



United States Military Academy Field Music Group-“The Hellcats”



THE UNITED STATES MILITARY ACADEMY BAND FIELD MUSIC GROUP STAGING REQUIREMENTS

ARRIVAL

The group will arrive at the time designated by the band's operations representative. The event sponsor or point of contact should be available to greet the Hellcats upon arrival and assist with the final organization of the performance. The following are standard requirements needed to ensure the highest quality performance.

STAGE

Dimensions: The Hellcats require a minimum performance area of at least 43 feet wide by 19 feet deep. This area includes our entire performance space, including the area where our screens are set up. This does not include any off-stage area. Please review the attached diagram for a clarification of the stage configuration dimensions.

Electrical Power: The Hellcats do not require access to electricity for their performances.

Cleaning: The stage should be clean and free from props, etc. prior to the arrival of our setup crew. We will begin setup approximately one hour prior to the performance. This allows ample time for setup, sound check, and changing.

Acoustic Shell: The group will most likely want to use a shell, if one is available on location. Providing all information about set up flexibility and construction concerning the shell's side, back and cover panels to the band for evaluation will assist us in determining which configuration to employ for the performance.

Inclement Site: Sponsor must provide an appropriate inclement site for all outdoor concerts in case of bad weather. Please provide the same required information for your inside location so that we may determine suitability.

Lectern: The group needs a speaker podium with a microphone (preferably with a light) for the performance announcer.

LIGHTING

Lighting Engineer: A lighting engineer should meet with the group's production representative prior to the concert, preferably during set up, to discuss lighting requirements. If an engineer is not available, a representative from the theater should meet with the group's production representative. This representative should be authorized to make the theater lighting system accessible to the group and be prepared to provide information concerning the lighting equipment.

Stage Lighting: There should be no appreciable drop out or dark spots over the above mentioned stage dimensions/performance area. Refer to the diagrams provided for specific coverage areas.

Spotlights: The group operations representative, when meeting with the venue's lighting engineer, will discuss follow spots when available. Our group does not have regular spotlight operators, and the sponsor, or venue, may need to provide operators.

House Lights: House lights should be dimmed or turned off during the performance, but must also meet local fire and safety ordinances.

Dressing Rooms

Two rooms are required: one should be large enough for 13 males, the other for one female. A third, private dressing room for our Officer-in-Charge is necessary if he is with us. 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

As a minimum, cold bottled water should be available backstage. Preferably, sponsor should provide meal prior to the concert.

Performance Schedule

The lengths of our performances vary. Exact times and lengths for our concerts are obtainable from your operations representative. Our normal show runs approximately 15 minutes. Following the concert, please allow 30 minutes for the tear down and loading of our equipment. House personnel should be prepared to stay at least that long before being able to secure the building.

NOTE: ANY CHARGES FOR PERFORMANCE LOCATION, LIGHTING ENGINEER, SPOTLIGHT OPERATORS, BAND SHELL, ETC. MUST BE COORDINATED THROUGH THE SPONSOR AND SOLELY THE SPONSORS FINANCIAL RESPONSIBILITY.

Please feel free to contact the sponsor or an operations representative of the United States Military Academy Band if you have any questions or concerns.

Sponsor Contact Information:

Name: _____

Title: _____

Address: _____ City: _____ State: _____ Zip: _____

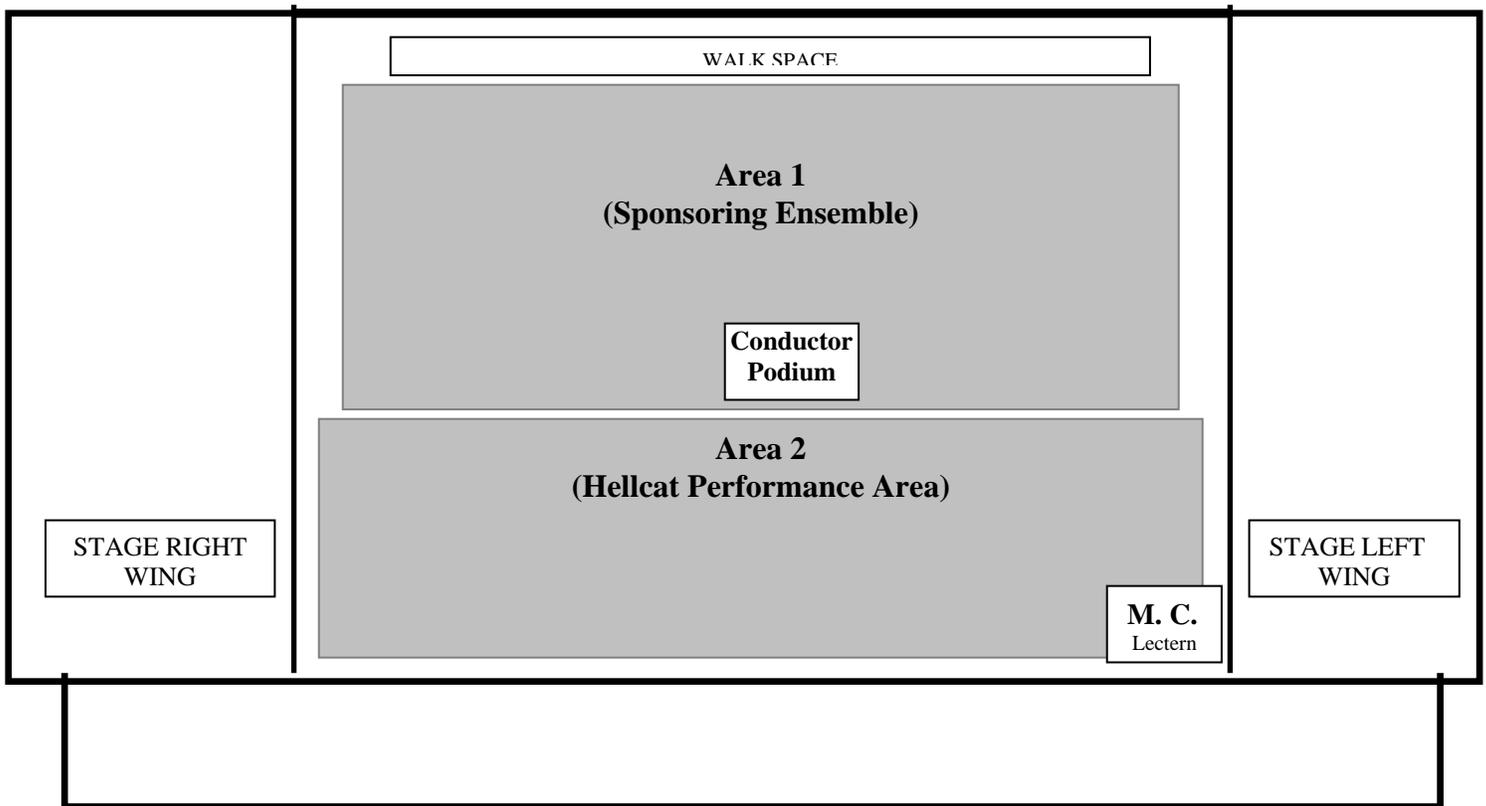
Phone Number: () - FAX: () -

To Contact the United States Military Academy Band:

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

Call: 845-938-2445/2446
FAX: 845-938-5187

The United States Military Academy Band's Field Music Group's normal set is placed on 43' wide by 19' deep stages. This example will assist you in gathering the information for your response, which we need to assess your location's ability to support a performance.



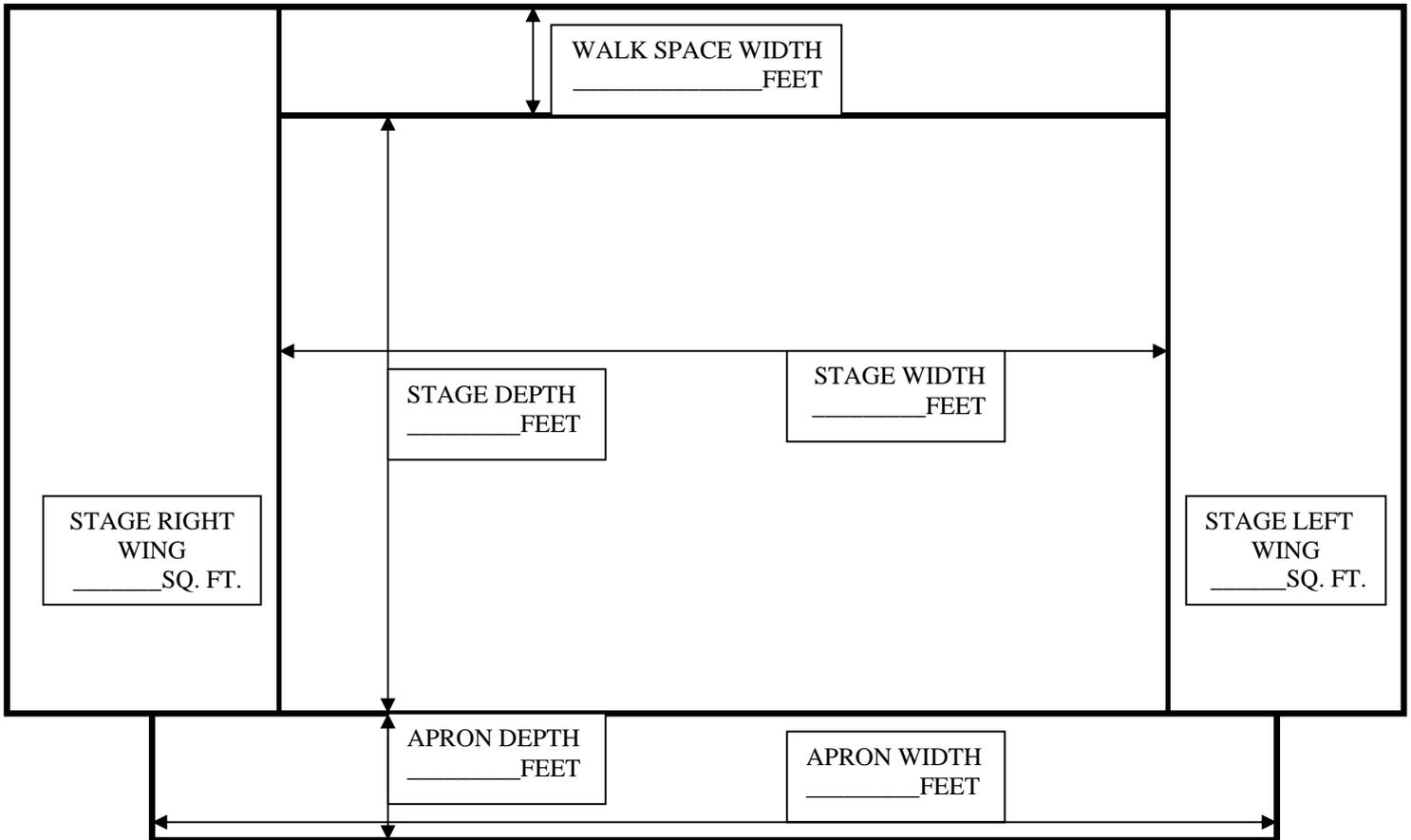
INFORMATION NEEDED:

The following, Staging Check List and venue diagram is the means by which we collect specific information about the physical properties, accompanying equipment, and outfitting of your venue. Please try to provide as much of the requested information as you can.

The sections concerning Stage Dimensions, and Availability of Follow Spots are of particular interest to us. Please forward this information to us as soon as possible. With this information, we can better evaluate our equipment needs and prepare the set-up configuration most suitable for your particular venue.

<p>Glossary of Terms: Stage Left and/or Right: Directions as seen from the stage. Down Stage: Towards the audience. Up Stage: Away from the audience. Audience Left and/or Right: Directions as seen looking at the stage from the audience area. Wings: Areas directly left and/or right of stage. Specials: Lights dedicated to a specific stage area. To “Work” an Area: A performer wonderings, movements, within a given space. Piece / Number: A song, piece of music, chart.</p>	<p>Standard Concert Lighting: The “Wash,” lighting designed to cover the whole performance area. Area #1: Space used host ensemble. Area #2: Space used for the Hellcat performance. Walk Space: Area behind rear or the ensemble from where the Hellcats perform pieces with the host group. M. C. / M. C. Podium: Announcer and his/her stand or lectern, Down Stage Left. Conductors Podium: Platform from which the Conductor conducts, Stage Center.</p>
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1. Stage dimensions, depth and width.
2. Apron dimensions, depth and width.
3. Stage Left and Right Wings.
4. Location of travelers (Wing Curtains).
5. Location of good electrical outlets.
6. Location of Loading Door.
7. Location of dressing rooms.
8. Location of warm up and storage rooms.
9. Seating configuration, (use rectangle as seats).
10. Any obstructions, (poles, walls), on stage and in the house.
11. If any, please indicate balcony overhang (use dotted line).
12. If available, provide the performance venue's Technical Information Packet.



The above diagram is a generic representation of a theater. Please modify this drawing, jot a few notes and make it more closely resemble your venue if needed. This would assist us in making our preparations appropriate for your venue. In the event that your venue is drastically different than the above diagram feel free to use a separate sheet of paper.

Hellcat Performance Set-up Chart

-  = Screens
-  = Center Tape Marks
(Front edge & Centered Solo Reveille Bugler)
-  = Solo Jazz Bugler
-  = Solo Drummer

