

Great Stories Inspire Change

WAKAKIRRI

AUSTRALIA'S LARGEST PERFORMING ARTS EVENT FOR SCHOOLS



WAKA CREW

INFORMATION GUIDE

LETTER FROM THE FESTIVAL DIRECTOR

WELCOME TO WAKAKIRRI 2025!

To all the new faces, welcome to the Wakakirri family, and to those we have worked with before, we're thrilled to have you back on board.

As a crew member, your role is pivotal to the success of our show days. Schools have poured their hearts and souls into preparing their Story-Dance items, and their amazing show day experience depends on you. You were chosen for your experience, professionalism, skills, and, of course, your vibrant and wonderful personality!

Always focus on the positive. We are providing schools with a 'service' built entirely on human connections, and we must always ensure that their experience is enjoyable. We aim to provide schools with exceptional customer service at all times; NOTHING IS EVER TOO MUCH TROUBLE!



At Wakakirri, we believe that participation in the arts is essential for children to develop confidence in expressing themselves. Great stories can open hearts and minds and inspire change. Wakakirri is a Story-Dance festival where schools aim to do just that! Created in 1992, Wakakirri is Australia's largest national performing arts event for schools.

This year, our storytelling theme is "Mind Over Matter: Tales of Inner Strength." Within this theme we invite schools to explore powerful stories of resilience, courage, and growth through the art of Story-Dance.

While this guide clearly outlines the responsibilities for each crew member, it is important that everyone assists wherever and whenever they can. Please keep this guide with you at any Wakakirri meetings and shows.

We hope you thoroughly enjoy the experience of working on the Wakakirri Story Dance Festival. On behalf of the students, schools, and teachers participating, we thank you for your time, expertise, and enthusiasm in being a member of the crew, and we very much look forward to working with you!

Adam Loxley
Wakakirri Festival Director

GENERAL CREW GUIDELINES

The professionalism of all Wakakirri crew is highly respected and valued. A professional attitude, conduct and approach are expected of all crew at all times. As an employee of Wakakirri, you are our best ambassador. Your attitude, appearance, conduct and work ethic will be a direct reflection of Wakakirri in the eyes of teachers, students, families, sponsors, and members of the public.

As a Waka Crew member:

- You must complete the Crew Showtime Form prior to your first Wakakirri show for the season. This must be completed every season, regardless of how many previous seasons you have worked.
- You must have a current Working With Children Check or the equivalent and supply it to be checked.
- You must always be on time for work. If you are going to be late please advise your Show Day Coordinator (SDC) promptly.
- You must not be under the influence of drugs or alcohol. Consumption of drugs or alcohol during work hours is prohibited.
- Smoking is not permitted near or around the students or venue. Smokers are required to be away from the venue and not in Wakakirri uniform.
- Wear the security pass at all times during show days.
- Wear your Wakakirri Crew shirt to all show days with neat dark pants and appropriate footwear. Crew shirts must be returned to the SDC at the end of the season.
- Participate in safety inductions at all venues and ensure you are aware of all emergency procedures, exits, assembly areas, warning sounds, first aid, fire extinguisher locations etc.
- Report any safety concerns to the Show Day Coordinator.
- Be aware of people within the venue – stop everyone without a visible security pass and ask to see it.
- Communicate with each other. Check in with your fellow crew members and speak up about anything and everything that is necessary and concerns others.
- Use the coms (headsets) to communicate with each other in a respectful and professional manner. Be mindful of unnecessary “coms-noise” especially at busy times of the day.
- Be NICE! Be as multi-skilled as possible– nothing is ever too much trouble for Wakakirri staff! Be willing to assist in any way you can.
- Run on time!!- NEVER DELAY SHOW START TIME



SEASON UPDATES

35 MINUTE REHEARSAL TIME SLOTS

The schools have not been made aware, they still believe they only get 30 minutes - but we've extended the rehearsal allocation by 5 minutes so that your crew can now rehearse the student speeches and interview process BETWEEN their two run-throughs. The Ambassador will only say their feedback at the end of the school's second run.

SPECIAL MERIT AWARDS & CASE STUDIES

When schools rehearse their speeches; everyone must listen for **stand-out** initiatives the school has taken on their Wakakirri journey. For example, fundraising efforts or noteworthy in-school milestones and achievements. Any schools that you notice must be communicated to the **Ambassador** as a possible "Special Merit" nomination, as well as to Waka HQ if you believe they'd be a great case study. "Special Merit" nominations are limited to a MAXIMUM of 3 per region. If you don't believe any schools are genuinely worthy, don't nominate anyone.

STRICT BUMP IN & BUMP OUT TIMES

The venues have communicated strict arrival and departure times for our crews/events. Please **ONLY** arrive 2.5 hours prior to the first rehearsal on show day ONE and 2 hours prior to the first rehearsal on any following days at the same venue. Post-show, ensure everyone vacates the venue swiftly; no later than 45mins after the event finishes.

ACTIVITY GUIDE & THE CHANCE TO HOST OUR NATIONAL WAKA TV SPECIAL

Inside each teacher bag is this [Activity Guide](#) and [QR CODE](#). The Waka Crew must encourage schools to work their way through the list and prompt the teachers to upload content to us via the QR CODE. Waka HQ is on the hunt for vibrant student-hosts for the National Season Wrap-Up TV Special and all videos submitted will act as an audition! A faux mic prop will be included in your show materials in case students wish to borrow it for their videos.

PRE-DECIDED SHOW RUN ORDERS

The show run orders have been pre-decided this year; based primarily off each rehearsal order, with a few tweaks where necessary. Your crew can determine if any changes need to be made, and action as you see fit.

DESIGNATED QUIET SPACE

Please find and assign a designated 'Quiet Space' within the venue; a private, dimly-lit area with a closed door where possible - for students, teachers, helpers and even crew, who might need a minute or two away from the madness.

SHOW DAY SCRIPTS

Waka HQ has created scripts for each crew member when it matters most. This is to ensure that no important information is missed OR miscommunicated. Follow these links to read & rehearse yours: [SDC & Marshal](#) | [SM & ASM](#)

***The Stage Managers script is *interactive* with the Stage Talk video. PLEASE FAMILIARISE YOURSELVES!



CONTACT: ERIKKA (WAKAKIRRI NATIONAL SHOW DAY COORDINATOR) INFO@WAKAKIRRI.COM / 02 9099 3400

SEASON UPDATES Cont.

STUDENT FUNCTION RENAME TO 'PRE-SHOW PUMP-UP'

To give it a less-formal and more exciting feel.

STUDENT SOUVENIR POSTER

Also inside the teacher bag is this years souvenir poster, which doubles as a show program. Each school receives ONE and students should be encouraged to have all their cast-mates sign it.

OPEN PARACHUTE'S PRE-SHOW RITUAL

Wakakirri has partnered with Open Parachute and The Sebastian Foundation this year. Open Parachute is a subscription-based mental-health education program designed by Clinical Psychologist, Dr Hayley Watson. The Sebastian Foundation raises money to cover the cost of the program for disadvantaged schools. OP have created an official [Pre-Dance Ritual](#) that the Ambassador will facilitate to close the Pre-show Pump-up.

WORK EXPERIENCE STUDENTS

Almost every show for the 2025 season has at least one work placement student attending. Their details are on the Production Sheet and Waka HQ will also encourage them to join the pre-season zoom meeting. They have been given a [Task Sheet](#) and are instructed to shadow the marshal. The students are eager to learn and excited to join your crew!

SPECIAL GUESTS AND BACKSTAGE TOURS

Also at most shows, Special Guests will be in attendance - their details are too, found on the Production Sheet. They will need to be greeted on arrival, taken on a brief backstage tour and introduced to the Ambassador, who they will shadow for the evening and sit with during the show.

LINK TREE: FOR AV MEDIA, THE ADMIN PAGE AND CONTENT UPLOADS

Everything, all in one place. Please head to linktr.ee/wakacrew for quick and easy access to AV Media, the Show Day Admin Page and a super convenient upload link for any content that you capture on show day!



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SHOW DAY RUN SHEET

BUMP IN

- Conduct a tour of the venue, a safety induction and flag any safety concerns
- Determine dressing room spaces and crew production room and hang all signage
- With venue approval; hang stage banners, set up media wall, red carpet & tea/coffee station where applicable
- Brief venue technicians and provide them with USBs to load, queue and TEST all AV media
- As schools arrive, greet them, show them to their dressing spaces and assist with loading in their set pieces

REHEARSALS

- Each school is marshalled to the holding area 5 minutes prior to their rehearsal time
- A teacher from the school is taken to the lighting desk to deliver their cues
- Students sit down on stage for the “Stage Talk” video and short safety guide with the Stage Managers
- Students have 2 minutes to pre-set for their first run through: first rehearsal complete with house curtain flown
- The 3 Student Speakers rehearse their speeches and the host interview process (note their names)
- The Wakakirri Ambassador provides feedback after the school’s second run-through
- This process repeats until the last school has rehearsed
- The rehearsal schedule is tight and must be maintained throughout the day/afternoon

PRE-SHOW PUMP UP

- All students and teachers assemble in the theatre 10 minutes prior
- The 3 Student Speakers from each school rehearse how they will enter the stage together and stand on stage
- The Pre-show Pump-up begins and runs for approximately 30 minutes, led by the host and ambassador with crew welcome to join in on all the fun

PRE-SHOWTIME

- All students have their photo taken on the Wakakirri media wall by the professional photographer
- The merchandise table is set up and sales commence
- School pick up areas are determined and sign-posted
- Special guests arrive for introductions, a brief backstage tour and to get ready for the show

SHOWTIME

- As per the process for rehearsals, schools are marshalled to the holding area 5-10 minutes before performing
- Schools pre-set quickly and quietly either as the host is opening the show or the previous school is interviewing
- A video is played after the last school has performed and been interviewed
ALL student speakers, the host, ambassador and special guests are on stand by side-stage
- Presentation ceremony commences in the same rehearsed manner as the Pre-show Pump Up
- Donations are collected in Wakakirri Buckets as patrons exit the venue

BUMP OUT

- Assist schools with sets and ensure everyone has left the venue
- Check all spaces for lost property and mess, report untidy spaces and take photos of anything left
- Pack up merchandise securely and finalise sales report with venue
- If it’s the final show at the venue, bump out ALL Wakakirri equipment- banners, radios, media wall etc.

SOCIAL MEDIA BRIEF

Wakakirri gains permission to use 'BTS' photographs and footage from Show Day for social media, production, marketing, and promotions. Each team member is required to capture content at their designated location/s.

Please follow this brief exactly to ensure high-quality content is captured throughout the season-



WHAT TO CAPTURE

- High-quality **photos** of a variety of moments and students.
- High-quality **videos** filmed in **both** Portrait & Landscape, in focus, just **15 seconds or less** is enough.

WHO, WHEN & WHERE

- Teachers dancing at the Pre-show Pump-up, working backstage, directing side-stage and waiting in holding areas.
- Students during rehearsals; from the wings onto the stage, students lining up, teachers helping, crew working, sets and props being moved backstage/on-stage during rehearsals.
- Students with AMAZING hair, make up & costumes.
- During 'meet and greet'; school groups meeting the Waka crew, fist bumps, 'chookas', waving to the camera.
- On the Wakakirri Media Wall & during professional photo sessions.
- On stage after the show concludes; students & teachers celebrating.
- Your 2025 Crew Congrats video for Awards Night!!!



HOW TO UPLOAD

- Follow the Upload Form on the Waka Crew LinkTree.
- Upload **one** photo &/or video clip **per school** plus any EPIC/Goosebumps/WOW Factor moments captured.

IMPORTANT GUIDELINES

- Prioritise quality over quantity.
- Never film or take photos in dressing spaces.
- Always ask permission from the school's teacher and have the teacher present when filming or photographing students.
- Vary the way you film and take photos to keep it interesting.

Check out the Wakakirri Instagram **@wakakirriofficial** for inspiration- have fun & get creative!

PAYMENT PROCESS

AFTER THE FINAL SHOW AT EACH VENUE

If are working with Wakakirri as a **Contractor**, forward your invoice to your SDC as promptly as possible, ensuring that it includes ALL of the following details;

- Venue, show date/s and role
- ABN, bank details, invoice date and invoice number
- Total amount earned (labelled '**Invoice**' if not GST registered) OR total amount plus GST (labelled '**Tax Invoice**')

Addressed To:

Ad-Lib Theatrical Productions Pty Ltd T/A Wakakirri Story-Dance Festival Association
91 Riversdale Road Jamberoo, NSW, 2533

If you are working with Wakakirri as an **Individual**, there is nothing further to do but sit back & let it rain \$\$\$.

The SDC must bank all cash donations to: Wakakirri Story Dance Festival | BSB: 062 212 | ACC: 10379345
& submit the Payment Form found on the Show Day Admin page.

MEDIA & LINKS

SHOW DAY AV MEDIA IN QUEUE ORDER

1. Stage Talk (video)
2. Pre-show Pump Up Opening (video)
3. Waka Groove (video)
4. Dance Game (video)
5. House Music (audio)- played while the audience enters the theatre
6. Slideshow (video)- played while the house is live
7. Show Opening (video)
8. Presentation opening (video)
9. Theme Song (audio)- played at the end of the presentation ceremony



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