

SINGAPORE YOUTH FESTIVAL 2026 – WESTERN INSTRUMENTAL ENSEMBLE REHEARSAL BOOKING FORM

All rehearsal bookings for SYF 2026 – Choir, Western Instrumental Ensemble and Ethnic Instrumental Ensemble will be based on a **ballot exercise**. Please read the following before proceeding.

Booking Process

- Ensure the correct SYF 2026 Rehearsal Booking Request Form is selected, based on the relevant category.
- Indicate the correct date and time within the allocated SYF Western Instrumental Ensemble rehearsal periods for your listed 1 – 5 choices; final allocation subject to ballot results. Booking request with wrong indication of rehearsal period will be rejected.
- Submission period: **13 November 2025 (Thu, 3pm) to 18 November 2025 (Tue, 3pm).**
- Forms received after the above stipulated deadline will not be considered for the ballot exercise.
- No sharing of rehearsal block is allowed.
- Schools that have missed the submission period but wish to book a rehearsal slot will only be able to check for remaining available slots on SOTA website from 26 November 2025 (Wed), 5pm.

Ballot Exercise

- 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.
- The ballot exercise for WIE will take place on 21 November 2025 (Fri), 2.30pm.
- Results will be posted on SOTA website from 25 November 2025 (Tue), 5pm.

Exchange / Cancellation Period

- Once the results are released, you have up to 3 working days to exchange or cancel your allocated date/block. Please complete the SYF 2026 Exchange/Cancellation Form and **submit via email only:** syfbooking@sota.edu.sg, latest by 28 November 2025 (Fri), 5pm.
- **Exchange** – For exchange of date/block (only one request per school), you will have to source and make your own arrangements with another school within the same category. All arrangements for slot exchange will have to be between you and the other school's representative. SOTA will not be able to provide any contact information or facilitate contact.
- **Cancellation** – For new booking request, please check for slots availability on SOTA website from 26 November 2025 (Wed), 5pm and re-submit a new SYF 2026 Booking Request Form (Phase 2).
- All exchange and cancellation of slots will be via email only. Any request to exchange/cancel your slots via phone or text message will not be valid.
- If we do not receive any notification of exchange or cancellation by 28 November 2025 (Fri), 5pm, it will be deemed that you have agreed to take on the allocated slot.
- **Any request to exchange date/block after 28 November 2025 (Fri), 5pm will incur a penalty fee of \$100 per school for the first change. Any subsequent change will incur a penalty fee of \$200 per school.**

Booking Confirmation

A set of contractual documents will be sent to the schools based on the allocated slots from 4 December 2025 (Thu).

- Endorsed original documents (hardcopy) must be returned to SOTA **within fourteen (14) days** from date of Letter of Offer, and full payment to be made within fourteen (14) days from the date of Invoice.
- Failing which, the booking is void and the date/block will be released to the next school.
- Any missing documents will result in a delay in the issuance of e-invoice.

Rehearsal Venue and Backstage Passes

- The rehearsal venue is at SOTA Concert Hall, School of The Arts, 1 Zubir Said Drive, Singapore 227968
- Participants can alight at the drop-off point. There is strictly no parking or waiting at the drop-off point.
- Parking facilities are available at SOTA carpark and GR.ID, and Parklane Shopping Mall.
- Schools to submit teachers' names and contact numbers at least one week before rehearsal day.
- School representative may collect Backstage Passes from 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 purposes.
- Each school will be issued six (6) Backstage Passes.
- Backstage passes will only be available for collection 10 minutes prior to your booking time.
- All Backstage Passes must be returned to the security counter at the end of your booking block or a penalty of \$50 per card will be imposed.

Rehearsal Time

- You are allowed into the venue only for the duration of your booking. Please take note that:
 - 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

**No participants will be allowed on stage during this period. Technicians will inform you once the stage is ready for use. Setup time may vary in accordance with each group's instrumental arrangement.*

- Ensure that your rehearsal ends at least 15 minutes before the end of your booking block, for your group to organise yourselves, pack up and leave the venue on time.
- A last 5-minute signal will be provided by the technician-in-charge nearing the end of last 15 minutes of your booking, thereafter we will proceed to black out the stage lights to stop any further rehearsal.

Important Things to Note

- Teacher-in-charge to duly inform instructors of the rehearsal conditions, Venue Terms & Conditions and SYF 2026 Rehearsal Information.
- All settings will be preset to the SYF Presentation standards as sanctioned by the Ministry of Education (Arts Education Branch); requests for adjustments out of pre-determined settings will not be allowed.
- 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 that all unwanted items are properly disposed.

Rehearsal Dates

Western Instrumental Ensemble Rehearsal	
<u>Guitar, Strings, Harmonica</u>	
• 9 February 2026 • 3 March to 5 March 2026 • 16 March to 19 March 2026	
<u>Handbell/ Handchimes</u>	
• 23 February 2026 • 2 March 2026 • 21 March 2026	

SYF 2026 REHEARSAL VENUE BOOKING REQUEST FORM (PHASE 1- BALLOT) –

WESTERN INSTRUMENTAL ENSEMBLE REHEARSAL

(All fields are compulsory, incomplete forms will be rejected without prior notice)

Name of Institution: _____

Address: _____ Postal Code: _____

Contact Person: (Mr/Ms/Mrs/Mdm) _____ Designation: _____

Tel: _____ Mobile: _____ Email: _____ Type of Instruments: _____

Payment Terms:

Please tick ☒ to indicate your choice:

- 1) ☐ E-Invoice - Department : _____ 2) ☐ PayNow
 - Sub-business Unit: _____ (4-Digit Code) UEN Code: 200500775CSCH
 - Attention To : _____

*Billing Period: 2026

Event Title: SYF Western Instrumental Ensemble Rehearsal 2026

Venue: SOTA Concert Hall

Date:

1: _____ (Date) _____ (Block)

2: _____ (Date) _____ (Block)

3: _____ (Date) _____ (Block)

4: _____ (Date) _____ (Block)

5: _____ (Date) _____ (Block)

**MUST fill in at least one preferred date/block. NO multiple date/blocks per line.
 NO sharing of booking block is allowed.**

Time Slots:

Block A 8.30am to 10.30am	Block D 2.30pm to 4.30pm
Block B 10.30am to 12.30pm	Block E 4.30pm to 6.30pm
Block C 12.30pm to 2.30pm	Block F 6.30pm to 8.30pm

Cost: Monday to Thursday Piano (optional):
 \$944.00 per block (without piano), subject to prevailing GST* \$600.00 per block, subject to prevailing GST*

Friday, Saturday, Eve of Public Holiday and Public Holidays
 \$1,544.00 per block (without piano), subject to prevailing GST* **Do you need a piano?** ☐ YES ☐ NO

Note:

* Booking includes of technicians. Invoice will show the detailed cost breakdown of venue rental and/or venue rental with surcharge and technicians and piano (if any)

Ballot Session: 21 November 2025 (Fri), 2.30pm) RSVP: ☐ YES ☐ NO *maximum 2 representatives

- Return this completed form to syfbooking@sota.edu.sg by 18 November 2025 (Tue), 3pm
- Submission period: **13 November 2025 (Thu 3pm) to 18 November 2025 (Tue 3pm)**. Late submission will not be considered for the ballot exercise.
- School that missed the ballot exercise to re-submit new booking request form (Phase 2) from 10 December 2025 (Wed), 12pm.
- Eligible form will be drawn at random, and assigned a block as indicated on the form, subject to availability.
- If all choices indicated have been taken, the allocation will be based on next best available slot.
- Letter of Offer will be sent out from 4 December 2025 onwards; endorsed Letter of Offer to be returned to SOTA within 14 Days.
- Full payment to be made within 14 Days from the date of Letter of Offer, failing which the offer shall be void.
- No sharing of booking block is allowed. Technicians are compulsory for Ethnic Instrumental Ensemble rehearsal.
- All rates above are subject to prevailing government taxes.
- Setup/preparation time of approximately 15 minutes is required and this is part of the duration of your booking.**
- Rehearsal to end at least 15 minutes before end of booking time to allow time for students to pack up and leave the venue on time.**
- Teacher-in-charge to duly inform instructors of the rehearsal conditions, Venue Terms & Conditions and SYF 2026 Rehearsal Information.
- Please refer to the SYF 2026 Rehearsal Information for more details.

I, the undersigned, hereby declare that the above information is true and accurate, and I understand that this booking request does not in any way constitute a booking agreement.

 Name Signature School Stamp Date