



## USAF HERITAGE OF AMERICA BAND – RHYTHM IN BLUE

### STAGE/VENUE MANAGER'S GUIDE

#### Responsibilities

- **Stage/Performance area**
  - Performance area of 32 feet wide, by 32 feet deep
  - Electrical outlets – minimum of 3 (15 amp) circuits (indoor venue), or 5 (15 amp) circuits (outdoor venue)
  - Area for performing must be clean, and free of all obstructions
  - Load-in area must be free of obstructions and accessible to the venue performing area
  - Venue and load-in area must be unlocked at least 2 hours prior to the concert, in order for the band's load-in crew to complete set-up
  - Seating: 20 chairs (without arms). Chairs will be arranged by the band's set-up crew
  - Shell --- if available, shell should be used, unless doing so reduces the performing area below the minimum requirement
- **Lighting**
  - Lighting operator should meet with the operations representative 1 hour before the event, to discuss lighting requirements
  - Stage lighting: white overhead stage lighting should be used. Stage should be bright enough to read newspaper, and intensity should be even across the entire performing area. Footlights and specials are not needed.
  - House lights should be dimmed to 10-15% during the performance
  - Spotlights will be used if operators are available; white spotlights only.
- **Audio System:** The band provides its own mobile sound system and audio engineer
- **Backstage**
  - Two Dressing rooms are required; these should have clothing racks to hang uniforms and a full-length mirror, if possible
    - One room large enough for 15 men
    - One room large enough for 5 women
  - One large warm-up/storage room that can be secured by stage/venue manager, preferably out of hearing range of the performance area. The performers will use the room to warm-up prior to the event, and to store instrument cases.
  - Restrooms: one for men and one for women, available for use by performers