

Encontro Stage Management

Date: Saturday 19Nov22

Time: 6pm - 2am

3 shifts throughout the night. Each shift comprising of:

- MC x1
- Stage Manger x1
- Stage Assistant (runner) x1-2
- Front of House (FOH) x 0-1
- Back of House (BOH) x1-2

They would effectively manage the artists and bands for timekeeping and exit/entry onto the stage area and liaison with the venue management.

****Please note-** Raf, Mitch and Claire will also be floaters for the whole night to check in with people

Key points for the night:

- Encontro staff tags to be used for all roles (except MC)
- Shifts are roughly around 2hrs each. Based on availability of members
- Shifts are overlapping to provide handover time between volunteers
- Baterias to congregate members at outdoor meet spot due to numbers. Stage assistant to bring them through waiting area once ready
- There are 2 wait areas - the VIP room is the wait area for local dance groups, the area next to the stage is the wait area for baterias
- Use whistle to indicate 2 min warnings to all bands for the end of their slot managed by the stage manager or MC
- Hand over between each shift so that they can be informed of any problems or needs of the performers for the next shift.
- There will be 1.5 hours where we will need coverage from another band whilst Raio is getting ready to perform etc.
- The roster of shifts is up till when Unidos Da Cacatua plays for the night

Position Descriptions:

MC –

- Will provide announcement support of all bands and artists and will assist the stage management team in managing the timekeeping of the event.

Stage Manager –

- Will manage primarily the timekeeping of acts as per the program schedule provided by the main committee.
- Will provide the primary Q&A for all artist enquiries about the performances on the night.
- Will provide a liaison between performers and the sound/lighting/venue management on the night.
- Will decide if an enquiry needs to be escalated to the main committee for a decision otherwise, they will make decisions on the events on the night.

Stage Assistant –

- Will assist the Stage Manager with all of the duties above under their instruction and will do the Stage Manager's duties in their absence.
- Wrangle batteries and local performer group contacts when they are due to get ready (30 mins before their set). Will also bring groups into wait areas once ready (batteries to wait next to stage, local performer dance groups in VIP room).
- Will touch base with both BOH and FOH periodically in case there's any issues

BOH -

- Monitor drum and performer storage in the green room
- Ensure all groups are keeping their gear in the right spot
- Remind performers not to linger in the green room unless getting ready for performance
- Do not let performers go through the door to the stage until ready

FOH -

- Mark performers off performer list and give wristbands
- Instruct performers where to enter from if dropping their equipment - all performers to enter from the back entrance of the green room, not through the main venue area.

FLOATERS -

- General checking in with everyone- go to for tech and drums

