



THE UNITED STATES AIR FORCE
BAND OF THE WEST
JOINT BASE SAN ANTONIO-LACKLAND, TEXAS



Stage Manager's Guide

The United States Air Force Band of the West will be utilizing a performance facility in your area in the near future. Your assistance in presenting the Band in a professional manner is invaluable and will help make the performance memorable for everyone.

The following guidelines will assist you in staging this event. We realize that not all concert sites are equipped in the manner listed in this guide. We also realize that not all of our performing groups will have the same requirements. If you have any questions, please contact the sponsor by e-mail or phone.

Questions not answered in this guide should be directed to:

USAF Band of the West
1860 Carswell Ave., Suite 1
JBSA-Lackland, TX 78236
(210) 671-3934
www.BandoftheWest.af.mil
Email- band.media@us.af.mil

CONCERT SITE

Although auditoriums with permanent stages are considered optimal performance venues, gymnasiums, auditoriums with portable stages, as well as covered outdoor venues, will be considered. Ideally, these performance facilities should have an audience capacity of at least 1,000, with adequate parking capabilities to accommodate a “full house.” Smaller venues may be used for our smaller groups upon approval from the Operations Section of the Band.

LOADING AREA

Any facility that is chosen for the *Concert Band*, *Top Flight*, *Sky Country*, *Warhawk*, and *Dimensions in Blue* must have a means to accommodate our equipment truck, and a 40” wide (or greater) area for loading, unloading and moving equipment to the performance site. Our other groups do not need a large loading area. The loading area should not contain stairs or other obstacles. Facilities that do not meet these requirements may be considered adequate upon review by our operations representatives.

STAGE

IDEAL STAGE DIMENSIONS

Concert Band, Dimensions in Blue, Brass in Blue, Sky Country, Warhawk and Top Flight-
40' x 40'

Gateway Brass, Freedom Brass, Spectrum Winds, Mission Winds, and Horizon Saxophone Quartet -
20' x 20'

ELECTRICAL OUTLETS (*Concert Band, Top Flight, Sky Country, Warhawk, and Dimensions in Blue only*)

Electrical connections are required for the band to maintain a high standard of performance. To ensure the best possible show, an electrician will be required to identify adequate power sources using either in-house or generated power. The source must be within fifty feet of the back of the stage.

Minimum power for **outdoor** performance is **3x30 amp. circuits.**

Minimum power for **indoor** performance is **3x20 amp. circuits.**

Preferred power is a **200-400 amp. single or three phase service.**

All circuits must be grounded, not tied to any dimmers (lighting/rheostats), and in (single) phase Edison type outlets. Our engineers will provide bare wire ends for connecting to the main power source and provide a complete circuit protected power distribution system. Venues must provide a local electrician to be present while connecting to the main power.

STAGE CLEANING

The stage, in most cases, should be cleaned prior to the arrival of our setup crew, to avoid conflicts. A loading and setup crew may need to arrive four hours prior to the concert. The building should be unlocked at this time so the crew can avoid delays in setup. The Operations Representative will arrange this with you.

SEATING - Chair requirements

Concert Band - fifty chairs, without arms

Brass in Blue- twenty chairs, without arms

Dimensions in Blue - eighteen chairs, without arms

Warhawk - five chairs, without arms

Gateway/Freedom Brass - five chairs, without arms

Spectrum/Mission Winds - five chairs, without arms

Horizon Saxophone Quartet- four chairs, without arms

SYMPHONY SHELL

A shell should be used only for instrumental concerts. If vocals and additional entertainment are used, then the shell is not needed.

LIGHTING

LIGHTING ENGINEER

The lighting engineer should meet with the Operations Representative two hours prior to the concert to discuss lighting requirements.

STAGE LIGHTS

White overhead stage lighting should be used. The stage should be bright enough to read newspaper print without any difficulty (15-25 foot-candle power at stage level is preferred). Lighting intensity should be equal throughout the stage area. This may mean replacing colored bulbs with standard white bulbs prior to the setup crew's arrival. Downstage should be lighted; special lighting may be needed for announcer and vocalists' position. Footlights are not needed.

SPOTLIGHTS

Spotlights should be used, if available, and should be white only. Follow spots will be discussed with the lighting engineer when the crew arrives for setup.

HOUSE LIGHTS

House lights should be dimmed during the concert.

SOUND SYSTEM

The Band provides its own mobile sound system.

BACKSTAGE

DRESSING ROOMS

Concert Band

1. One private room each for the conductor(s).
2. One room large enough to accommodate forty men.
3. One room large enough to accommodate fifteen women.

Top Flight and Sky Country

1. One room large enough to accommodate five men.
2. One room large enough to accommodate two women.

Dimensions in Blue and Dimensions in Blue

1. One room large enough to accommodate fifteen men.
2. One room large enough to accommodate three women.

Warhawk

1. One room large enough to accommodate seven men.
2. One room large enough to accommodate two women.

Gateway Brass and Freedom Brass

1. One room large enough to accommodate four men.
2. One room large enough to accommodate two women.

Spectrum Winds and Horizon Saxophone Quartet

1. One room large enough to accommodate three men.
2. One room large enough to accommodate four woman.

Mission Winds

1. One room large enough to accommodate four woman.

The dressing rooms should be clean and temperature controlled. Also, please provide a clothing rack for hanging uniforms and a full-length mirror.

WARM-UP/STORAGE ROOM

One large room should be provided (out of hearing range of the stage) for the musicians to warm-up and for storage of empty instrument cases. This room should either be locked or protected by a security guard when not occupied.

RESTROOMS

Restrooms (one for men, one for women) should be available for use by the band members.

THANKS!

Putting together a concert is a tough job and your efforts are greatly appreciated. We offer our sincere thanks to you in advance for all of your hard work, as does your community. If there are any problems or questions, feel free to contact us. We hope this guide will help to make the concert a rousing success!