Stage Manager Checklist

Pre show

- Advance all bands
  - Create master spreadsheet and ensure you have
    - Stage Plots / Input Lists
    - Band / Crew Counts
    - Vehicle types and counts
    - Are they bringing backline? FOH tech? LD? MW Tech?
    - Main day of show point of contact name, cell, email
- Set load-in times – usually 1–2 hours prior to their set works for most festivals; the headliner may want to load-in first in order to set their stage and get a proper soundcheck in.
- Create stage layout / backstage / site map if needed
  - Take into consideration the following:
    - Room and/or tent for backline
    - Room and/or tent for crew
    - Dedicated crew and artist restrooms
    - Drum riser needs and space
    - Dead cases space
    - Room to stage bands’ gear as they arrive
    - Artist lounge / trailers / offices
    - Power needs and distro
    - Light towers / clamp lights
    - Artist parking / busses / runner vans
- Create artist packet if needed, with some or all of the following based on your event:
  - Artist credentials
  - Parking credentials
  - Maps for parking / site
  - Guestlist credentials
  - Meal tickets
- Make personal one-sheet if traveling with key flight, hotel, labor data
- Print out day sheets – large print of each day’s stage schedule
- Coordinate with ambassador (or runner, or liaison with artist relations) to ensure band movements / ground transpo are set in place to arrive and depart at the desired times – this may also be you
• Coordinate with hospitality manager / artist relations / office manager to ensure there is the proper amount of drinks and food backstage for both artist and crew – this may also be you
• Coordinate with audio and lighting company ahead of time with artist stage plots / input lists to ensure there aren’t any issues.
• Coordinate shared backline for artists if applicable – for most festivals, a shared drum kit, bass rig, and guitar amps go a long way to keep set change times to a minimum and the show running on time.

Run of show

• If artist packets aren’t already made, get creds / meal tickets
• Get stage box (see what that should contain below)
  o Put stage clock out
  o Gaff barricade and any hard to see areas (like steps)
  o Use tie line for scrims / banners if needed
• Put up day sheets
• Get radio and/or golf cart for yourself and/or your production vendors
• Understand how security deployment will go, with special attention to the pit area, stage access, and backstage access
• For festivals with multiple artists, planning out drum and/or other riser use – working to move them around to fit band needs and stage space
• Managing any VIP / stage access spectators with the bands and the venue / promoter
• Coordinate with any stage announcements / MC that may be happening – may have to provide a script (list of sponsors, festival amenities, stage schedule, etc) to them
• Coordinate any media / photography needs – for larger events there will be a team to manage this, with the general rule of first three songs no flash in the pit for approved photographers.
• Coordinate with nearby SMs when your sets are over so they know they can start
• Meet up with PM, Labor Crew Chief, Ambassador and receive any last minute updates or go over any issues
• Meet your stagehands, backline techs, audio techs, and lighting techs and ensure everyone has the proper amount of working space and tools needed by the venue / promoter to do their jobs
• Understand where bands can park if not already advanced
• Show bands where they can sell merch, if applicable
• Have stage crew and/or signage crew put up any stage scrims / banners and/or sponsor signage
• Make sure the proper amount of fire extinguishers are onstage (at least x2 5lb ABC extinguishers)
• Making sure there are enough trash cans in your area
• If the show has any cryo / pyro / confetti, ensure there are the proper tanks on-site, properly stored, and all necessary permits and clearances have been given.
• If the band has a backdrop, make sure it is approved given projected winds and the stage’s rigging capacity
Post Show

- Gather up scrims / banners
- Gather up items from stage box and return to production trailer
- Return radio(s) and/or golf cart
- Reassign or cut stage labor after load out is complete
- Ensure backstage and stage areas are load-out ready / cleaned / broken down

List for Expendables / Stage Box

- Working clock – analog and digital
- Roll of tie line
- Office Box of Sharpies, Scissors, Highlighters, Pens
- Marking Flags - 100
- Marking Paint – red or blue can
- Gaff Tape ([TourSupply](#)) has gaff tape and many other items
  - 2” Black - 2 Rolls
  - 2” White – 1 Roll
  - 1” Neon Green or Yellow – 1 Roll
- Sunscreen / Bug spray
- Measuring Tape or Wheel
- Flashlight
- Wire cutters / Pliers
- 3 rolls of visqueen – 4 or 6 mil, 100’ each
- Zip ties – 11” white / black – 500
- Ear plugs
- Ponchos
- Caution Tape
- Clipboard
- Plastic sheet protectors
- Extension cords
- Power strips
- Clamp light
- Squeegee / Push Broom / Mop
Suggested Festival Style Hospitality List (for 4-5 bands / 20-30 people):

- Bottles of water – at least 4 cases - iced
- Bottles of water – at least 2 cases - room temp
- 2-3 cases of domestic beer
- 2-3 cases of decent craft beer (that comes in a case, like New Belgium)
- 3-4 bottles of wine, white / red
- 2-3 cases of Gatorade, various flavors
- 1-2 cases of Vitamin Water Zero, Coconut water, or some other non-sugar super hydrating type of drink
- Hot water kettle / box of throat coat
- Coffee maker / coffee
- 2-3 deli trays
- Bread for sandwiches / Peanut butter / jelly / Organic honey
- 2-3 veggie trays
- Various dips / condiments
- Cookies / finger dessert food
- Chips / salsa / hummus
- Protein bars / yogurt bars
- Gum / Pickles / Pretzels
- Napkins, paper towels, utensils, paper plates, cups
- Stage Towels – usually x20 is good for 3-5 bands on a given day but double check riders to see if there are special needs

More information can be found at FestivalandEventProduction.com