

# STAGE MANAGING

## ***Stage Manager Requirements***

- All students registered for applied lessons are required to participate as stage managers a minimum of 2 times per semester.
  - This is typically at the Wednesday student recitals, junior and senior recitals, or any of the ensemble concerts.
- Students should not sign up to stage manage on days they are performing.

## ***Stage Manager Responsibilities***

- All food and drink is prohibited in the Recital Hall by both performers and the audience. This includes backstage and on stage.
- Stage Managers represent Montana State University Billings Department of Music and should always maintain a professional appearance and demeanor.
- Remind performers that instruments are not tables (piano, marimba, etc.). Music is placed on music stands. Instruments and other items are to be held or placed on a chair.
- Stage Manager dress code is all black attire (shoes, socks, pants, shirt, etc.).

### ***Pianos***

- The two pianos in the Recital Hall are to be covered when not in use.
- The lid must be completely lowered before moving the piano. Do not move the piano with the lid open.
- When moving a piano, carefully roll it to the desired position. Be sure the piano is aligned properly before moving through small spaces such as doors and backstage. Be aware that there is no lip on the stage.
- Remove the piano cover by folding the undercoat to the inside and place it on top of another piano. Do not put covers on the floor. Do not put the lid on the piano back unless the cover has been removed because it puts stress on the hinges.
- Do not use pencils at the keyboard or erase with music on the rack. Remove music to do so.
- When you have finished, close the piano, and replace the cover.

*\*Continue reading Stage Manager Responsibilities on the back page.*

### ***Before Recital***

- Get programs from the Program Coordinator. Set up and place on a table outside the Recital Hall door.
- Carefully position the piano and remove the piano cover. Never place the piano cover on the floor.
- Check with each performer to see how many music stands, chairs, etc. they need and what their set up will be. Ask the performer which preference they want: open lid–full or half-stick or closed.
- Make sure the needed stands, chairs, etc. are backstage.
- Set the stage for the first performer.
- Follow the lighting instructions on page 10 (steps 1-4).

### ***Immediately before the recital starts***

- Open and hold the stage door for the performers as they enter the stage. As soon as possible, quietly close the door.
- Follow the lighting instructions on page 10 (steps 5-7).

### ***During Recital***

- Keep the backstage area quiet. No electronics, talking, etc.
- Performers and accompanists are not to be backstage until one selection piece before their performance. Performers coming offstage should leave the backstage area immediately following their performance.
- For the Wednesday afternoon student recitals, open the door at the end of each piece. For solo recitals check with the performer to see at what times during the performance they will be leaving the stage.
- Once the applause has finished, walk briskly on stage and reset as quickly and efficiently as possible for the next performer.
- Follow the lighting instructions on page 10 (steps 8-11).

### ***After Recital***

- Return stands, chairs, risers, etc. to their storage location. The hall must be left in performance-ready condition.
- Follow the lighting instructions on page 10 (steps 12-14).
- Turn off stage lights.
- Turn off backstage lights and lock the door. Make sure that the door is closed all the way.
- Check the front door to make sure it's closed and locked.
- Return extra programs to the music office.
- **Leave a stage door open on each side as you lock-up.**