

Frequently asked questions

1. Who should nominate a student?

Nominations must be made by a registered DoE state school teacher. One teacher from each school should be allocated as the coordinating teacher during the nomination process. This coordinating teacher must register the school using the nomination website. Refer to fact sheet 3 for further information.

Part of the role of the coordinating teacher is to receive and distribute all information pertaining to the school, parents/guardians and students throughout the audition period, rehearsals and show week. The coordinating teacher may also be required at rehearsals and backstage during show week.

TRS is not paid to coordinating teachers; however, each school will be offered two complimentary teacher tickets to the matinee show on Friday 19 July 2019 at the BCEC. More information regarding the role of the coordinating teacher may be found in fact sheet 1 which outlines all expectations of those teachers wishing to support the students participating in CGEN.

2. When do nominations close?

Coordinating teachers must visit the CGEN nomination website and enter all information requested by:

- Friday 14 December 2018 — nominations close for all categories except instrumental. Audition footage/supporting material is also required on this date.
- Friday 8 February 2019 — nominations close for students entering Year 7 or students at a new school in 2019 (except instrumental categories). Audition footage/supporting material is also required on this date for Year 7 students and students at a new school.
- Friday 22 February 2019 — nominations close for all instrumental categories. Audition footage is also required on this date.

3. What involvement do the staff at the student's school need to have?

The nomination process ensures that key staff are aware of their students' participation in the program.

The coordinating teacher is responsible for entering the nomination information and for being the point of contact for the CGEN team, but the principal of the school where the student is enrolled must endorse and approve each nomination.

The relevant principal may be contacted if the CGEN team has any concerns regarding students, teachers or principal-approved supervisors at any time throughout the program.

The coordinating teacher is required to assign supervisors to assist at auditions, rehearsals and performances

(if required), and seek principal approval for each supervisor's level of commitment. The coordinating teacher may also choose to take on the role of supervisor.

Further information is available in fact sheet 1 in this document.

4. When is the school not required to send supervisors for their students?

Officers of DoE or CGEN contractors employed by the department may supervise students during all rehearsals for featured and backing vocalists, symphony orchestra, big band, drama, featured dance and student media crew. All other categories require a teacher or a supervisor to attend all rehearsals.

Show week supervisors are also provided within the BCEC for featured and backing vocalists, symphony orchestra, big band, massed strings, drama, student media crew, student stage crew and the CGEN featured dance company. These supervisors are not responsible for students before they enter or after they exit the BCEC. All other categories require a teacher or a supervisor to attend all show week rehearsals and performances.

Explicit information about category-specific supervision arrangements will be communicated in invitation letters.

5. Is every student nominated individually?

The coordinating teacher may nominate students individually or in groups via a bulk upload feature.

Depending on which category the student has been nominated for, students may be auditioned as individuals or as part of a group by experienced and respected artists, tutors and mentors.

Where a formal audition has taken place, feedback is not always given to each student individually.

The panel's decision is final, and is always in the best interest of the student in line with the creative vision of the show, developed by the executive producer/creative director.

For more information regarding the auditions and selection process, please read the sections related to each category in this document.

6. How are the student stage crew, teacher crew and media crew selected?

The coordinator of the crews considers each nomination based on numbers required, skills level, past experience in similar arts activities, and suitability for the role.

TRS may be funded for members of the teacher crew only.

7. How are the students cast and positioned in each item of the show?

Each year, the show is coordinated by the executive producer/creative director in collaboration with the CGEN team.

Students are allocated to their item based on a number of criteria, including technique, age, height, best-fit, skill level, 'look' of the item, and appropriateness of that student for the item as decided by the executive producer/creative director.

Choir students are seated according to voice type and total numbers of students in a school group, in addition to requests specifically made by the choir director in terms of performance skills and understanding of the intent of each song.

8. Are there any items participants are automatically required to perform in?

Every performer is automatically cast in the finale and must perform as part of the whole cast (excluding student, teacher and media crews).

If a student is selected as a featured performer and they are from a school that has been accepted as part of a regional item (e.g. 'dancers representing the Gold Coast'), then that student must also perform as part of the regional item as a representative of their school.

9. Will the student always be cast into an item, or can they perform something they already have prepared?

Coordinating teachers are encouraged to nominate items that are ready for performance. Items could include primary and secondary dance crews, stage bands or rock bands, beat boxers, solo musicians, percussion ensembles, string quartets, chamber ensembles, and even those variety acts not usually expected in performing arts activities (e.g. skateboarders, aerialists, jugglers and BMX tricksters).

10. What commitment do parents/guardians need to make to the program?

Before nominating any student, it is a requirement that coordinating teachers discuss with parents/guardians factors relating to costs, participation level, rehearsal and show week attendance, communication pathways, costume requirements, participant responsibilities, school responsibilities and travel arrangements.

11. What is the definition of regional?

Schools are considered regional if they are more than a two-hour drive from Brisbane. Students from the Sunshine Coast, Moreton Bay, Gold Coast, Logan, Redlands, Ipswich, Somerset (south of Toogoolawah only) and Scenic Rim council regions are considered metropolitan, and therefore should attend all scheduled rehearsals.

Teaching material is made available for regional students to enable rehearsals to run at a time and place suitable for students and teachers.

For more information about rehearsal commitments, please read the sections related to each category in this nomination guideline or contact the category manager.

More information regarding the expectations and level of commitment of students and parents/guardians may be found in fact sheet 2 on page 29 of this document.

12. How will news and information be shared by the CGEN team?

Parents/guardians should be reminded to contact their CGEN coordinating teacher at their school in the first instance. The CGEN team will not be aware of individual circumstances for each student, or organisational details for each school, and therefore may not be able to give appropriate advice.

Information about CGEN is made freely available in the following formats:

- a newsletter-style email will be sent to coordinating teachers on a fortnightly basis (this may include amendments or updates)
- the CGEN Participant Gateway
- the CGEN Team App (www.cgen2019.teamapp.com)
- the CGEN website (www.qld.gov.au/creativegeneration), which is updated as news and information comes to hand
- show week books, including all details for the BCEC, are forwarded to coordinating teachers in May.

Coordinating teachers are encouraged to collect and forward (with permission) student and parent/guardian contact emails to the CGEN operations manager, who will add these to any CGEN mailing lists.

All information in this guideline is correct at the time of printing. Amendments to key information will be communicated in a timely manner to the coordinating teacher.

13. Will the key timelines change?

The dates listed in this nomination guideline are correct at the time of printing. There may be changes to the schedules, but where possible, all disruptions or cancellations will be kept to a minimum. All amendments to schedules will be communicated to coordinating teachers.

14. Who organises and pays for travel, accommodation and associated costs of participation?

The DoE is unable to provide funds to support any student's involvement in CGEN.

It is the responsibility of each school, at the discretion of the principal, to assist invited students with, but not necessarily pay for, appropriate travel, accommodation and associated arrangements related to their participation in the program.

We strongly encourage schools to coordinate community fundraising activities to support student participation in accordance with information available at <http://ppr.det.qld.gov.au/corp/commmark/Pages/Sponsorship.aspx>.

Where travel, accommodation and associated bookings have been made for students and support personnel to attend auditions, castings, workshops and performances (e.g. flights and hotel stays), it is highly recommended insurance be purchased.

15. What are the likely costs to be involved?

There is no cost to nominate for CGEN 2019.

Wherever applicable, costs for factors including, but not limited to, costumes, associated travel and accommodation bookings, the provision of props/gear and general involvement in the program are to be met by participants. All effort is made to keep costs to a minimum.

The DoE cannot be held liable for any costs associated with any disruption to, amendment or cancellation of any element of the program or a student's planned participation in the program.

16. Where do I find nomination database assistance?

Fact sheet 3 outlines the process for completing the online nomination for all categories. All fact sheets can be found on the CGEN Participant Gateway, CGEN website or in this document.

For assistance with the database, contact the relevant CGEN category coordinator.

17. What other information should I read before nominating any students?

Please ensure the coordinating teacher, other supporting teachers, the students, the parents/guardians and principal of the school where the students are enrolled have read and understood the information in:

- Fact sheet 1 — Role of the coordinating teacher and supervisor
- Fact sheet 2 — Participant's responsibilities
- Fact sheet 3 — How to nominate.

The fact sheets can be found in this document or on the CGEN Participant Gateway and CGEN website.

18. What costumes will be required to participate in CGEN 2019?

Students will be required to purchase, borrow, hire or make their costumes for CGEN; however, every effort is made to keep hire or purchase costs to a minimum.

CGEN t-shirts

Each participating student is provided with a complimentary CGEN performers t-shirt. The t-shirt may form part of the costume list. Coordinating teachers will be notified of all costume requirements separately, but the t-shirt size must be supplied during the nomination process. A size guide, using a half chest measurement, is below.

Children Half chest	4 (35 cm)	6 (37.5 cm)	8 (40 cm)	10 (42.5 cm)	12 (45 cm)	14 (47.5 cm)	16 (50 cm)
Adults Half chest	XS (50.5 cm)	S (53 cm)	M (55.5 cm)	L (58 cm)	XL (60.5 cm)	2XL (63 cm)	3XL (65.5 cm)

Choir performance shirts

Students and teachers/supervisors performing with the choir are required to wear a CGEN white performance shirt. Shirts will be available to purchase for \$25.00 each, including GST. If students have their choir shirts from previous years, they may be re-used if they are still in a presentable condition. Performance shirt sizes must be supplied during the nomination process. A size guide, using a half chest measurement is below.

Children Half chest	4 (40 cm)	6 (43 cm)	8 (46 cm)	10 (49 cm)	12 (52 cm)	14 (55 cm)		
Adults Half chest	S (59 cm)	M (61 cm)	L (63.5 cm)	XL (66 cm)	2XL (69.5 cm)	3XL (72.5 cm)	4XL (75.5 cm)	5XL (78.5 cm)