



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



DIMENSIONS *In Blue*

Stage Manager's Guide

The Dimensions in Blue Jazz Ensemble from the U.S. Air Force Band of the West is looking forward to performing at your venue in the near future. In this Stage Manager's guide you will find valuable information that will assist you in making your event successful. We realize that not all concert sites are equipped in the manner specified in this guide. However, our Operations Representative will be working with you closely to assist with any questions.

Dimensions in Blue Operations Representative:

Senior Airman Luis Rosa

Email: luis.rosa_amos.1@us.af.mil

Office Phone: 210-473-3417

United States Air Force Band of the West general contact information:

USAF Band of the West
1860 Carswell Ave, Suite 1
JBSA-Lackland, TX 78236

Main Phone Line: (210) 671-3934

Website: <http://www.bandofthewest.af.mil/>

Table of Contents

<i>Contact Information.....</i>	<i>2</i>
<i>Concert Site.....</i>	<i>3</i>
<i>Loading Area.....</i>	<i>3</i>
<i>Stage Dimensions.....</i>	<i>3</i>
<i>Power Requirements.....</i>	<i>3-4</i>
<i>Stage Preparation.....</i>	<i>4</i>
<i>Requested Equipment.....</i>	<i>4</i>
<i>Symphony Shell.....</i>	<i>4</i>
<i>Lighting.....</i>	<i>4-5</i>
<i>Sound System.....</i>	<i>5</i>
<i>Backstage</i>	<i>5</i>

Power Requirements

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 provided power source must be within 50 ft. of the back of the stage.

- *Indoor Performance Requirements:*

40 – 50 Amps

- *Outdoor Performance Requirements:*

50 – 60 Amps (No GFIC outlets)

Preferred power is a 100 amp three-phase service with distribution boxes with standard Edison plugs.

Additionally, **all circuits must be grounded and not tied to any dimmers** (i.e. lighting or rheostats), and in single phase Edison type outlets.

Please contact our Operations Representative if the venue has access to three-phase power, but no distribution system. If we are required to tie into power, venues must have an electrician present while connecting to the power source.

Stage Preparation

The stage should be clear and clean prior to our arrival. Our Operations Representative will provide our arrival time in advance to give you ample time to get the facility ready. The building should also be unlocked at arrival time to avoid delays that may impact the performance.

Requested Equipment

Seating: 20 armless chairs

Music Stands: 20 black metal stands

If these items are not available, please coordinate with our Operations Representative so we can properly prepare.

Symphony Shell

We prefer to utilize concert shells when they are available. However, this is not a requirement.

Lighting

If a lighting engineer is available, he/she should meet with our Operations Representative upon our arrival 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 our arrival. Downstage should be lighted; special lighting may be needed for announcer and vocalists' position. Footlights are not needed.

Spotlights

If available, spotlights should be used and should be white only. Follow spots will be discussed with the lighting engineer upon arrival.

House Lights

House lights should be dimmed during the concert, but be able to be brought up to full upon cue from the announcer or audio engineer.

Sound System

If a sound system exists at the venue, our audio engineer will determine if it is adequate to meet our needs. If not, we will provide our own sound system.

Backstage

Dressing Rooms

One room large enough to accommodate 20 men

One room large enough to accommodate 5 women

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

Warm Up/ Storage Area

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

Restrooms

One male and one female restroom should be available for use by the band members backstage.

THANK YOU! Putting together a concert is a big 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 our concert a rousing success!