

STAGE MANAGER

Quick Reference Checklist VOCAL and PIANOFORTE

BEFORE SESSION

- Sign in and collect nametag and headset
- Check backstage setup
- Review running sheet
- Confirm communication and headsets with MC and techs
- Check competitor flow areas

DURING SESSION

- Coordinate backstage movement (all adults must have WWCC)
- Assist performers with equipment (ie mics, props, music stands etc)
- Ensure performers are ready and update status to 'stage ready'
- Mark performers as 'competing'
- Maintain quiet backstage areas
- Prepare and assist with presentations and awards (see iron maiden for details)

IMPORTANT REMINDERS

- Monitor safety and emergency exits
- Maintain Child Safe backstage supervision
- Communicate delays immediately

END OF SHIFT

- Check backstage cleanliness
- Return radios/headsets
- Report any issues to RSSS staff
- Hand over to the next volunteer and sign out

PTO

PIANOFORTE SPECIFIC – STAGE MANAGER

Duets/Trios

Preset extra piano stools onstage for each group

Remove to side stage when not in use

Ensure you have enough medals/ribbons for each member of the winning groups

Pedal Extender

This is for smaller entrants who cannot reach the pedals

Prior to the session, ensure you know how to set and remove the pedal extender

Preset onstage for each competitor prior to them being announced

Remove at the end of the item

Piano Music Stand

If an entrant lays the Piano Music Stand flat for their performance, ensure the next competitor knows how to reset it if needed, or assist them to do it.

VOCAL SPECIFIC – STAGE MANAGER

Microphones

Check with every entrant if they want to hold the mic or have it on a stand

If using a stand, adjust to the correct height side-stage then preset centre stage prior to them being announced

Remove the stand after the performance

Microphones are optional for all contemporary sections (including Pre 1960's)

Microphones are NOT allowed in classical vocal sections

Duets/Trios

Communicate with sound tech which mics will be used

Ensure you have enough medals/ribbons for each member of the winning groups

STAGE MANAGER

Quick Reference Checklist DEBATING

BEFORE SESSION

Sign in and collect nametag

Check stage setup

Ensure speakers have a notepad with unused pages and a sharp pencil

Ensure the adjudicator and MC have a bottle of water and glass

Confirm with usher a signal to use whenever there is a break between debates so they can allow patrons to move in and out of the theatre

Ask teams to be seated in the front row of seats on the side appropriate to the case they will be arguing

Collect registration forms for each debate and give to

1. Chairperson
2. Adjudicator
3. Keep one for yourself

NOTE: the Stage Manager sometimes doubles as Time Keeper

DURING SESSION

Manage proceedings with competitors, teachers and coaches

Ensure competitors are ready to go onstage and manage noise levels

Collect trophies and assist Chairman with presentations as needed.

IMPORTANT REMINDERS

Monitor safety and emergency exits

Understand Emergency Evacuation Procedures and put these into practice should the situation arise

Maintain Child Safe and RSSS code of conduct requirements

Communicate delays immediately

END OF SHIFT

Ensure stage area cleanliness

Report any issues to RSSS staff

Hand over to the next volunteer and sign out

STAGE MANAGER

Quick Reference Checklist CHORAL

BEFORE SESSION

Sign in and collect nametag and headset
Check backstage setup
Review running sheet
Confirm communication and headsets with MC and techs
Check competitor flow areas
Log into MyStage and ensure you have the 1st choir ready to perform

DURING SESSION

Coordinate backstage movement (all adults must have WWCC)
Aim to have a consistent system in place for each group
Greet each group as they arrive backstage and update their status to 'stage ready'
When the group is onstage, update their status to 'competing' and get the next group ready
Assist each group to exit the stage into the auditorium or via the backstage stairs as directed by the section chair
Ensure backstage noise is kept to a minimum
Prepare and assist with presentations and awards (see iron maiden for details)

IMPORTANT REMINDERS

Monitor safety and emergency exits
Understand emergency evacuation procedures and put them into place if necessary
Maintain Child Safe backstage supervision
Communicate delays immediately

END OF SHIFT

Check backstage cleanliness
Return radios/headsets
Report any issues to RSSS staff
Hand over to the next volunteer and sign out

STAGE MANAGER

Quick Reference Checklist CALISTHENICS

BEFORE SESSION

Complete registration duties
Check backstage setup
Review running sheet
Confirm communication and headsets with MC and techs
Check competitor flow areas
Log into MyStage and ensure you have the 1st team ready to perform

DURING SESSION

Bring teams through the Stage Door while the other team is leaving. Do NOT wait for a team to leave before you bring the new team in.

The team finishing their item should leave the stage as quickly as possible, preferably via OP side and walk around the back of the rear black curtain.

Competitors exiting stage into wings on P side to use rear exit quickly.

Coaches calling curtain / lighting should come through the doors first, and move straight to the comms, on the MC's left. Lighting tech is in the centre back of the stalls, curtain operator is in the fly loft.

To keep things consistent, we have adopted the following procedure. Please stick to this:

If a team starts OFF stage

- Ensure stage lights are on
- Check with coach that team is in position
- Adjudicator rings bell
- House lights go down (tech job)
- MC announces competitor number and plays music

If a team starts ON stage with the curtain UP (March, Clubs, Rods, Freearm)

- This will be in a blackout
- Adjudicator rings bell
- House lights go down (tech job)
- Team moves to stage positions
- MC announces competitor number and plays music

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

If a team starts ON stage with the curtain DOWN (Aesth, S&D, Revue, Dance Arr, ALL Tinies items, and ALL PREMIER Inters/Seniors/Masters items)

- Coach should go directly to lighting tech to discuss dues
- Teams to stage positions
- When coach has finished speaking with the tech, stage goes to blackout
- Adjudicator rings bell
- House lights down, house curtain up
- MC announces competitor number and title and plays music (if applicable)

Lighting/DLP may only be used in Aesthetic, Rhythmical Aesthetic, Song & Dance, Calisthenics Revue, Dance Arrangement, and all Premier Inters, Seniors and Masters items. Rule Breach: 5 point penalty

House Curtain

- Stays UP for core items (March, Clubs, Rods, Freearm)
Competitors may enter/exit the stage in blackout (or blue light)
Coach has responsibility for when to turn off/on blackout. Tech will direct re usage.
- Comes DOWN at end of each item for all Aesthetic, RhythAesth, S&D, Revue and Dance Arr.
- Comes DOWN at end of EVERY item in Tinies
- Comes DOWN before EVERY item in Premier Inters, Premier Seniors and Premiers Masters (these sections are allowed lighting for every item, lighting tech and coach will check opening cue)

Mid Curtains

MID-CURTAIN may be used in Song & Dance, Cal.Revue & Dance Arrangement sections ONLY.

LEGS (Black side curtains) must not be moved. Moving them on purpose (by a competitor) incurs a Rule Breach: 5 point penalty

Stage Dressing and Props

Theatre Tech has final say on whether a prop is a risk or not. Coaches should have submitted a risk management form for potentially risky prop use.

HMT Sandbags are to be used on any prop with the potential to fall over or roll down the stage. These are kept at the rear OP corner of the stage.

Hand Props – a prop that can be taken onto the stage by one performer only, can be stored in the dressing room, and does not need a sandbag to be stable on the stage. May include modules, drums, platform, fabric. Hand props may be placed on the stage by a performer in a blackout prior to item commencing or be passed to performer or onto the stage during the item. This rule is overseen by the Stage Manager / MC of the competition on the day.

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

Large props – a prop that cannot be taken by one performer alone and may require sandbags to be set on stage eg. Scenery. Not for core items (Premier Inters, Seniors and Masters excepted)

Remote Devices – defined as a moving object eg car that is controlled by the use of radio or electronic signals. A remote device may be used as per specified item rules. May be operated by a person on or off the stage. To be used only in S&D, Calisthenic Revue, Dance Arr AND in Premier Inters, Seniors, Masters. Rule Breach: 5 point penalty

Smoke / Haze / Fog – to be used in Aesthetic, Rhythmical Aesthetic and Fancy items ONLY, and ALL Premier Inters, Seniors, Masters items. Rule Breach: 5 point penalty

Prop Set-Up Time

Core Items – nil (standard rules)

Fancy Items and Minimal Rules – Stage must be set and competitors ready to perform within four minutes of previous team clearing the stage. All props must be removed easily and quickly in a blackout.

Technical Fault / Technical Error

Stage Manager / Chairperson is responsible for calling these in consultation with the coach. The item may be stopped (music/blackout) and re-started without penalty. MC to announce that there was a tech fault, and re-announce item before repeat performance begins.

A coach forgetting to call a curtain or lighting cue is NOT a tech fault. No repeat performance.

Please see full rules for further details.

Prompting

Prompting a team onstage by a coach is strictly prohibited.

This is most likely to happen in Tinies and Sub-Junior sections.

First Instance: Stage Manager to issue an 'official warning' to coach

Second and subsequent Instance/s: Stage Manager and/or MC to advise Adjudicator of the breach.

Rule Breach: 5 point penalty

NOTE: Musical instruments (tambourines, triangles, tapping sticks) are considered to be part of the musical accompaniment and are not considered to be prompting. Clapping in NOT musical accompaniment and is considered to be prompting.

Aggregates

Teams can be on stage in their tracksuits for this.

MC/SM – Please make sure our logo/slide is showing on the cyc for presentations

Cross check results with each other and MyStage before making any award announcements

To be eligible for the aggregate a team must compete in all programmed items.

Presentations

These are usually done by the Chairperson/MC

ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD VOLUNTEER POSITION DESCRIPTIONS

Assist by collecting the trophies from the green room.

Be aware of any extra trophies being awarded and any guests who may be presenting them.

Set up small trophy table with Aggregate, Reserve and other special trophies.

Know who is sponsoring the trophies and mention it in your speech (MC)

IMPORTANT REMINDERS

Monitor safety and emergency exits

Understand emergency evacuation procedures and put them into place if necessary

Maintain Child Safe backstage supervision

Communicate delays immediately

New volunteers in this role must shadow or train with an experienced volunteer before taking on this role by themselves

END OF SHIFT

Check backstage cleanliness

Return radios/headsets

Report any issues to RSSS staff

Hand over to the next volunteer and sign out

STAGE MANAGER

Quick Reference Checklist SPEECH & DRAMA

BEFORE SESSION

Sign in and collect nametag
Check stage setup
Ensure the adjudicator and MC have a bottle of water and glass
Confirm with usher a signal to use whenever there is a break between debates so they can allow patrons to move in and out of the theatre

DURING SESSION

Manage proceedings with competitors, teachers and coaches
Ensure competitors are ready to go onstage and manage noise levels
Collect trophies and assist Chairman with presentations as needed.

IMPORTANT REMINDERS

Monitor safety and emergency exits
Understand Emergency Evacuation Procedures and put these into practice should the situation arise
Maintain Child Safe and RSSS code of conduct requirements
Communicate delays immediately

END OF SHIFT

Ensure stage area cleanliness
Report any issues to RSSS staff
Hand over to the next volunteer and sign out

STAGE MANAGER

Quick Reference Checklist DANCE

BEFORE SESSION

Sign in and collect nametag and headset
Check stage setup
Ensure you have everything you need prior to the shift commencing
Communicate with the chairperson and session techs prior to the start of the session
Log into the computer and ensure you have the 1st competitor ready to go

DURING SESSION

Manage proceedings with competitors, teachers and coaches
Greet each competitor as they arrive backstage
Ensure the next 2 – 3 competitors are waiting backstage and ready to perform (with the exception of troupes)
Send competitors onstage once they have been announced (not before)
Manage the number of people and the noise side stage
Assist with props and cleaning of the stage floor when required
Advise the curtain volunteer as to when this is in use and not (the curtain is used for onstage adjudication)
Communicate with the adjudicator assist as needed
Support the MC/Music volunteer to know when the competitor is ready or when to wait
Assist with any incidences as they occur side stage
Collect trophies and assist the Chairperson as needed for the presentations
At the end of each section, ensure competitors go onstage for awards
If assisting with presentations, please put medals around their necks.

IMPORTANT REMINDERS

You cannot leave the stage area during the session (unless there is a scheduled break or where you are able to get another volunteer to cover for a period)
Monitor safety and emergency exits
Understand Emergency Evacuation Procedures and put these into practice should the situation arise
Maintain Child Safe and RSSS code of conduct requirements (enforce that all adults backstage need a WWCC wristband)
Communicate delays immediately
It is recommended that you shadow an experienced volunteer prior to doing this shift for the first time.

END OF SHIFT

Ensure stage area cleanliness
Report any issues to RSSS staff
Hand over to the next volunteer and sign out