
Stage Managers Guide

United States Military Academy Band “Jazz Knights”



MSG Ron Fleischman and SFC Robert Jones
Jazz Knights Operations

685 Hardee Place
West Point, New York 10996-1587

(845) 938-2445/5359
FAX- (845) 938-5187

ronald.fleischman@usma.edu
robert.jones@usma.edu

THE UNITED STATES MILITARY ACADEMY BAND

“JAZZ KNIGHTS” STAGE REQUIREMENTS

PRELIMINARY INFORMATION

A **Letter of Request**, submitted on **OFFICIAL LETTERHEAD** to the United States Military Academy Band’s Commanding Officer, LTC Timothy J. Holtan, is the first step in requesting **ANY PERFORMING GROUP** from the Academy Band. Upon receipt of the request letter, the Commander of the USMA Band will determine the availability of the requested performing group. The requestor will be notified of the availability of the performing group requested. Due to the high volume of requests and military commitments and functions, the USMA Band is unable to support every request.

LETTER OF REQUEST ADDRESS:

**The United States Military Academy Band
ATTN: Commanding Officer, LTC Timothy J. Holtan
685 Hardee Place
West Point, New York 10996-1587**

LETTER OF ACCEPTANCE OR APPROVAL

The requestor (sponsor) will be notified by the Commanding Officer of the USMA Band of the status of his or her request. This response, in support of the requested date or event, will advise the sponsor of the band’s Point of Contact (POC). At this point, the sponsor and the band’s POC can begin communication and scheduling details for the performance.

COMMUNICATION/SCHEDULING

Communication between the sponsor and the Jazz Knights’ POC is **CRITICAL** to the success of the performance. Set guidelines and concert etiquette are mandatory for the performance. The Jazz Knights rehearse and perform a show, much like a Broadway performance or production. Any deviation from this performance standard interrupts the flow of the show. It is the **sponsor’s responsibility** to discuss any possible deviations from our set performance or show with the Jazz Knights’ POC, beginning with initial contact.

Such deviations include, but are not limited to (these MUST be discussed PRIOR TO the arrival of the Jazz Knights on concert day):

1. Guest artist or someone who wants to perform or “sit in” with the Jazz Knights
2. Guest speakers or political speeches before, during or after Jazz Knights performances
3. Need for an intermission for organizational business not related to the concert
4. Provisions for an adequate inclement site
5. Change in performance time
6. Lack of publicity for the performance
7. Admission charges or solicitation of donations from concert patrons (these are **NOT ALLOWED** under any circumstances)
8. Not providing clear and concise information concerning clinics, adjudicating or performances requested of the Jazz Knights
9. Any military protocol issue, to include Presentation of The Colors or the playing of *The Star Spangled Banner*, etc.

PUBLICITY

The Jazz Knights Operations Point of Contact (POC) will submit a publicity packet to the sponsor by US Mail or electronically (email) at least six weeks prior to the concert date. This packet will include all the information needed to publicize the event by the sponsor or the local news media. It is the responsibility of the sponsor to ensure the concert event receives adequate press coverage and advertising. Jazz Knights performances are **free of charge** and **open to the public**. **Admission fees or donations are prohibited.**

ARRIVAL

The Jazz Knights will arrive at the time scheduled by the Jazz Knights' POC or representative. The event sponsor, or his/her representative, will be available to meet the band upon its arrival at the venue. At this time, final performance details can be discussed if needed. The following items are basic requirements needed to ensure the highest quality performance by the Jazz Knights.

ENTRANCE

Access: Easy access from the loading dock to the stage area is mandatory. In the event that equipment needs to move through a double door, the mullion, or the bar between the doors, should be removable. In addition, due to heavy equipment on wheels, there can be no stairs or steps in the path from the loading entrance to the stage. If there is not room in the stage wings for large cases, an alternate room should be available for case storage.

STAGE

Dimensions: The Jazz Knights require a performance area that is 40 feet wide by 30 feet deep (maximum) or 30 feet wide by 20 feet deep (minimum). This is the stage area where the performers sit with their instruments during the concert. This does not include any area that is outside of the performance area. Please review the diagram on page nine for a clarification of the stage configuration dimensions.

Electrical Needs: Under normal circumstances, the band must have access to four independent 120-volt, 20-amp circuits. These circuits must terminate in common ground household Edison plugs. All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage. Sponsor should provide any necessary extension cords.

Stage Cleanliness: The stage must be clean and stage wings must be free of any props or equipment prior to the arrival of the set up crew to avoid conflicts. The initial set up will take approximately two (2) hours before the concert. This allows ample time for set up, sound check, meals, breaks, and changing.

Chairs: The ensemble needs **20** chairs. These chairs must not have stacking clips or handles on the sides, as these can damage musical instruments. The band's stage plot or set up picture of chairs and stands is included in the back of this packet. Please have the stage configured in this fashion. (One square represents one chair) The Jazz Knights use stand fronts and do not need music stands.

Sound Shell: The band prefers to use a sound shell, if one is available at the location. The Jazz Knights operations section will evaluate the information given by the sponsor concerning the set up flexibility and construction of the shell's side, back and cover panels. This will help determine which configuration is best for the performance.

Inclement Site: Sponsors must provide an appropriate inclement site for all outdoor concerts in case of questionable weather. Similar information is required for both inside and outside locations to determine performance location or venue suitability.

LIGHTING

Lighting Engineer: A meeting between the Jazz Knights operations representative and the lighting engineer connected with the venue will be required prior to the concert, preferably during the set up. If an engineer is not available, a representative from the theater should be available. The theater representative should be authorized to make the theater lighting system accessible to the band and be prepared to provide information concerning the lighting equipment.

Stage Lighting: Overhead stage lights should be bright enough that those onstage can read newsprint without difficulty. There should not be any noticeable drop out or dark spots from wing to wing or apron to backdrop. Even light distribution is critical. Refer to the provided diagrams for specific coverage areas. In most cases, vocal and instrumental solos perform in the “down stage” section (or apron). Spot lights, or front stage lights (ellipsoidal or equivalent) will resolve this issue. Subdued light, to enhance normal facial tones and features, will illuminate the performers. If stand lights are necessary, adequate power cables need to be available for 25 stand light cords.

Spotlights: When meeting with the band operations representative, the venue’s lighting engineer should discuss “follow spots” when available. The Jazz Knights do not have regular spotlight operators. The sponsor or venue may need to provide spotlight operators (if applicable).

House Lights: House lights will be dim or turned off during a performance, but must meet local fire and safety ordinances.

Communications: A line of communication is necessary between the house light engineer, spotlight operator and the Jazz Knights audio technician (if applicable).

AUDIO

The Jazz Knights provide sound support and do not usually use a house system that is available at some venues. If a suitable house system is available, our audio technician will determine if that system supports the needs of the band. The Jazz Knights audio technician normally positions himself near the middle or rear of the house or hall.

DRESSING ROOMS

Three dressing rooms are required: one for approximately 20 males, one for 1 female, and 1 private dressing room for our Officer-in-Charge. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

RESTROOMS

Two restrooms (male & female) should be available, preferably backstage, for the band’s private use.

REFRESHMENTS

Sponsors are not obligated to provide a meal or bottled water before or after a concert, but these gestures are greatly appreciated.

PERFORMANCE SCHEDULE

Performance length may vary. This issue will be discussed with the Jazz Knights POC prior to the band’s arrival. A typical concert is approximately 75 minutes without an intermission. Intermissions are strongly discouraged. Following the concert, please allow an hour for the tear down and loading of the bus. House or venue personnel should be prepared to stay at least 60 minutes after concert completion before being able to secure the building.

**ALL CONCERTS ARE FREE AND OPEN TO THE PUBLIC.
ANY CHARGES FOR PERFORMANCE LOCATION, LIGHTING ENGINEER, SPOTLIGHT OPERATORS, BAND SHELL, ETC. MUST BE COORDINATED THROUGH THE SPONSOR AND ARE THE SPONSORS' SOLE FINANCIAL RESPONSIBILITY.**

Donations or admission fees are prohibited and may not be requested from patrons attending Jazz Knights concerts or performances. Complimentary CD recordings of the Jazz Knights are available upon request prior to the band's arrival at the concert.

To contact the United States Military Academy Band:

Write:
The United States Military Academy Band
Attention: Jazz Knights Operations
685 Hardee Place
West Point, New York 10996-1587

Or Call: 845-938-2445/5359
FAX: 845-938-5187

SPONSOR CHECKLIST
CONCERT INFORMATION

United States Military Academy Band Jazz Knights

City _____ State _____ Date _____
Time _____
Concert Site _____
Capacity _____
Number of Tickets Printed _____
Number of Tickets Distributed _____

SPONSOR INFORMATION

Please complete or attach a business card

Name _____	Title _____
Organization _____	
Mailing Address _____	
City / State / ZIP _____	Phone _____
Fax _____	
E-mail _____	Website _____
Name _____	Title _____
Organization _____	
Mailing Address _____	
City / State / ZIP _____	Phone _____
Fax _____	
E-mail _____	Website _____

SPONSOR OR HOST FOR CONCERT (Name/ Title/Organization)

INFORMATION NEEDED FROM SPONSOR:

SPONSOR CHECKLIST

STAGE DIMENSIONS

SPONSOR PERFORMANCE LOCATION INFORMATION CHECKLIST

The following sponsor checklist contains specific information about the physical properties of the job site or venue and available equipment. Please provide **all** information requested.

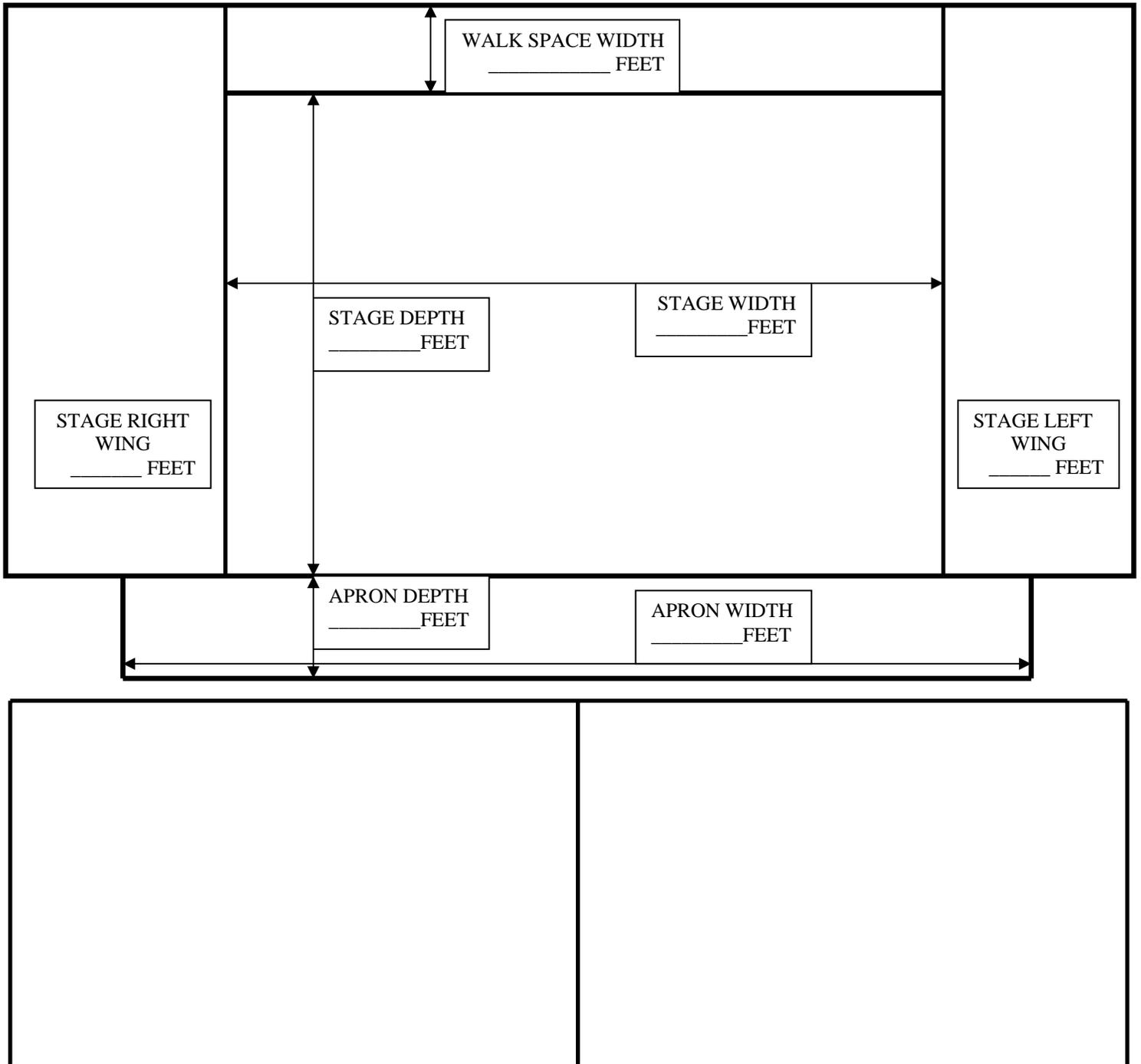
The section concerning stage dimensions, location of electrical outlets and the availability of a sound shell or acoustic reinforcement are **critical** to the success of the concert. Please forward this information to the Jazz Knights operations representative. With this information, we can better evaluate our equipment needs and prepare the set up configuration most suitable to your particular venue.

<p>Glossary of Terms: Stage Left and/or Right: Directions as seen from the stage Down Stage: At or toward the front of the stage. Up Stage: On or toward the back of the stage. Audience Left and/or Right: Looking at the stage from the audience's point of view Wings: Areas directly left and/or right of stage Walk Space: Area behind the backdrop, if any. Specials: Lights dedicated to a specific stage area. To "Work" an Area: A performer's movements on or about the stage. Piece/Number: Term used to describe a song, piece of music or chart.</p>	<p>Standard Concert Lighting: The "Wash" is lighting designed to cover the performance area on stage. Area #1: The area on stage used by a soloist, in most cases, down stage, right. Area #2: Space occupied by the greatest portion of the band (saxophone, trombones and trumpets). This area takes up most of the center stage. Area #3: Space occupied by the rhythm section (Piano, guitar, bass and drums), primarily stage right. Audience Left and/or Right: Looking at the stage from the audience's point of view M. C. / M. C. Podium: An announcer or Master of Ceremonies, with their stand, lectern or podium, down stage, right.</p>
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PLEASE TRY TO INCLUDE THE FOLLOWING POINTS OR CONCERNS:

1. Stage dimensions (depth and width)
2. Apron dimensions (depth and width)
3. Stage Left Wings and Right Wings
4. Walk Space width (if questionable)
5. Location of travelers (Wing Curtains)
6. Location of safe electrical outlets
7. Location of loading dock or door
8. Location of dressing rooms
9. Location of warm up rooms and storage areas
10. Seating configuration, (use rectangle as seats)
11. House location for the Jazz Knights Audio Technician
12. Any obstructions (poles, walls) on stage or in the house
13. Please indicate any balcony overhang (use a dotted line).
14. Please provide the performance venue's technical information packet (if available)

STAGE DIMENSIONS OF PROPOSED CONCERT VENUE:



This diagram is a generic representation of a theater. Please modify this illustration to represent your venue if needed. This is beneficial prior to our arriving at the performance area. In the event that your performance area is drastically different from this diagram, please **modify** the illustration or use a separate sheet of paper to make the necessary adjustments.

Sponsor Performance Location Information Checklist (please fill out and return)

Fax 845.938.5187 or email ronald.fleischman@usma.edu

Inside	Outside	Inclement
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location:	Location:	Location:

Stage Construction/ size:	Stage Lighting:	Loading Dock Lighting:
Bus/site loading dock accessible:	Bus Parking:	POV Parking:
Chairs: 20	Music Stands: 0 n/a	American Flag: Yes NO

Prior Performances at this site:

Dressing Room Locations		
Male:	Female:	Conductor:
Restrooms:	Male:	
	Female:	

Audio Requirements
 2 20 amp circuits required – **NO EXCEPTIONS**
Sponsors must supply extension chords if they are necessary.
 Yes No
 Date:

Audio POC:	Audio POC Phone:	Fax:
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Physical details: (noise hazards)

United States Military Academy Band “Jazz Knights” Stage Plot

Maximum area needed: 40 feet wide by 20 feet deep

Minimum area needed: 30 feet wide by 20 feet deep

