

Example: Performance information “collected”

Work Notes	Curtain, Etc.	Act #	Group / Soloist	Piece	DUR.	Approximate Start Time	Location	When do you Enter?	"In" Pathway	When do you Exit?	"Out" Pathway
	Curtain #2 is CLOSED during the pre-concert speech.	0.9	Pre-Concert Discussion & Demo: (Euph Duet)		0.50	7:32	South Outside Aisle, under the pole lights	You can start the Concert in this position	You'll be in place already.	As soon as your light is out, you can move!	Just go uphill and out the back doors. Watch out for the Sax Choir in the corner!
Needs stool? OR is he standing?		1	Guitar SOLO: Max M	Pipeline - Pat Metheny	3.00	7:34	Inside Aisle SOUTH (*uphill or downhill?)	Wait out of sight <i>through</i> the introduction and pre-concert (Euphonium) demo, and make a Ninja-like move into place <i>during the last moments of the Intro speech</i> .	Directly into place using the Aisle.	As soon as the audience's attention has moved to the Mixed Quartet (right after you), you can move. As an alternate, drop toward the floor and wait in place until the Woodwind Quintet begins.	If you move during the Mixed Quartet, do UPHILL in the aisle; if you move during Woodwind Quintet go DOWNHILL in the aisle.
Needs Piano		2	Vocal MIXED QUARTET (KR): Jay B, Bradley C, Sarah T, Christina M	I Can See Clearly Now	2.33	7:39	Grand Piano, NORTH	Wait in the foyer right by this door. Once the Guitar Solo has begun, you can move in.	Directly through the stage door.	As soon as the attention has gone back toward the Woodwind Quintet, make your move.	Just use the Stage door back out into the Music Suite.
		3	Woodwind Quintet	Carnival	2.75	8:00	Back Corner NORTH	Pre-Set: You'll START the Concert in this location	Use the Main Hall doors on your side of the Auditorium.	As soon as the audience's attention has gone forward toward the MEN'S QUARTET (#4) you may move. Make sure you've got someone in the plan for turning the lights on & off!	Reverse your pathway, and just go out the doors to use the main hall. Be sure to leave a WALKWAY by pushing chairs to the wall.
Mobil		4	Vocal MEN'S QUARTET (KR): Nate C, Zach M, Gavin R, Dan D	The Sound of Silence	4.00	7:39	Outside Aisle SOUTH, along the wall between the pole light and the Stage wing	Wait in the foyer right by the Stage door. Once the Mixed Quartet members have exited and the Woodwind Quintet has begun, you can move in.	Through the stage door, and to your placement (across the stage apron OR through the Pit).	As soon as the attention has gone back toward the Saxophones, make your move.	Just use the Stage door back out into the Music Suite (using EITHER the Pit or the Stage)
		5	Saxophone CHOIR	Sailor's Hornpipe 2.50	1.90	7:41	Back Corner SOUTH	You can start the Concert in this position (but leave room for Josh & Genevieve to get through). Or, better, just move into position during Woodwind Quintet (#3).	Use the Main Hall doors on your side of the Auditorium.	As soon as the audience's attention has gone forward toward the WOMEN'S QUARTET (#6) you may move. Make sure you've got someone in the plan for turning the lights on & off!	You'll probably go back out the main hall doors and move toward your next location.

Using NUMBERS in this column allows me to SORT the order as needed to avoid conflicts

Using NAMES in any column allows me to track SHARED STUDENTS to avoid conflicts

I set up as many columns as I choose. This information will get MERGED into the students' instruction sheets.

Zoomed in ... LEFT Side columns (just the first four “events”) ...

Work Notes	Curtain, Etc.	Act #	Group / Soloist	Piece	DUR.	Approximate Start Time	Location
	Curtain #2 is CLOSED during the pre-concert speech.	0.9	Pre-Concert Discussion & Demo: (Euph Duet)		0.50	7:32	South Outside Aisle, under the pole lights
Needs stool? OR is he standing?		1	Guitar SOLO: Max M	Pipeline - Pat Metheny	3.00	7:34	Inside Aisle SOUTH (*uphill or downhill?)
Needs Piano		2	Vocal MIXED QUARTET (KR): Jay B, Bradley C, Sarah T, Christina M	I Can See Clearly Now	2.33	7:39	Grand Piano, NORTH
		3	Woodwind Quintet	Carnival	2.75	8:00	Back Corner NORTH

Zoomed in ... RIGHT Side columns (the same four “events”) ...

Location	When do you Enter?	"In" Pathway	When do you Exit?	"Out" Pathway
outside Aisle, under the pole lights	You can start the Concert in this position	You'll be in place already.	As soon as your light is out, you can move!	Just go uphill and out the back doors. Watch out for the Sax Choir in the corner!
Aisle SOUTH (*uphill or downhill?)	Wait out of sight <i>through</i> the introduction and pre-concert (Euphonium) demo, and make a Ninja-like move into place <i>during the last moments of the Intro speech.</i>	Directly into place using the Aisle.	As soon as the audience's attention has moved to the Mixed Quartet (right after you), you can move. As an alternate, drop toward the floor and wait in place until the Woodwind Quintet begins.	If you move during the Mixed Quartet, do UPHILL in the aisle; if you move during Woodwind Quintet go DOWNHILL in the aisle.
Left Piano, NORTH	Wait in the foyer right by this door. Once the Guitar Solo has begun, you can move in.	Directly through the stage door.	As soon as the attention has gone back toward the Woodwind Quintet, make your move.	Just use the Stage door back out into the Music Suite.
Corner NORTH	Pre-Set: You'll START the Concert in this location	Use the Main Hall doors on your side of the Auditorium.	As soon as the audience's attention has gone forward toward the MEN'S QUARTET (#4) you may move. Make sure you've got someone in the plan for turning the lights on & off!	Reverse your pathway, and just go out the doors to use the main hall. Be sure to leave a WALKWAY by pushing chairs to the wall.

Example: “Merge” to create personalized documents for each Act

PRISM CONCERT

Final Instructions for your Act

Name of Act: Guitar SOLO: Max McCarthy

Title of your Piece: Pipeline - Pat Metheny

Order in the Program: #1 of 24 total Acts

Location of your performance: Inside Aisle SOUTH (4 rows up from the Pit, between the seats)

When will you ENTER for your performance? Wait out of sight through the introduction and pre-concert (Euphonium) demo, and make a Ninja-like move into place during the last moments of the Intro speech.

What PATH do you take to Enter? Directly into place using the Aisle.

When will you EXIT from your performance? As soon as the audience's attention has moved to the Mixed Quartet (right after you), you can move. As an alternate, drop toward the floor and wait in place until the Woodwind Quintet begins.

What PATH do you take to Exit? If you move during the Mixed Quartet, do UPHILL in the aisle; if you move during Woodwind Quintet go DOWNHILL in the aisle.

Important notes for EVERYONE:

- Before the Concert begins, please examine your performance location to be sure that everything is in place and that stand lights (if you use them) are in working order.
- When you are waiting between Acts, or traveling from one to another, please understand that the sounds in the Main Hall and inside the Music Suite will be heard in the Auditorium. Use whispers only, and please be careful where you walk. Try staying in the Band or Chorus Room, where you can see the Concert on the screens!
- It is imperative that you be at the right spot, at the right time, without interrupting any other performances. Most people who are in multiple Acts will find success by making a 'cheat sheet' – a small

... and performers can create a “cheat sheet” to guide themselves through the concert:



#	Act Type	Write your own personal instructions & reminders here ...
7:30	Pre-Concert Demo	
1	Guitar Solo - Max	
2	Vocal QUARTET	
3	Woodwind Quintet	
4	Men's QUARTET	
5	Saxophone CHOIR	
6	WOMEN'S QUARTET:	
7	Piano SOLO - Dan	
8	ORCHESTRA	
9	PERCUSSION ENS	
10	BRASS QUINTET	
11	CLARINET CHOIR	
12	TUBA SOLO - Josh	
13	MIXED CHORUS	
14	FLUTE - Elizabeth	
15	COMBO	
16	WOMEN'S CHORUS	
17	STRING QUINTET	
18	JAZZ BAND	
19	VOCAL QUINTET	
20	WIND ENSEMBLE	
21	Gula & Christina	
22	SYMPHONIC BAND	
23	Megan M	
	FINALE -	
24	Light the Fire Within	AFTER the applause for this performance, Soloists & small groups make your way to the stage door for a curtain-call, in concert ORDER. Walk across the stage & continue down the stairs.

1. Students can easily see the location of their Act, and can plot the path of their entry/exit. And,

2. All other teams (esp. the Lighting Crew) can visualize their roles.

Excerpts ...

MANSFIELD UNIVERSITY

Dr. Adam Brennan,
Dr. Nathan Rinnert,
Dr. Jeff Jacobsen,
et al

NOTE: This is a small
portion of a 19-pg
document

**PRISM 2017 Production Directive
All Directors, Coaches, and Conductors
Are Responsible for Reading Staging Preparation, Performance
Locations and Exits**

VERSION C: 9/22/17

NOTE: Changes to Percussion Ensemble and Opera Workshop

STAGE CREW MEETING THURSDAY September 28, 7pm in Steadman.

STAGE RIGHT AND STAGE LEFT: BE AWARE THAT THIS DIRECTIVE
REFERS TO DIRECTOR VIEWS.

- STAGE LEFT THEN, IS THE ORGAN SIDE OF OUR HALL.
- STAGE RIGHT IS THE ORGAN PIPES SIDE OF OUR HALL.

This is opposite of performer view and what you may be accustomed to. (The guy writing this directive is a band director and this is how we refer to our field setting. I'm sure you can all adjust. Thanks in advance.)

PRE STAGE

BRASS BAND (Include orchestra Percussion, Drum set, Wind Ensemble Percussion) AREA 5/9

Jazz Band Drum set and Piano on stage: Bass Amp, Guitar Amp, stage left by light board.

WOODWIND TRIO AREA 7 – 3 music stands

FLUTE CHOIR AND FRIENDS/ AREA 2B

MANSFIELDIANS AREA 3

TRUMPET STANDS AREA 11

STEEL PANS AREA 1 – pre set

XYLOPHONIA AREA 6 – pre set

PIANO WITH DUET BENCH AREA 6B – pre-set

6 CHAIRS AND STANDS FOR GUITARS AGAINST ARROW AREA 4 – pre set

3 LIGHTS UP ON AREA 5/9

Brass Ensemble is preset in **Area 5 and 9**, with percussion for orchestra and wind ensemble at back of stage against curtain. The Brass Band should set on stage 10 minutes prior to the start of the show. The ensemble will tune at 7:28 pm/2/28 pm. When tuning is complete, all lights will go out on the ensemble and the first announcement will begin while the curtain opens. Lights will come up and the Brass Band Performs. When complete, lights will go out and the curtain will close during an announcement.

Brass Machine Mark Taylor – arr. by Philip Sparke
MU Brass Band, Dr. Nathan Rinnert – Conductor

Another example...

OWEGO FREE ACADEMY

Dan Fabricius, *et al*

HOLIDAY KALEIDOSCOPE CONCERT - 2012

Order	Group <i>Composition</i>	Performance Location	Equipment Needs & Set-up Directions	Time
1	8th Grade Chorus <i>Christmas on Broadway</i>	2	Piano, 1 Music Stand, Risers	7:00
2	OAMS 7th Grade Flutes <i>The Golden Carol</i>	4	Music stands w/ lights attached to a power strip. Don't leave until Chamber Singers finish.	0:45
3	OFA Chamber Singers <i>I've Got My Love to Keep Me Warm</i>	7	Piano, 1 Music Stand	3:45
4	OFA Brass Quartet #2 <i>March of the Three Kings</i>	5	4 music stands w/ lights & power strip	1:05
5	OFA Percussion Ensemble <i>Quiet Holiday Evening (on the Plain)</i>	1	TMI	4:10
6	Mary Laskaris/Martha Wolfe <i>Coventry Carol</i>	7	Piano	2:25
7	OFA Saxophone Quartet <i>Rudolph the Red-Nosed Reindeer</i>	3	4 music stands w/ lights & power strip.	1:45
8	OAMS Trombone Duet <i>A La Media Noche</i>	4	1 Music stand w/ lights & power strip. Enter during Brass Quartet. Exit after Women's Chorus.	1:00
9	OFA Women's Chorus <i>Festive Madrigal</i>	7	Piano, Music Stand	1:45
10	OAMS 7th Grade Saxophone Ensemble <i>The Wassail Song</i>	5	<u>3 music</u> stands w/ lights attached to a power strip	0:45
11	OFA Flute Quartet <i>Frosty the Snowman</i>	3	4 Music stands w/ lights & power strip.	2:45
12	OAMS 7th Grade Chorus <i>Canticle of Carols</i>	2	Piano, 1 Music Stand, Risers	2:35
13	OFA Jazz Band <i>Yo Tannenbaum</i>	6		5:30
14	OFA Women's Chorus <i>Winter Song</i>	7	Piano, Music Stand. Be in place before Jazz Band starts!	2:45
15	OAMS Symphonic Band <i>The Polar Express</i>	1		5:15
16	OFA Band Seniors <i>Carol of the Bells ala Trans-Siberian Orch</i>	6		3:30
17	OAMS Carolers	7	Piano, Risers, Mics	2:35