



# West Point Band

The United States Military Academy



## Concert Band Sponsor Guide





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## Arrival

The band will arrive according to the time designated by the band operations Point of Contact (POC). The event sponsor, or POC, will be available to meet the band upon arrival to greet and assist the band with the final organization of the performance. The following are standard requirements needed to ensure the highest quality performance.

## Entrance

**Access:** The loading dock needs to have easy stage access. Any mullions (bar between the doors) should be removable, with no stairs or steps from the loading dock to the stage entrance. Large case storage is required. Either the stage wings or a separate room will suffice for a storage area. Exceptions to these requirements need to be discussed with the band operations POC.

## Stage

**Dimensions:** The Concert Band requires a performance area that is 40 feet wide by 35 feet deep. This is the stage proper which the performers and instruments are placed upon. This does not include the wings or apron. Refer to page 6 for clarification.

**Electrical Power:** Under normal circumstances, the band must have access to four independent 120-Volt, 20-Amp circuits. These circuits must terminate in common ground household Edison plugs. All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage.

**Cleaning:** The stage must be cleaned and the stage wings must be free of any props or equipment prior to the arrival of our setup crew to avoid conflicts. We will begin setup approximately three (3) hours prior to the concert. This allows ample time for setup, sound check, meals, breaks, and changing.

**Chairs and Stands:** The band needs 50 chairs for the ensemble. These chairs must not have stacking clips or handles on the sides as these may damage instruments. The band's stage set-up picture of chairs and stands is included in the back of this packet. Please have the stage configured in this fashion (each square is a chair). The rear of the stage will be occupied by the percussion section. The band also uses 55 music stands, however, we may carry our own if none are available.

**Band Shell:** The band will use an acoustical shell if one is available on location. Providing all information about set up flexibility and construction concerning the shell's side, back and cover panels to the operations section for evaluation will assist us in determining which configuration to employ for the performance.

**Inclement Site:** Sponsors must provide an appropriate inclement site for all outdoor concerts in case of questionable weather. Similar information is required for both inside and outside locations to determine performance location or venue suitability.

## **Lighting**

**Lighting Engineer:** A lighting engineer should meet with the band's POC during set up to discuss lighting requirements. If an engineer is not available, a representative from the theater should meet with the band's production representative. This representative should have authorization to make the theater lighting system accessible to the band and be prepared to provide information concerning the lighting equipment.

**Stage Lighting:** Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. Due to the band's size, we need even light distribution. Most vocals and instrumental solos perform in the "down stage" section (or apron), and will be covered by spotlights, or front stage lights (ellipsoidal or equivalent). The area where most of the band sits must be bathed in subdued light, predominantly to enhance normal facial tones. If stand lights are necessary, adequate power cables need to be available for 50 plugs.

**Spotlights:** The band operations representative, when meeting with the venue's lighting engineer, will discuss follow spots when available. Our band does not have regular spotlight operators, and the sponsor, or venue, may need to provide operators.

**Houselights:** Houselights will be dimmed or turned off during the performance, but must also meet local fire and safety ordinances.

## **Audio**

Because of familiarity, we normally use our own sound system rather than the house system. In cases where a house system is available, our audio technician will determine whether to use that system or transport the band's sound system. In addition, a band audio technician position in the performance venue is required; normally rear/middle of house location.

## **Dressing Rooms**

Three dressing rooms are required: one for approximately 40 males, one for approximately 10 females and a private dressing room for our Commander/Conductor. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors and curtains if windows are present.

## **Restrooms**

Two restrooms (male & female) should be available, preferably backstage, for the band's private use.

## **Refreshments**

Sponsors are not obligated to provide a meal or bottled water before or after a concert, but these gestures are greatly appreciated.

## **Performance Schedule**

The lengths of our performances vary. Exact times and lengths for our concerts are obtainable from your operations representative. Normal concerts are approximately 75 minutes without an intermission. Following the concert, please allow an hour and a half for the tear down and loading of the trucks. House personnel should be prepared to stay at least 90 minutes after the concert's end in order to secure the building.

**Publicity**

The sponsor shall provide all publicity for the performance. Sponsor should disseminate performance information as widely as possible to ensure a large audience. Complete publicity packets, including high-resolution photos, are available for each ensemble on the band's website.

**Marketing Materials**

As you create your marketing and publicity materials, please keep in mind that we have strict guidelines for how we refer to our organization and for the use of our logo/wordmark. Please consult the publicity packets on the band's website for appropriate graphics and artwork.

**Tickets**

We recommend that you print and distribute thirty percent more tickets than your auditorium will hold.



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## **SPONSOR CHECKLIST** **CONCERT INFORMATION**

Concert Band

City \_\_\_\_\_ State \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Concert Site \_\_\_\_\_ Capacity \_\_\_\_\_  
Number of Tickets Printed \_\_\_\_\_ Number of Tickets Distributed \_\_\_\_\_

### **SPONSOR INFORMATION**

*Please complete or attach business card*

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City / State / ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City / State / ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

### **HOST INFORMATION**

Name, Title, Organization

\_\_\_\_\_

**BEFORE CONSIDERATION OF YOUR VENUE, THE FOLLOWING ITEMS MUST BE RETURNED TO THE ADDRESS: The West Point Band, 685 Hardee Place, West Point, NY 10996 OR: Fax 845.938.5187 or email christopher.rettie@usma.edu**

**SPONSOR CHECKLIST – Page 5**

**STAGE DIMENSIONS – Page 7**

**SPONSOR PERFORMANCE LOCATION INFORMATION CHECKLIST – Page 8**

The following Sponsor checklists are the means by which we collect specific information about the physical properties, accompanying equipment, and outfitting of your venue. Please provide all information requested.

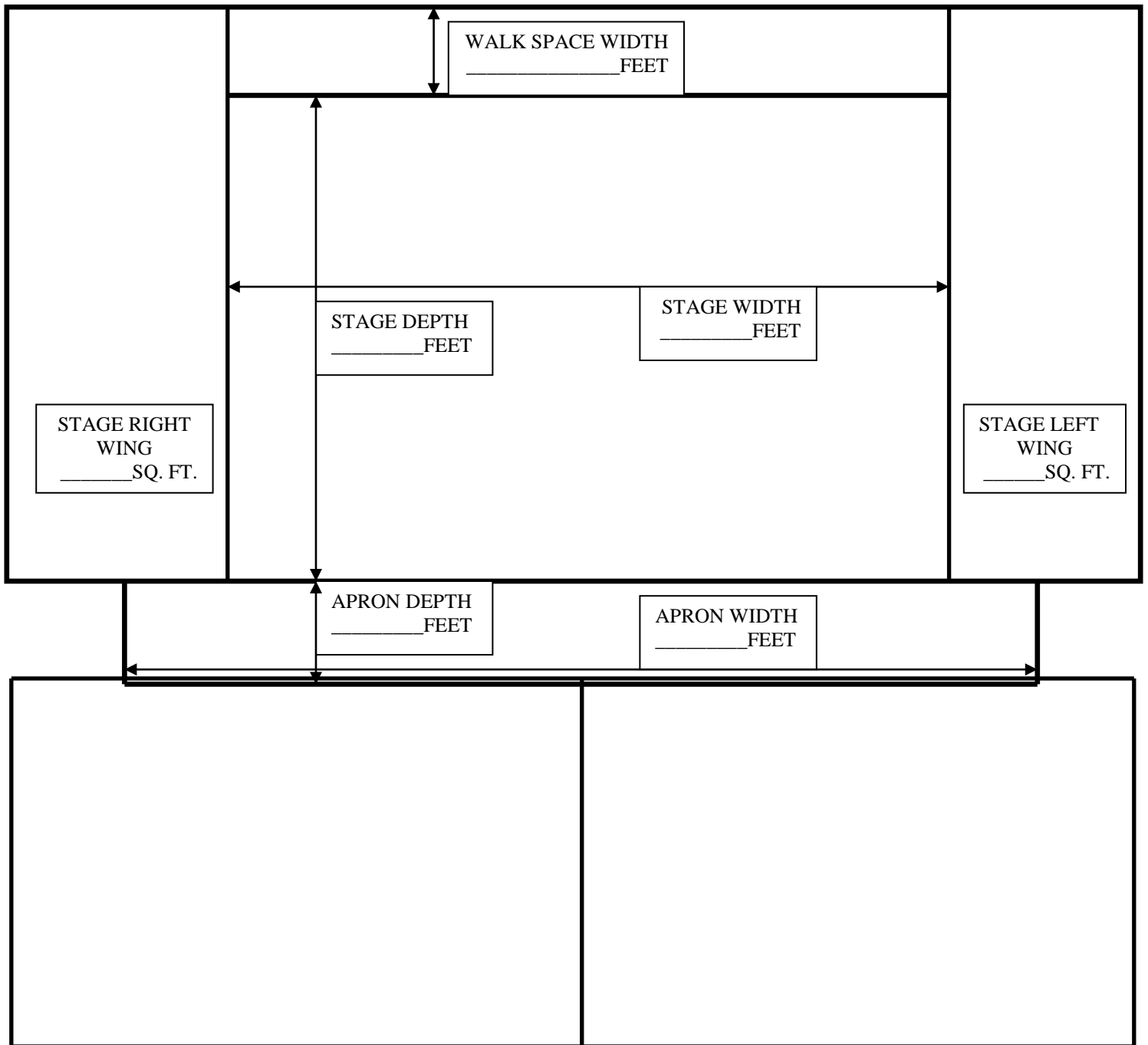
The sections concerning Stage Dimensions, Location of Electrical Power, and Availability of Follow Spots are of particular interest to us. Please forward this information to us as soon as possible. With this information, we can better evaluate our equipment needs and prepare the set-up configuration most suitable for your specific venue.

<p><b>Glossary of Terms:</b>  <b>Stage Left and/or Right:</b> Directions as seen from the stage.  <b>Down Stage:</b> Towards the audience.  <b>Up Stage:</b> Away from the audience.  <b>Audience Left and/or Right:</b> Directions as seen looking at the stage from the audience area.  <b>Wings:</b> Areas directly left and/or right of stage.  <b>Walk Space:</b> Area behind Back Drop (if any).  <b>Specials:</b> Lights dedicated to a specific stage area.  <b>To “Work” an Area:</b> A performer wandering, movements, within a given space.  <b>Piece / Number:</b> A song, piece of music, chart.</p>	<p><b>Standard Concert Lighting:</b> The “Wash”, lighting designed to cover the whole performance area.  <b>Area #1:</b> Space used by Soloist, Vocal &amp; Instrumental, most often Down Stage Right.  <b>Area #2:</b> Space occupied by the greatest portion of the band. This area takes up most of the Center Stage.  <b>Area #3:</b> Space occupied by rhythm section (bass, drums and keyboards), primarily Up Stage Right.  <b>M. C. / M. C. Podium:</b> Announcer and his/her stand or lectern, Down Stage Left.  <b>Conductors Podium:</b> Platform on which the Conductor conducts from, Down Stage Center.</p>
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**PLEASE TRY TO INCLUDE THE FOLLOWING POINTS IF AVAILABLE:**

1. Stage dimensions, depth and width.
2. Apron dimensions, depth and width.
3. Stage Left and Right Wings.
4. Walk Space width.
5. Location of travelers (Wing Curtains).
6. Location of good electrical outlets.
7. Location of Loading Door.
8. Location of dressing rooms.
9. Location of warm up and storage rooms.
10. Seating configuration (use rectangles as seats).
11. House location for Audio Technician.
12. Any obstructions (poles, walls) on stage and in the house.
13. Balcony overhang (use dotted line).
14. Performance venue’s Technical Information Packet.

STAGE DIMENSIONS OF PROPOSED CONCERT VENUE:



The above diagram is a generic representation of a theater. Please modify this drawing as needed to reflect your venue. In the event that your venue is drastically different from the above diagram, feel free to use a separate sheet of paper.

**Sponsor Performance Location Information Checklist**

Inside <input type="checkbox"/> Yes <input type="checkbox"/> No	Outside <input type="checkbox"/> Yes <input type="checkbox"/> No	Inclement <input type="checkbox"/> Yes <input type="checkbox"/> No
Location:	Location:	Location:

Stage Construction/ size:	Stage Lighting:	Loading Dock Lighting:
Bus/site loading dock accessible:	Bus/Truck Parking:	POV Parking:
Chairs: 50	Music Stands: 60 Yes or NO	American Flag: Yes or NO

Prior Performances at this site:

**Dressing Room Locations**

Male:	Female:	Conductor:
Restrooms:	Male:	
	Female:	

**Audio Requirements**

4 20-amp circuits required – NO EXCEPTIONS  
Sponsors must supply extension chords if they are necessary.  
 Yes    No  
Date:

Audio POC:	Audio POC Phone:	Fax:
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Physical details: (noise hazards)