USAF LANGLEY WINDS

STAGE/VENUE MANAGER'S GUIDE

Responsibilities

Stage/Performance area

- Performance area of 25 feet wide by 25 feet deep
- 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 1-hour prior to the concert, in order for the band to complete set-up.
- Seating: 10 chairs (without arms). Chairs will be arranged by the performers.

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 newsprint, and intensity should be even across the entire performing area. Foot lights and specials are not needed.
- House lights should be dimmed to 10-15% during the performance.

Audio System: If available, a single microphone used through the house audio system is preferred.

Backstage

- Two Dressing rooms are required; these should have clothing racks to hang uniforms and a full-length mirror, if possible.
- One 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.

A component group of the

USAF Heritage of America Band

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