



# **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](http://www.BandoftheWest.af.mil)**  
**Email- [usaf.botw@gmail.com](mailto:usaf.botw@gmail.com)**

## **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.

## **STAGE**

### **MINIMUM STAGE DIMENSIONS**

*Gateway Brass*  
20' x 20'

## SEATING - Chair requirements

*Gateway Brass* - five chairs, without arms

## **LIGHTING**

### 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.

### HOUSE LIGHTS

House lights should be dimmed during the concert

## **BACKSTAGE**

### DRESSING ROOMS

*Gateway Brass*

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

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!