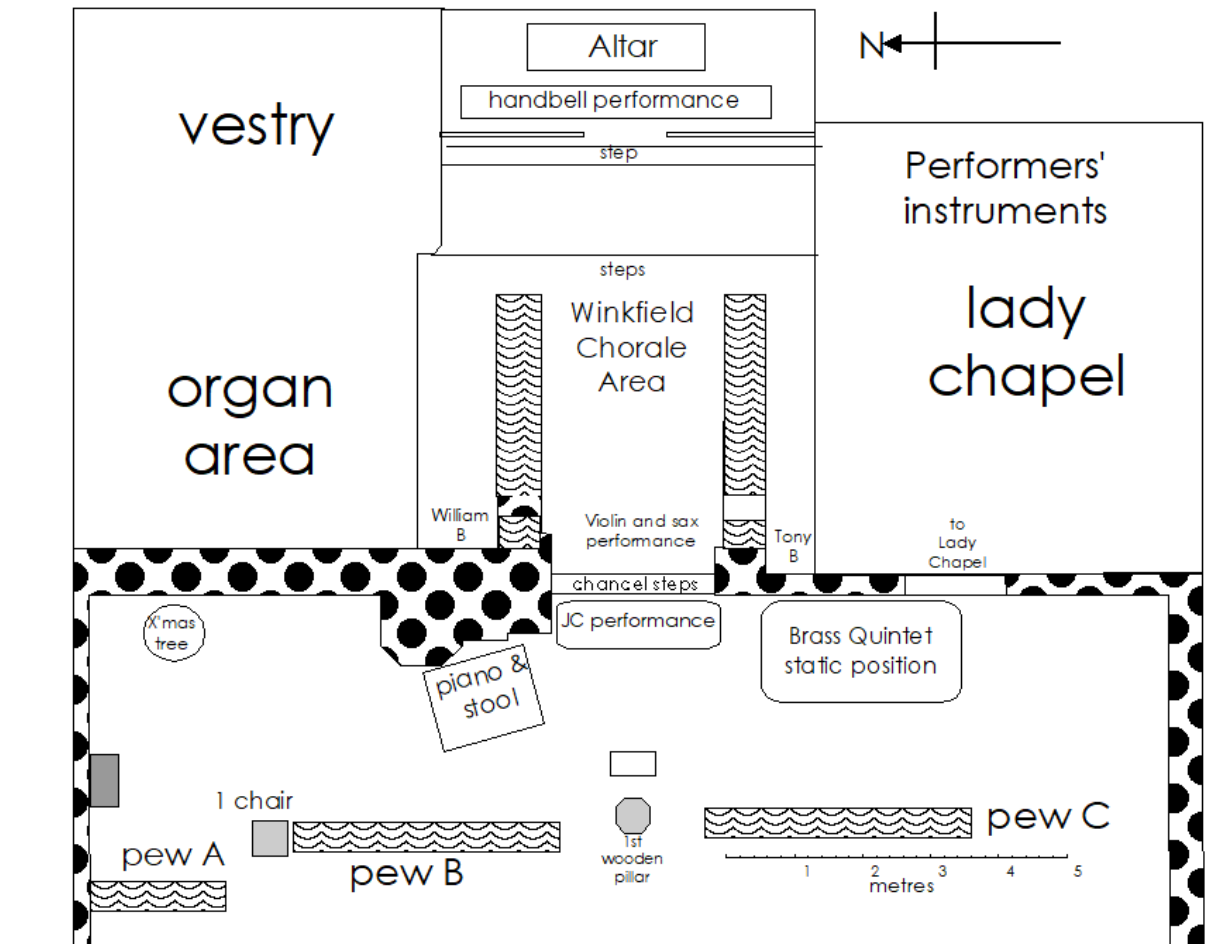


Stage Management Brief 2024

Revised to 2/12/24

1 Performers plans



1.1 William B and Tony B

Use ministers seats on either side of the chancel

1.2 Soloists

All three soloists will use piano accompaniment, so will need east end lighting with piano spot.

1.3 Freddie, Sarah Aizawa, Sarah Parker

These will sit with their families, and be ready as necessary (see programme).

Freddie will sing from the top of the chancel steps. Pedestal mike available. Then he will play the piano.

Sarah Aizawa and Sarah Parker will perform from the top of the chancel steps. Pedestal mike available.

1.4 John Kimbell and Caroline Kimbell

John and Caroline will sit in the audience, near the front by Margaret-Anne. They will move to the pulpit to do their entertainment. Use pulpit mike as necessary

1.5 Other Readers – John E and Sue B

Sit in the audience area and come forward when needed.

Perform at the top of the chancel steps.

1.6 Junior Choir

These will sit on the front pews as usual, and will perform from the Chancel Steps

In verse 3 of 'O come all ye faithful', they will also sing from the chancel steps.

They will need E nave lights and piano spot.

1.7 Winkfield Chorale

These will sit on the choir stalls, (but John and Caroline K will sit at chair and first place of the North choir bench, They will perform as directed.

The Marimba will be across the top the chancel steps for the 2nd half - please keep clear of it.

For audience carols, they will stay in the main chancel area, behind the JC when these are involved.

1.8 Handbells

Handbell ringers will sit in in the audience, and will perform in the altar area, as in previous years.

1.9 5Ts Brass

These will sit on chairs to the south of the central performance area. For concert item 3, they and their chairs will be moved to the performance area, but otherwise they will play from their general position. Chair arrangement must ensure that this works.

Please can 5Ts Brass members bring their own music stands. There will be 2 spares.

Instruments cases in the Lady Chapel, please.

1.10 Handbells

Handbell ringers will sit in in the audience, and will perform in the altar area, as in previous years.

1.11 AEH

Will sit with the Winkfield Chorale.

2 Plans for the day

2.1 Timings

9:30am Stage Management Team preparations

11am-12noon Junior Choir rehearsal

Other rehearsals take place during the afternoon

6:30pm Start Kitchen arrangements

Start Parking management

6:45pm Start Front of House

7pm Performers including Junior Choir families plan to arrive to secure good parking

Stage management availability

2.2 Stage Management

Stage management comprise Tony Bish and team,

Management of lights during the concert is the responsibility of:

- Light operator near the main door
- Tony Bish (south chancel lights)
- John Kimbell (north chancel lights)
- Lesley Philpot (spotlight switched in the Organ area)

Details of light arrangements and timing are given below.

2.3 On the morning of the concert

On Saturday morning 4/12/21, at 9:30am please can **Tony Bish** & team carry out the physical preparation of the church:

- Move altar to allow room for handbells
- Lectern and remembrance table moved to clear that area;
- Set up chairs in their general area – see diagram: for quintet
- Handbell arrangements??
- Set up the **conductor's music stand** to E of 1st pillar.

This needs to be done before **the Junior Choir** comes to rehearse at 11am.

2.4 Prior to the concert

In coming to the church, we need to bring:

- **Music stands** (all musicians);
- **Music** (all musicians and singers); **AEH** to have to hand, too.
- Glow sticks (AEH);
- Gifts and provisions (VK);
- Compere spare brief (AEH)

Also:

- **Establish reserved seats** (Junior Choir, performers and their families, officers) (**MAH**);
- Put out **concert programmes** (NN): Junior Choir (11), Winkfield Chorale (NN + officers), Handbells (8), Performers (2), Readers (2) officers & helpers (8) (**MAH**)
- Turn on **PA system and check pedestal microphone** (LP); place near deacon's chair
- Heating (LP)

2.5 After the concert

On completion of the concert, apart from giving well-deserved thanks, we need to:

- Restore **altar, lectern, chairs, tables**, etc. (**Tony Bish** and team);
- Turn off and stow the **microphone** and PA (**LP**);
- Collect “reserved” notices (LP);
- Retrieve **kit** that normally lives behind the organ (**Tony Bish**);
- Check for **instruments, music stands** etc. that might have been left behind (**AEH**);

3 Lighting arrangements

3.1 Modes of lighting

Four modes:

Audience lights for start, finish, audience carols

Nave-lights (at main door), Chancel lights, spots all on.

Lights off (Processional) for ‘Once in royal ...’

Main door nave lights, Chancel lights, spots all off. Organ console lights on. Safety-lights on

Performance lights for performing below chancel steps

East end nave lights on, Chancel lights on, spots on

Other options – to be determined

3.2 Lighting instructions

Before the concert	All lights Nave and chancel
1. Audience Carol: Once in Royal David's City'. The children sing verses 1 and 2 and process during verse 2. Lights stay on until the children pass the 1st pillar and enter the chancel steps area.:	At start – all lights OFF including piano spot.
Children reach the chancel steps area while singing verse 2, Winkfield Chorale then sing verse 3	East end and chancel lights on. Chancel spot and Piano spot on
At Verse 3 'O come let us adore hum	No change until end
Audience, verses 4 to end	Audience lights nave and chancel
2. 5Ts Brass Quintet: directed by Len Tyler	East end and chancel lights on. Chancel spot and Piano spot on
3. Reading: John Edwards The Thirteenth day of Christmas	ditto
4. Junior Choir: directed by William Bishop	Check that the Piano spot is on (near switch for the organ, in the organ area, East end and chancel lights on. Chancel spot and Piano spot on
5. Voice and piano: Freddie Fryer-Bovill	ditto
6. Winkfield Chorale Directed by William Bishop	ditto
7. Violin Soloist: Sarah Aizawa	ditto
8. Audience Carol: 'Away in a Manger'	Audience lights nave and chancel
9. St Mary's handbell ringers directed by Jill Glennerster	East end and chancel lights on. Chancel spot and Piano spot
Interval and refreshments	Audience lights nave and chancel
10. Audience Carol: <i>O come all ye faithful</i>	Ditto
11. Saxophone Soloist: Sarah Parker	East end and chancel lights on. Chancel spot and Piano spot on
12. Entertainment: John and Caroline Kimbell	Ditto
13. Audience carol: In the bleak midwinter	Audience lights nave and chancel
14. Winkfield Chorale Directed by William Bishop	East end and chancel lights on. Chancel spot and Piano spot on
15. Reading: Sue Bish	Ditto
16. Audience Carol: 'Hark the herald angels'	Audience lights nave and chancel
After the concert	Ditto

4 Stage Management configurations and action

NOTE. Each numbered item except (1) and (2) will be introduced by **Tony** as compère, at his discretion, or unless arranged differently on the day.

Item	Activity	Stage management action
Welcome and introduction, housekeeping	Compere (Tony Bish)	Full audience lights
	Details to follow of individual items	

5 Contact points

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