



West Point Band

The United States Military Academy



Jazz Knights Sponsor Guide





West Point Band

The United States Military Academy

STAGING

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 does not include the wings or apron. Please review the diagram on page four for clarification.

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.

Stage Cleanliness: The stage and wings must be clean and free of any props or equipment prior to the arrival of the set up crew. The initial set up will occur approximately two 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 located on page four of this guide. 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

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.

DRESSING ROOMS

Three dressing rooms are required: one for approximately 20 males, one for 3 females, and a 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

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.

PUBLICITY

The sponsor shall provide all publicity for the performance. Sponsor should disseminate performance information as widely as possible to ensure a large audience. Complete publicity packets, including high-resolution photos, are available for each ensemble on the band's website.

MARKETING MATERIALS

As you create your marketing and publicity materials, please keep in mind that we have strict guidelines for how we refer to our organization and for the use of our logo/wordmark. Please consult the publicity packets on the band's website for appropriate graphics and artwork.

COMMUNICATION/SCHEDULING

Communication between the sponsor and the Jazz Knights' POC is critical to the success of 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 with the Jazz Knights' POC, beginning with initial contact.

Such deviations include, but are not limited to:

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. Not providing clear and concise information concerning clinics, adjudicating or performances requested of the Jazz Knights
7. Any military protocol issue, to include Presentation of The Colors or the playing of *The Star Spangled Banner*, etc.

****For more information, please feel free to contact Sergeant First Class Scott Drewes at (845) 938-5359/2445 or email: scott.drewes@usma.edu**



West Point Band

The United States Military Academy

Jazz Knights Stage Plot

Maximum area needed: 40 feet wide by 30 feet deep

Minimum area needed: 30 feet wide by 20 feet deep

