AUSTRALIAN SCHOOL BAND & ORCHESTRA FESTIVAL

CONDITIONS OF ENTRY

HELD ANNUALLY THROUGH JULY, AUGUST & SEPTEMBER

ASBOF
AUSTRALIAN SCHOOL BAND AND ORCHESTRA FESTIVAL

A non-competitive, inspirational and educational event

Updated: January 2027

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These Conditions of Entry govern ensemble eligibility and musical performance at the Festival. Schools must also accept the separate Festival Terms and Conditions, including child safety, image use and codes of conduct, when accessing the password-protected members section of the ASBOF website.

1. Entry and registration

1.1. Earlybird entries and payment must be received by the published Earlybird cut-off date. Entries or payments received after that date attract the General Entry fee shown on the ASBOF website.

1.2. Schools requiring a purchase order must obtain it from their accounts department and provide the relevant details when submitting an entry. Obtaining a purchase order does not, of itself, constitute a completed entry.

1.3. Entry confirmation will be emailed once the entry has been completed and the entry fee received. Schools are responsible for maintaining accurate contact and email information in their ASBOF website account.

1.4. Entries close on the date published on the Festival website. Late entries may be accepted only at the discretion of the Festival General Manager, subject to availability and scheduling requirements.

1.5. Entry fees are refundable only in accordance with the refund policy published on the ASBOF website.

1.6. Further event instructions, including reporting times and scheduling information, will be circulated following completion of the event schedule.

2. Eligibility and event classification

2.1. Participation is restricted to primary and secondary school students. All performers must be enrolled at the school under whose name the ensemble is entered, unless a combined-school or other arrangement has been approved in writing by the Festival General Manager.

2.2. The Festival General Manager may request confirmation of student enrolment from the school principal and may seek evidence of eligibility where necessary.

2.3. Schools must enter ensembles in events appropriate to their instrumentation, level and musical standard. The Festival General Manager may require an entry to be amended or transferred to a more suitable event.

2.4. Adult performers, visiting tutors and other non-student musicians may not perform as members of an ensemble unless specifically approved in writing by the Festival General Manager.

2.5. If an entry does not comply with these Conditions, the Festival General Manager may require amendments or take other appropriate action, including transferring the ensemble, allowing a performance without an achievement award, or declining participation.

3. Musical and performance requirements

3.1. There are no set works prescribed for ASBOF events.

3.2. Every ensemble must include at least one composition by an Australian composer in its performance program. Schools should contact the Festival General Manager before the event if they are uncertain whether a proposed work satisfies this requirement.

3.3. Where a piano part is included in a string ensemble performance, it must provide genuine accompaniment and must not augment or substitute for the melody line or any individual instrumental section.

3.4. Ensembles must comply with the published maximum performance time for their event. Unless expressly advised otherwise, this is musical playing time rather than the total time allocated for stage entry, set-up and exit. Festival officials may require an over-time performance to conclude.

3.5. Schools must provide complete and legible scores and music information for adjudication in the form and by the deadline advised by the Festival. Reproductions must comply with applicable copyright and licensing requirements.

4. Scheduling and performance-day procedures

4.1. The Festival will endeavour to accommodate reasonable scheduling requests but cannot guarantee times that suit individual Music Directors, staff availability or students participating in multiple ensembles.

4.2. Schools must not enter ensembles where foreseeable student or Music Director commitments would require overlapping performances. Schools entering multiple ensembles must provide sufficient suitably qualified staff to meet all performance and supervision commitments.

4.3. Schools/Individual MDs entering four or more ensembles on any one Festival day must arrange additional staff to supervise and prepare ensembles in warm-up areas while other ensembles are performing.

4.4. The Festival publishes arrival times only. Ensembles should arrange for all participating students and staff to be on site at the published arrival time.

4.5. Ensembles must report to the Festival Marshal at the time stated in their arrival instructions. The Festival cannot guarantee a scheduled performance opportunity for an ensemble arriving late.

4.6. The Festival does not publish performance times. To ensure the smooth running of the Festival, ensembles may be asked to perform out of the published order.

4.7. Ensembles will be allocated a warm-up area by Festival officials. Schools must comply with these allocations and reasonable directions given by Festival staff.

4.8. To avoid disappointment, once an ensemble has been taken to a warmup room, all accompanying parents and other audience members should immediately enter the auditorium.

4.9. Primary school ensembles may nominate one parent or additional adult helper to assist with on-stage set-up and remain in the auditorium during the ensemble's performance. All other accompanying adults must hold a valid admission ticket to enter the auditorium. Backstage access is limited to authorised persons.

4.10. Music Directors should accompany students onto the stage and assist with set-up to minimise delays and unnecessary rearrangement before the performance.

4.11. All ensembles must use the large percussion equipment provided on stage unless written permission to use additional or alternative equipment has been obtained before the event.

4.12. Ensembles must not rehearse or warm up on stage. A customary tuning note may be sounded by the ensemble leader before the Music Director takes the podium. Music Directors may assist less experienced groups with tuning provided it does not become a rehearsal or cause unreasonable delay.

4.13. There will be no adjudicator's bell between musical items.

4.14. Schools are responsible for supervising their students throughout the visit, including in warm-up areas, backstage and in the auditorium, and must follow the Festival's separate child safety and code of conduct requirements.

5. Adjudication, recognition and awards

5.1. ASBOF is a non-competitive educational event. Adjudication is intended to provide constructive feedback and recognition of each ensemble's musical achievement, rather than rank ensembles against one another.

5.2. The adjudicator may observe the ensemble entering the stage and throughout its performance. On-stage presentation and stage discipline may be considered when determining the achievement grade.

5.3. Ensembles may elect to receive an adjudication only or an adjudication plus an achievement award recognising the standard demonstrated.

5.4. Primary school students will receive participation certificates.

5.5. Achievement grades and awards are determined by the appointed adjudicator, whose decisions are final. Grants and special prizes are determined by the Festival Organisers, whose decisions are final.

5.6. Adjudication packages must be collected at the awards presentation. They will not be posted unless prior arrangements have been made with the Festival General Manager.

6. APRA/AMCOS Copyright Information

6.1. Schools are responsible for ensuring that the music performed and any scores, copies, arrangements or recordings used or supplied comply with applicable copyright law and current licensing arrangements.

6.2. Copies of scores provided for adjudication must be accompanied by the official ASBOF Music Information Cover Sheet and any declarations required by the Festival. Copies retained by ASBOF for adjudication will be destroyed after the relevant performance or event, as applicable.
6.3. Schools entering students into this event acknowledge that their school is covered by the APRA AMCOS and ARIA Schools Music Licence
6.4. This licence is administered through a school's peak governing body. For information on whether your school is currently licensed please contact: **education@apra.com.au**
6.5. Under the Schools Music 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.
6.6. The photocopy will be destroyed by the ASBOF at the conclusion of the performance.

7. General information

7.1. The Festival General Manager may issue reasonable operational instructions consistent with these Conditions, including requirements necessary for safe and orderly presentation of Festival events.
7.2. Students are encouraged to arrive early to listen to other ensembles and remain for the adjudicator's comments and awards presentation at the conclusion of their event.
7.3. Adult and concession admission charges apply. Tickets are generally available online and at the venue. Children and students are admitted free, subject to venue and event-specific arrangements.
7.4. The Frank Coughlan Premier Big Band Event may be separately ticketed.
7.5. Questions about entries and event arrangements should be directed to the Festival General Manager at admin@asbof.org.au

End of conditions