



USAF Band of the West

Nightwatch 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. 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- usaf.botw@gmail.com

PERFORMANCE SITE

Although auditoriums with permanent stages are considered optimal performance venues, gymnasiums, and auditoriums with portable stages will be considered. Ideally, these performance facilities should have an audience capacity of at least 100, with adequate parking capabilities to accommodate a “full house.”

STAGE

IDEAL STAGE DIMENSIONS

Nightwatch - 20' x 20'

STAGE CLEANING

The stage, in most cases, should be cleaned prior to the arrival of our setup, to avoid conflicts. The performance team will arrive 60-90 minutes prior to the concert in order to set up, do a quick sound check, and possibly

change into their uniforms. The building should be unlocked at this time to avoid delays in setup. The Operations Representative will arrange this with you. It's important that the sponsor, or one of his/her representatives, meet the performance team at the venue site, at the agreed upon time.

SEATING - Chair requirements

Nightwatch - 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. This may mean replacing colored bulbs with standard white bulbs prior to arrival. Downstage should be lighted. Footlights are not needed.

HOUSE LIGHTS

House lights should be dimmed during the concert.

SOUND SYSTEM

Nightwatch can provide its own mobile sound system, if necessary. Typically, depending on the hall's capacity, the musical team needs some amplification for speaking with the audience which is provided by the hall.

BACKSTAGE

DRESSING ROOMS

Nightwatch

1. One room large enough to accommodate two 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 performers.

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!