

A GUIDE TO STAGE MANAGEMENT

Welcome to the wonderful world of stage management!

Each set lasts an hour, which means the music should play for 45-50 minutes and there should be a 10-15 minute crossover to the next band.

The stage book should be on the entry table where the door people are. If you are on shift 2 or 3 the previous stage manager should still be in the room, and will have the book.

Say hello to the soundie and watch for the next band coming in. Identify the leader and ask him to fill in his part of the sheet. If he has any alterations he should mark it so. This is an important thing to do as it acts as our reference for payment for musicians.

Check with the leader whether he would like you to introduce the band and the individual members - he may not as he has a set intro. Lead off with the applause at the beginning and the end of the set. Arrange with the leader if he wants a 5 minute warning towards the end.

Always be positive and don't tell dirty jokes.

When your shift is over either hand the book to the next manager or takes to the people at the door.

If the next manager does not turn up despite being listed, take the book to the people at the door.

If you are on the last shift the book and the cash tin are put in the safe by the people at the door. Arrange a suitable arrangement with the people on the door as soon as the last set has started.

Sit anywhere you like and most of all have fun!

The Jazz Festival mobile number is 0436 387 698 (during weekend only).