



Frequently Asked Questions

What is SPARK?

SPARK is a creative arts festival designed specifically for the needs and interests of people with an intellectual disability. Workshops are designed to fascinate, enlighten, stretch and stimulate participants. **SPARK runs over four days and is open to people over 16 years with moderate support needs, who are accompanied by a carer or support worker.** SPARK is produced annually by The Junction Works each October. Registration for SPARK includes all meals, accommodation, workshops and entertainment.

What happens at SPARK?

Each participant at SPARK is allocated a workshop group so you have the opportunity to experience 9 creative arts workshops that run for approximately 45 minutes per session. After completing the 9 different workshops participants can then choose to participate in the 'showcase' of their chosen workshop by attending the 'showcase' rehearsals and the 'showcase' performance on Thursday evening.

Here is a 'YouTube' link to a previous SPARK:

<https://www.youtube.com/watch?v=I7yfpDQQ-N4>

Here is a **Sample Program Summary**;

Tuesday	Wednesday	Thursday	Friday
5pm: Arrival & Check-In	8am: Breakfast	8am: Breakfast	8am: Breakfast
6.30pm: Dinner	9.30am: Festival Opening	9.15am: Workshop 6	9.00am: Pack & Vacate Rooms
7.30pm-8.30pm: Welcome Activity including supper (Optional)	10am: Workshop 1	10.00am: Morning Tea	10.00am: Reflection, Artist Performances & Closing Presentation
	10.45am: Morning Tea	10.45am: Workshop 7	12noon: Lunch
	11.30am: Workshop 2	11.45am: Workshop 8	1pm: Departure
	12.30pm: Lunch	12.30pm: Lunch	
	1.45pm: Workshop 3	1.45pm: Workshop 9	
	2.30pm: Afternoon Tea	2.30pm: Afternoon Tea	
	3.15pm: Workshop 4	3.15pm: Rehearsal (Individual Workshops)	
	4.15pm: Workshop 5	4.15pm: Rehearsal (Group @ Auditorium)	
	5pm: Free Time	5pm: Free Time	
	6pm: Dinner	6pm: Dinner	
	7.30pm - 9.30pm: The Frocks Live Band	7.15pm: Parade	
		7.30pm - 9.30pm: Showcase & Disco	

Where is SPARK held?

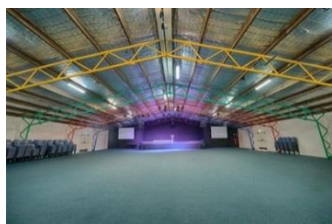
SPARK is held at The Tops Conference Centre, Bendena Garden Rd, Stanwell Tops. The Tops is a leading 'budget style' group accommodation and conference venue. The Tops accommodation provides contemporary styled rooms in a lush and peaceful setting.



All rooms have ensuites and are in bedding configurations of 3, 5 & 6 people in bunk style bedding of single and double size. The guest rooms are heated and each bed is supplied with a doona and pillow.

Please note you will need to bring supplies required for your stay (see detailed listing below) as the rooms are not serviced by housekeeping during your stay. There is a **very limited amount of guest rooms that are wheelchair accessible**, with accessible bathrooms. Please note any specialised personal care equipment (such as hoists, shower chair etc) is to be provided by the individual who requires such items.

SPARK workshops are held in the superior meeting rooms across The Tops main site accommodation lodges and facilities.



For more information on the venue please visit The Tops website on www.thetops.com.au

What do I need to bring to SPARK?

- Personal Medication
- Hat, Sunglasses, Sun Screen, Raincoat (check weather for Stanwell Tops region)
- Warm Pyjamas (it gets cool overnight)
- Shorts / long pants / jeans
- Comfortable Covered Shoes
- T Shirts
- Jumper/Jacket (even in October it can still get pretty cold on the coast)
- Underwear: Socks Underpants Bra Singlets
- Toiletries: Soap Toothbrush Toothpaste Deodorant Brush/Comb
 - Hand Soap Shampoo/Conditioner Sanitary Pads Insect Repellent
- Bath Towel & Hand Towel
- Pillow Case & Sleeping Bag or Bed Sheets (Base Sheet, Top Sheet– SB or DB)

Other things you may need:

- Any cleaning supplies you may require during your stay (e.g. disinfectant, sanitiser, laundry detergent – there is a guest laundry at The Tops)
- Garbage Bags to take dirty clothes home in.
- Small Torch
- Coins (only for guest washing machine)
- Camera

Please ensure all belongings are labelled with your FULL NAME.

What are the meals at SPARK? (Sample Menu & Special Diets)

Meals are prepared from fresh, local produce on the premises by an experienced team of chefs dedicated to providing a variety of nutritious meals. The Tops Catering Department has a nut free policy. The Tops do not use nuts or nut products in any of the food they produce.

The Tops cater to Special Diets for allergies & intolerances including; Coeliac (Gluten Free), Lactose Intolerant, Vegan, Vegetarian, Allergies (Nuts, Eggs, Shellfish/Seafood). Planning and communication are both vital to ensure The Tops can safely cater for guest dietary needs. **A Special Diets form must be completed with your SPARK registration if you require a specialised diet. Use this form only if you have a strict dietary requirement that is essential to your health and well being (e.g. food allergy).** Do not use for likes and dislikes of foods.

As SPARK is catering to over 300 people with various needs we aim to provide a simple yet satisfying home style meal. All meals are one serve per person. Please be aware that upon completion of each meal your group is required to clear their table and place dirty dishes in allocated dish racks provided. Below is a SAMPLE menu to demonstrate the type of meals provided at The Tops. This is a guide menu only.

Day▶ Meal▼	Tuesday	Wednesday	Thursday	Friday
Breakfast (approx 8am)	N/A	Assorted Cereal Sausages or Bacon Eggs (Scrambled or Poached) Baked Beans or Chickpea Ragout Toast Fruit Yoghurt	Assorted Cereal Sausages or Bacon Eggs (Scrambled or Poached) Baked Beans or Chickpea Ragout Toast Fruit Yoghurt	Assorted Cereal Sausages or Bacon Eggs (Scrambled or Poached) Baked Beans or Chickpea Ragout Toast Fruit Yoghurt
Morning Tea (approx 10am)	N/A	Assorted Biscuits Fresh Fruit	Assorted Biscuits Fresh Fruit	Assorted Biscuits Fresh Fruit
Lunch (approx 12.30pm)	N/A	Beef Pie Garden Salad Bread Roll	Bread Rolls Deli Meats Selection Garden Salad Pasta Salad	Salt & Pepper Fish Garden Salad Asian Noodle Salad Hot Chips
Afternoon Tea (approx 3pm)	N/A	Chefs Cake (e.g Orange & Poppy Seed) Fresh Fruit	Chefs Cake Fresh Fruit	N/A
Dinner (approx 6pm)	Stir Fry Beef Jasmine Rice Steam Vegetables	Chicken Schnitzel Gravy Potato Bake Steam Vegetable	Beef Lasagne Steam Vegetable Garlic Bread	N/A
Dessert (Served immediately after dinner)	Individual Ice Cream Tubs with choice of toppings.	Bread & Butter Pudding with Custard.	Raspberry Cheesecake	N/A
Supper (approx 8pm)	Chefs Slice (e.g. Caramel & Date Slice)	Chefs Slice	Chefs Slice	N/A

How do I register to participate in SPARK?

Complete a SPARK Registration Form and return it to The Junction Works as soon as possible to secure your place.

SPARK Registration Forms are available from www.thejunctionworks.org or send an email to spark@thejunctionworks.org and we can email the form to you, or call 02 87770500 and speak to Janelle Mihas.

Please ensure all areas of the registration form are filled out accurately. Information required includes:

- 1. Organisation/Service Provider Details.** (Note contact details of the support worker/carer who will be in attendance at SPARK are critical, not only for the safety of your group attending SPARK but also to ensure that essential SPARK information distributed upon close of registrations is sent to the person attending SPARK as well as the person who completed registration).
- 2. Payment Details** (Cheque, EFT or Credit Card)
- 3. Accommodation Details Request** (i.e. the rooms you need).
- 4. Client Details** (name, gender, accessibility requirements, t-shirt size and dietary requirements)
- 5. Staff/Carer Details** (name, gender, dietary requirements, t-shirt size if wishing to purchase for an additional \$25).

Early Bird registrations are available and must be received by Junction Works and be paid in full by 30th June. Standard charges apply to registrations received after 30th June. All payments are to be finalised within 14 days of registration.

Please refer to the SPARK Registration Form for important terms & conditions.

Registrations close 30th September 2016

What if I have more questions about SPARK?

Please contact Janelle Mihas on 02 87770500 or send an email to spark@thejunctionworks.org, please include your full name and contact phone number.