

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)
 - Put stage clock out
 - Gaff barricade and any hard to see areas (like steps)
 - Use tie line for scrim / 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 scrim / 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