

# Stage Management Manual

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# Overview

Stage management is an arm of the Service Delivery Department that is responsible for the seamless transition between parties on stage. It aims to ensure consistency in transitions, adherence to dress codes and quick restructuring of the agenda due to unexpected ad hoc changes by leveraging the comms for communication to other stakeholders and interfacing with MCs/Music leads for changes

At its core, the Stage management aims to achieve the following objectives:

- Ensure seamless transition between personnels on stage
- Avoid any disruption in service flow and how it is delivered
- Pinpoint areas that are not up to par (light, sound, LED designs) and escalate as needed
- Disseminate information swiftly to parties that need to be informed on certain changes to service
- Ensure dress code compliance

## Roles

- Stage Manager
- Wrangler 1
- Wrangler 2/ Wardrobe Manager

## Setup procedure

The setup procedure includes everything that is needed to be taken into account by the Stage Management Team prior to the beginning of service. It includes procedures and duties to be carried out by these parties:

- Stage manager
- Wranglers or Mic manager
- Wardrobe manager

Detailed attention to each step ensures that hiccups encountered can be caught on early, communicated promptly and remedies sought prior to the beginning of service. If issues occur, please escalate to these personnels:

- Technical Director
- Team Lead
- Troubleshooter

Set up procedures or checklists, include the following:

- Arrival of team members (Stage Manager, Wranglers / Mic Manager, Wardrobe Manager) by 8:30am
- Turn on the computer for wranglers and ensure the screen is at 4 quadrants using the NDI app. Password to the computer is 258456
- Ensure all doors in front and with close visibility to the camera, is closed
- Turn off the appropriate lights located beside the Versary door:
  - For Fridays, lighting schedule include
  - For Sundays, lighting schedule include
- Turn on TV beside stage
- Ensure the following are working (timer, lyrics, bible verse) and showing up on screen by ensuring individuals in charge of the propresenter and LED Screen, test out appropriate graphics
- Go through the agenda to get a sense of service flows and all stakeholders needed:
  - Pay attention to each immediate activity, as this helps to indicate where all stakeholders should come on and get off from without crossing path on stage
  - If no song is listed beside music ministration on the agenda, confirm song from the appropriate stakeholder involved and relay the appropriate information to the technical director
  - If there will be testimonies, confirm how many testimonies and relay to the technical director
  - If a service change was emailed prior to the start of service, ensure that the agenda reflects those changes. If not, consult the personnel in charge of agendas for a reprint.

- Check that all mics have been wiped down and stationed in the appropriate areas
- Ensure pre-service music or melody is turned off 1-2 minute to the start of service
- As the assigned wardrobe manager, ensure the scrutinization of outfits before the required stakeholders (PPV) are up on stage. If a member of PPV is dressed indecently according to the dressing code below, please escalate issue to the team lead
  - Indecent dressing include the following but not limited to this:
    - Short sleeves
    - Short skirts, cropped tops
    - Revealing or see through top, dress, skirts
    - High slits revealing thighs
- Ensure choir (PPV) is ready to be up on stage 2 minutes prior to the start of service

## During service procedure,

This is the procedure that needs to be followed from the beginning of the service till the end. In order to successfully manage the stage and people, we need at least two individuals. A stage manager and a wrangler.

### Stage Manager -

- Coordinate the choir and get them ready each time they are to go on stage.
- Turn on the front light when PTA is on stage during thanksgiving and leave the light for the rest of the service
- Turn on the front light when PWA/other minister are about to preach

### Wrangler 1 -

- Be on comms during the service, this allows us to communicate effectively with other team members.
- If there is any adjust to the program, inform everyone immediate.
- Ensure the correct lyrics is showing on the side screens
- Escalate any issue to the appropriate team member

### Wrangler 2

- Make sure the MC/Ministers are close by and ready to go on stage 5 minutes before their time slot.
- Inform the MC/Ministers when they should go on stage and their exist.
- Turn on the Mic and ensure we give the assigned Mic to the correct individuals.
- Turn on the back light at the end of service.
- During special events, ensure dedicated individuals are close by and ready for stage set up and take down

## **Post Service Procedure**


Ensure all lights are turned on in the auditorium at the end of the service and the station is cleared of all personal belongings.

## Troubleshooting

When the monitor we use as a means to monitor the time and see the display of the media team, we have to immediately escalate it to the troubleshoot POC for that particular service to ensure a swift response and solution.

## Additional features

The Service Delivery Department is an exceptional body responsible for the complete flow and delivery of each service/program/event. This team is also responsible for the successful streaming of church services and events to various streaming platforms

PRODUCTION ELEMENTS					
LED Wall	Audio	Side Screens	Streaming	Stage Management	Lights
M Splashscreen for cocktail hour + Leading Ladies Title graphic?	PRO PRESENTER	Jazz Music from Spotify (Jazz Playlist - slow)	Start recording (right away) Not streaming to YouTube, only to zoom meeting		
M Generic LL graphic - Welcome to Leading	MIN	Live Feed	Live Feed	Tomike to enter from PPV side and exit PWA	Match LED colors and focus ed on MC

At its core, the Service Delivery Department aims to achieve the following objectives:

- Deliver services that usher in the presence of God.
- Innovate and introduce creativity in the way we do service productions.
- Continuously improve and look for ways to elevate our offerings.