

Event Stage Schedule with instructions – Template Only

Stage Producer:
Stage Manager:
Artist Liaison :

ALL ARTISTS TO COME BACKSTAGE BEFORE THEIR SET TO MEET THE STAGE MANAGER AND PRODUCER.

Please bring any equipment you will be using during the day that isn't being provided for you.

After your backstage meeting you are free to go the dressing room etc, but please make sure you are back at the stage at the call time below.

Time			Activity			
			Stage and sound team rigged			
			Briefings, e.g. for the presenter or the artist liaison team			
			Soundchecks – equipment checks – see separate schedule			
Time on stage	Revised timings (actual time on stage)	Duration In mins	Activity	Change over	Back stage by..	Notes/ Staging info
			SHOW STARTS			

Pre-show preparation

It is essential to talk to all the artists before the day to check what they will require.

On the day

If there's time, ask the acts to arrive early so that they can tell you where they want to stand, where you should put their microphones, whether they have equipment that needs putting on and taking off stage.

Green Rooms/Dressing Rooms

For outdoor shows try to build a backstage area, a small pop up gazebo will do. Provide water, table and chairs and a mirror. If you are working indoors find a private space where artists can prepare themselves before they perform.

Soundchecks

If there is time ask each performer/group to come to the stage early for a quick soundcheck, so that the sound engineer is ready to make them sound good the minute their performance starts.

Who, What, Where and When

Columns in this running order tell you when you want the performer to be backstage so you're not panicking that they haven't turned up, Also when you want them to go on stage and how long for. There's also a column for the time the performer actually went on stage. If you are running behind on your timings you can ask an artist to cut some of their performance so you can make up some time. Or you might make up some time on the turnarounds. Some people simply need to walk on stage and are ready straightaway, while other performers will need some turnaround time – time to put their equipment on stage.

Share the running order with anyone who is working or appearing on the stage