
Stage Managers Guide

Fall 2011



THE BAND OF THE U. S. AIR FORCE RESERVE WOODWIND QUINTET

STAGING REQUIREMENTS

Arrival

The band will arrive according to the operations representative's (Ops Rep) designated time. The event sponsor or point of contact should be available to meet the band upon arrival to greet and assist the ops rep with the organization of the performance. The following are standard requirements needed to ensure the highest quality performance by the Woodwind Quintet.

Stage

Dimensions: Performance area should be at least 12 feet wide and 12 feet deep.

Construction: The stage or area being used must be level with a firm foundation (not grass, dirt, etc.). For outdoor sites: the performance area must be **dry**. We request a covering be provided for outdoor venues to help protect the health of band members and the safety of our equipment from direct sunlight. [The cover's dimensions should meet the minimum dimensions required \(listed above.\)](#) **-NOTE:** The band cannot perform in inclement weather (to include high winds, temps below 45°F and above 100°F); we recommend that arrangements be made for an alternate indoor site.

Cleaning: The stage should be cleaned prior to the arrival of the band. Direct routing to power and a secure storage area on the same level should be provided for case storage. Also, area should be clear of all other equipment and events once the band is set up.

Chairs and Stands: Five chairs are required. They must have no arms, clips, or handles on the sides that could cause damage to the instruments. The WQ also uses five music stands; however, we carry our own if none are available.

Electrical: We request the use of one 120V/20Amp AC circuit with two Edison outlets for use with a small PA system (powered speaker and microphone) and stand lights. Power should be grounded and available within 10 feet of the stage area. If a generator is required, a dedicated generator is requested which is not sharing power with any other equipment to ensure our audio system is receiving "clean" power. In either situation, GFCI circuits are NOT recommended because they do not function properly with our gear.

Access: Parking must be provided for one large passenger van. We will also need a secured storage area to store unused equipment and empty cases. This area must be on the same level as the stage.

Lighting: No special lighting needs. We request the use of general stage lighting (wash); please designate someone who can operate system during band's performance.

Audio: The Woodwind Quintet usually does not travel with an audio system as it is not necessary under most circumstances. The ensemble is capable of providing a small PA system for announcements if requested at least 10 days prior to the event with the ops rep.

Other Requirements

Dressing Rooms: Two dressing rooms are needed: one for approximately 2 men, and one for 3 women. These rooms should have clothing racks to hang uniforms, and full-length mirrors.

Restrooms: Two restrooms (men & women) should be available, preferably backstage, for the band's use.

Refreshments: As a minimum, cold water should be available backstage.

Performance Schedule: The lengths of our performances vary. Exact times and lengths for the concerts can be obtained from the ops rep. Following the concert please allow thirty minutes for the tear down. House personnel should be prepared to stay at least that long before being able to secure the building.

Contact

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