# SYF 2027 Rehearsal Information

**Choir, Western Instrumental Ensemble and Ethnic Instrumental Ensemble**

*Please note that SYF 2027 Rehearsal Booking (Phase 1) will be based on a ballot exercise.*

## BALLOT EXERCISE (PHASE 1)

**1) Rehearsal Booking Form**

a) To be eligible for the ballot exercise, institutions are to complete the relevant SYF 2027 Rehearsal Booking Form via FormSG. The relevant booking forms will be made available on the SOTA website from **Friday, 25 September 2026, 10am**.

b) Institutions may indicate up to 5 preferred dates/blocks based on the allocated rehearsal dates for their respective categories.

| Choir Rehearsal | Instrumental Ensemble Rehearsal |
|---|---|
| **Choir (Secondary)**<br>• 26-28 January 2027<br>• 22-25 February 2027<br>• 1-5 March 2027<br>• 8-9 March 2027<br>• 11-12 March 2027<br>• 18 March 2027<br><br>**Choir (Pre-University)**<br>• 19 March 2027<br>• 22-23 March 2027 | **Strings, Guitar (Secondary), Harmonica (All levels)**<br>• 1-2 February 2027<br>• 11-12 February 2027<br>• 15-16 March 2027<br><br>**Strings, Guitar (Pre-University)**<br>• 15-16 March 2027<br>• 24-25 March 2027<br><br>**Harp, Handbell, Hand Chime, Angklung, Kulintang, Gamelan, Indian Orchestra**<br>• 3-4 February 2027<br>• 9-10 February 2027<br>• 17 March 2027 |

c) The Phase 1 submission period is from **Friday, 25 September 2026, 10am to Thursday, 8 October 2026, 5pm**.

d) Forms received after the stipulated deadline, or forms with incomplete information, will not be eligible for the ballot exercise.

e) The ballot exercise is not conducted on a first-come, first-served basis. All eligible submissions received within the stipulated submission period will be included in the **ballot exercise**.

f) Where more than one submission is made by the same institution, only the most recently submitted form will be considered for the ballot exercise.

**2) Ballot Exercise**

a) The ballot exercise will be conducted as a closed-door ballot on Monday, 12 October 2026.

b) Institutions do not need to be present for the ballot exercise.

c) Successful submissions will be drawn at random during the ballot exercise and assigned a rehearsal date/block based on the preferences indicated in the Rehearsal Booking Form.

d) If all five indicated preferences are unavailable at the point of allocation, the next best available date/block will be allocated.

e) Ballot results for all categories will be posted on the SOTA website from Wednesday, 14 October 2026, 3pm.

**3) Balance Dates / Blocks and Exchange**

a) From Wednesday, 14 October 2026, 5pm, remaining dates/blocks will be made available on the SOTA website, subject to availability.

b) Institutions may exchange their allocated date/block with another institution within the same rehearsal category, subject to the following:

c) Each institution may submit one exchange request.

d) The institution seeking an exchange is responsible for independently sourcing another institution within the same category.

e) SOTA will not provide contact details or facilitate the exchange between institutions.

f) Exchange requests must be submitted via the SYF 2027 Exchange/Cancellation Form through FormSG.

g) Exchange or cancellation requests must be submitted by Tuesday, 20 October 2026, 5pm.

h) For cancellations, the institution may submit a new Phase 2 booking request, subject to availability.

i) Changes requested **after 20 October 2026, 5pm** will be subject to the following administrative charges:
   i) First change: **$100 per school**
   ii) Each subsequent change: **$200 per school**

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**4) Booking Confirmation and Contractual Documents for Phase 1**

a) Contractual documents will be issued to successful institutions (Phase 1) from **6 November 2026 onwards**, based on the allocated rehearsal slots.
b) The contractual documents will be sent via Signify for endorsement by the authorised signatory.
c) The endorsed contractual documents must be completed within fourteen (14) days from the date of the Letter of Offer.
d) Full payment must be made within thirty (30) days from the date of the e-invoice.
e) Failure to complete the contractual documentation or payment within the stipulated timeframe will result in the booking being voided, and the date/block may be released to the next institution.
f) Institutions are reminded to ensure that all required information and documents are submitted accurately and completely, as missing information may delay the issuance of the e-invoice.

**5) Phase 2 Booking (first-come-first-served allocation)**

a) Institutions that did not participate in the Phase 1 ballot exercise, or require a new booking after the ballot exercise, may submit a Phase 2 booking request for the remaining available dates/blocks (subject to category).
b) Phase 2 bookings will be subject to availability and will be processed on a **first-come, first-served basis**.
c) Phase 2 booking will commence from 26 October 2026. The remaining available dates and rehearsal blocks will be published on the SOTA website from **Monday, 26 October 2026 at 10am**.
d) Phase 2 rehearsal booking form will go live on **Monday, 26 October 2026, at 3pm**.
e) Institutions may check the available dates/blocks on the SOTA website before submitting the relevant booking form via FormSG.

**6) SOTA VENUE**

a) Rehearsal Venue:
***School of the Arts, Singapore***
***1 Zubir Said Drive***
***Singapore 227968***

b) The rehearsal venues are as follows:
i) Choir – SOTA Concert Hall
ii) Western Instrumental Ensemble and Ethnic Instrumental Ensemble – SOTA Concert Hall

**c) Rehearsal Timeslots**

i) The following rehearsal blocks are available:

| Block | Timing |
|---|---|
| A | 8.30am – 10.00am |
| B | 10.00am – 11.30am |
| C | 11.30am – 1.00pm |
| D | 1.00pm – 2.30pm |
| E | 2.30pm – 4.00pm |
| F | 4.00pm – 5.30pm |
| G | 5.30pm – 7.00pm |

*Please note that the allocated rehearsal block includes setup, rehearsal and pack-up time.*

**7) Drop-off and Pick-up Points**

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

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**8) Arrival Onsite**

a) On the rehearsal day, the school representative is to proceed to the SOTA Security Counter next to the main drop-off point on Level 2.
b) The school representative will be required to provide the following for verification:
   *i) Name of school*
   *ii) Name of teacher / school representative*
   *iii) Contact number*
   iv) *Photo identification (for verification at security counter)*
c) Backstage passes are available for collection 10 minutes before the allocated booking timing.

**9) How Many Backstage Passes Will Be Issued?**

a) Each booking will be issued **6 backstage passes**.
b) These passes are 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.
c) All backstage passes must be returned to the Security Counter after the booking block.
d) A charge of $50 per pass will apply for any pass that is damaged, misplaced or not returned by the end of the booking.

**10) Where Do I Go After Collecting the Backstage Passes?**

a) After collecting the backstage passes, please proceed to the backstage entrance of the Concert Hall.
b) Tap the backstage pass at the card reader by the backstage door for entry into the venue.
c) Once inside, the SOTA technician-in-charge will advise the group on the rehearsal procedures.
d) If you are required to wait for your allocated rehearsal timing, you may do so at the Concert Hall foyer.

**11) How Long Am I Able to Rehearse?**

a) Participants are allowed to be in the venue only during the duration of their allocated booking block.
b) Please note that the booking duration includes setup/preparation, rehearsal and pack-up/clearing time.

**For example, for a Block A booking for Choir Rehearsal from 8.30am to 10.00am:**

8.30am – 8.45am: Setup / stage preparation

8.45am – 9.50am: Actual rehearsal

9.50am – 10.00am: Pack-up / clearing of stage and exit from venue

**For example, for a Block A booking for WIE/EIE Rehearsal from 8.30am to 10.00am:**

8.30am – 8.45am: Setup / stage preparation

8.45am – 9.45am: Actual rehearsal

9.45am – 10.00am: Pack-up / clearing of stage and exit from venue

c) Groups should allow sufficient time at the end of the booking to organise themselves, pack up and leave the venue by the end of the allocated block.
d) The technician-in-charge will signal the final 5 minutes of the rehearsal period to allow the group to wrap up. Stage lighting will thereafter be blacked out to indicate the end of the rehearsal period.
e) Other bookings may be scheduled immediately after your allocated block. Groups are therefore required to leave the venue punctually at the end of their booking.
f) Any additional time spent in the venue beyond the allocated booking duration may be chargeable accordingly.
g) Teachers-in-charge are requested to brief all instructors and participants on the rehearsal conditions, Venue Terms & Conditions and SYF 2027 Rehearsal Information before arriving at SOTA.

**12) What Are the Settings for My Rehearsal?**

a) All venue settings will be preset according to the SYF Presentation standards sanctioned by the Ministry of Education, Arts Education Branch.
b) Requests for adjustments to other venue settings will not be permitted.

**13) Are We Allowed to Consume Food and Beverages in the Venue?**

a) Only bottled plain water is allowed to be brought into the venue.
b) Food items may be consumed at the foyer spaces outside the venue.
c) Please ensure that all rubbish is properly disposed of in the rubbish bins provided.

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**14) Proper Etiquette in the Venue**

a) All participants are expected to observe appropriate behaviour and professional etiquette while within the SOTA premises.
b) Any person found failing to comply with the venue's policies and procedures may be asked to leave the venue.
c) Any damage to SOTA property or equipment will be assessed and the corresponding reinstatement or repair costs may be charged to the school.
d) SOTA reserves the right to cancel a rehearsal with immediate effect, without refund, where any person is found to be in breach of the applicable policies and procedures.

**15) Are We Allowed to Invite Guests to View the Rehearsals?**

a) No guests are permitted to enter the venue during rehearsals.
b) Only accompanying staff and authorised personnel from the school will be permitted entry.

**16) Is There a Dress Code for Rehearsals?**

a) Warm clothing is recommended, as the venue may be cold.
b) Covered footwear should be worn at all times.

**17) Are We Allowed to Share a Booking Block with Another School?**

a) No sharing of booking blocks between schools is allowed.

**18) What Happens If I Need to Change My Booking?**

a) All booking changes should be submitted through the relevant SYF 2027 Exchange/Cancellation Form via FormSG.
b) For changes submitted after the fifth (5th) calendar day from submission, administrative charges will apply:
   i) First change: **$100 per school**
   ii) Each subsequent change: **$200 per school**

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

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

