
Stage Managers Guide

Fall 2011



THE BAND OF THE U. S. AIR FORCE RESERVE FULL SPECTRUM JAZZ ENSEMBLE

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 final organization of the performance. The following are standard requirements needed to ensure a memorable performance by Full Spectrum.

Stage

Dimensions: Performance area should be a minimum of 20 feet wide by 20 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 covers dimensions should meet the minimum dimensions required (listed above). **NOTE:** the band cannot perform in inclement weather (to include high winds, temperatures below 45°F and above 100°F); we recommend that arrangements be made for an alternative indoor site.

Chairs and Stands: Ten chairs are required. They must have no arms, clips, or handles on the sides that could cause damage to the instruments. The band's setup crew will arrange the chairs. The band also uses 20 music stands; however, we carry our own if none are available.

Stage Electrical Power: The band must have access to a minimum of four independent 120Volt, 20 Amp circuits. These circuits must terminate in common household Edison plugs. All circuits must also be grounded and accessible from the stage wings, no more than twenty-five feet from the edge of the stage. 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. We request that an electrician or qualified personnel be available upon the band's arrival to take care of any minor discrepancies that might occur.

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.

Access: The stage should be accessible without the use of stairs (ramp, dock, or freight elevator are preferred). If any center doorposts need to be removed, please have the tools available to do so. Parking must be provided for two large passenger vans and one fifteen foot equipment truck.

Set-up/Sound-check: ~~Normally, the~~ The band MUST perform an audible sound-check (play live music) prior to the performance. Please notify all persons working or having meetings in, or near this area. This will alleviate our sound-check being delayed and extending the set-up time.

Lighting

Lighting Engineer: A lighting engineer should meet with the band's production representative prior to the concert, preferably during set up, to discuss lighting requirements. If an engineer is not available, a representative from the theater should meet with the band's production representative. This representative should be authorized to make the theater lighting system accessible to the band and prepared to provide information concerning the lighting equipment.

Stage Lighting:

General – Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. Due to the band's size we need an even light distribution.

Effect – We would like to take advantage of lighting effects. Refer to the diagrams provided for specific coverage areas. Most vocals and instrumental solos perform in the "down stage" section (or apron), and will be covered by spotlights,

or front stage lights (ellipsoidal or equivalent). The area where most of the band sits can be bathed in subdued light, predominantly blues, ambers, reds, and lavenders.

Spotlights: Follow spots will be used if available. Their use will be discussed by the production representative when meeting with the venue's lighting engineer. Our band does not have regular spotlight operators, and the sponsor, or venue, may need to provide operators, or make arrangements to authorize band personnel to operate the equipment.

Houselights: Houselights should be dimmed or turned off during the performance, but must also meet local fire and safety ordinances.

Communications: The band needs clear communication to the house Lighting Engineer, both Spotlight operators, our Audio Technician, and a drop in the right stage wing for Productions.

Audio

Because of familiarity and consistency, we normally use our own sound system rather than the house system. In cases where a house system is available, our audio technician will determine whether or not it will be used. For most performances, we will use ~~our~~'s own sound system, ~~microphones~~ and technician. The position of the audio console is ~~idealy~~ideally located approximately 50 feet in front of the band performance stage in the audience area; if this is not practical, please coordinate through the ops rep. A large electrical cable (audio-snake) will be run from the stage to the audio console position. The minimum dimensions must be a ~~53~~ x ~~65~~ footeet area.

Other Requirements:

Dressing Rooms: Two dressing rooms are needed: one for approximately 15 men, and one for approximately 4 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 two hours for the tear down and loading of the trucks. House personnel should be prepared to stay at least that long before being able to secure the building.

NOTE: ANY CHARGES FOR LIGHTING ENGINEER, SPOTLIGHT OPERATORS, ETC. MUST BE COORDINATED THROUGH THE SPONSOR AND THE OPS REP.

Contact

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