

SYF 2026 Rehearsal Information

Please note that SYF 2026 Rehearsal Booking will be based on a ballot exercise.

Ballot Exercise (Phase 1)

1) Venue Booking Request Form

a) To be eligible for the ballot exercise, institutions are to download the SYF 2026 REHEARSAL VENUE BOOKING REQUEST FORM available on SOTA website, and submit the completed form in PDF format via email only to syfbooking@sota.edu.sg

b) Institutions may indicate up to 5 dates/blocks based on the following allocated rehearsal dates:

Choir Rehearsal	Instrumental Ensemble Rehearsal
<u>Choir</u> <ul style="list-style-type: none"> 20 February to 21 February 2026 24 February to 26 February 2026 9 March to 14 March 2026 23 March to 28 March 2026 2 April 2026 4 April 2026 	<u>Guitar, Strings, Harmonica</u> <ul style="list-style-type: none"> 9 February 2026 3 March to 5 March 2026 16 March to 19 March 2026 <u>Handbell/ Handchimes</u> <ul style="list-style-type: none"> 23 February 2026 2 March 2026 21 March 2026 <u>Ethnic</u> <ul style="list-style-type: none"> 10 April 2026 (Block A & B Only) 18 April 2026 25 April 2026

c) Submission period starts from 13 October 2025 (Mon, 3pm) to 21 October 2025 (Mon, 12pm).

Forms received after the stipulated deadline will not be eligible for the ballot exercise.

d) If you miss the submission for Ballot Exercise (Phase 1), you may check for balance dates/blocks on SOTA website from 27 October 2025 (Mon), 5pm, subject to availability, and submit the duly completed SYF 2026 Rehearsal Venue Booking Request Form (Phase 2) via email to syfbooking@sota.edu.sg from 6 November 2025, 12pm

2) Ballot Exercise

a) Ballot exercise for various art forms are scheduled as follows:

Date: 22 October 2025

Venue: SOTA Green Room (Level 3)

Time: Choir at 9.30am / Western and Ethnic Instrumental Ensemble at 2.30pm

*End time varies according to number of successful submissions per category.

b) Successful submissions will be drawn at random during the ballot exercise, and shall be assigned the date/block as indicated on the Booking Request Form (1 – 5). If all indicated dates/blocks are not available, the next best date/block will be allocated.

c) Teachers and/or school representatives (max. 2pax) are welcome to attend the ballot exercise. Please RSVP on the SYF 2026 Rehearsal Booking Request Form. As limited seats are available, walk-ins during the ballot sessions are subject to seat availability.

d) Ballot results will be posted on SOTA website from 24 October 2025 (Fri), 5pm.

SYF 2026 Rehearsal Information

3) Booking Confirmation

- a) A set of contractual documents will be sent to the schools based on the allocated slots from 31 October 2025.
- b) Endorsed original documents (hardcopy) must be returned to SOTA fourteen (14) days from date of Letter of Offer, and full payment to be made within fourteen (14) days from the date of Invoice.
- c) Failure to do so will result in the booking being voided and the date/block released to the next school.
- d) Any missing documents will result in a delay in the issuance of e-invoice.

SOTA VENUE

1) Rehearsal Venue

Address: School of the Arts, Singapore, 1 Zubir Said Drive, Singapore 227968

- a) Choir – SOTA Concert Hall
- b) Western Instrumental Ensemble and Ethnic Instrumental Ensemble – SOTA Concert Hall

2) Drop-off and Pick-up points

- a) Participants can alight at the 1 Zubir Said Drive roundabout. Please refer to map below for details.
- b) Limited parking facilities available at SOTA. Alternative parking facilities can be found at GR.ID and Parklane Shopping Mall.
- c) Parking or waiting at the roundabout is strictly not allowed.

3) Arrival Onsite

- a) School Representative to proceed to SOTA security counter (next to main drop-off on Level 2) on rehearsal day. Please provide name of school and teacher, contact number, and photo identification for verification purpose.
- b) Backstage passes are available for collection only 10 minutes before your booking timing.

4) How many backstage passes am I issued?

Each booking will be issued 6 backstage passes. These passes have to be held by the adults in charge of the group. All performing students entering or leaving the venue must be accompanied by a pass-holding adult at all times. All passes must be returned to the security counter after the booking block. A charge of \$50 is applicable for each pass that is damaged, misplaced or not returned by the end of the booking.

5) Where do I go after I have collected the backstage passes?

Upon collecting your backstage passes, please proceed to the backstage entrance of the Concert Hall, tap the backstage passes at the card reader by the backstage door for entry into the venue. Once inside the venue, SOTA technicians-in-charge will advise you on the rehearsal procedures. Should you be required to wait for your rehearsal timing, you may do so at the foyer of the Concert Hall.

6) How long am I able to rehearse?

You are allowed to be in the venue only during the duration of your booking, please take note that: -

- a) Setup/preparation time of approximately 15 minutes is required and this is part of the duration of your booking. Please refer below for an example of detailed breakdown of your allocated time: –
 - E.g. For a Block A booking: 8.30am – 10.30am
 - > 8.30am – 8.45am: Setup / stage preparation
 - > 8.45am – 10.15am: Actual rehearsal
 - > 10.15am – 10.30am: Pack up / clearing of stage, leave the venue by 10.30am
- b) Please ensure that your rehearsal ends at least 15 minutes before the end of your booking, for your group to organise yourselves, pack up and leave the venue within the duration of booking. The technician-in-charge will signal the last 5-minute of your stage time so that you can proceed to wrap up the rehearsal. Thereafter, we will proceed to black out the stage lights to stop any further rehearsal.
- c) We have other bookings scheduled after your allocated block, and will require you to leave the venue punctually. Do note that your group will be charged accordingly for any additional time in the venue beyond your booking duration. **Teacher-in-charge to duly inform instructors of the rehearsal conditions, Venue Terms & Conditions and SYF 2026 Rehearsal Information.** Your kind understanding and co-operation in making the rehearsal an effective and fuss-free experience is greatly appreciated.

7) What are the settings for my rehearsal?

All settings will be preset to the SYF Presentation standards as sanctioned by the Ministry of Education (Arts Education Branch); requests for adjustments to other settings are not allowed.

8) Are we allowed to consume food and beverages in the venue?

Only bottled plain water is allowed to be brought into the venue. All food items may be consumed at the foyer spaces outside the venue. Please ensure proper disposal of rubbish into the rubbish bins provided.

SYF 2026 Rehearsal Information

9) Proper etiquette in the venue

Do note that all participants are expected to uphold the strictest behavior in professional ethics. Any persons found failing to comply will be asked to leave the venue. Any damages found will have to be reinstated and the costs will be charged accordingly to the school. SOTA reserves the rights, with immediate effect, to cancel any rehearsal, without refund, if any person is deemed to be in breach of its policies and procedures.

10) Are we allowed to invite guests to view the rehearsals?

No guests are permitted to enter the venue. Only accompanying staff and authorised personnel from your school is allowed entry.

11) Is there a dress code for rehearsals?

Warm clothing is recommended, as the venue tends to get cold. We strongly advise that covered footwear to be worn at all times.

12) Are we allowed to share a block with another school?

No sharing of booking slot is allowed.

If you do have further queries, please forward them to syfbooking@sota.edu.sg

SOTA Level 2 – Roundabout Drop-Off Point & Concert Hall

