

# STAGE MANAGEMENT FORM

Office Use Only

Date of Performance:

Rehearsal Order Number:

Performance Order Number:

**Due By Tuesday 2 August 2022:** *Please scan & send via email, no jpegs as this is hard to read for the technicians.*

SCHOOL	
GROUP NAME	
ITEM NAME	
NUMBER OF PERFORMERS	
TRACK LENGTH	

## STAGE AND PROP INFORMATION

Do you have any handheld/small props that are carried by your dancers?	YES	NO
Do you have any props that need to be set onstage before your performance begins? <i>It is recommended that Sets are <u>not</u> used.</i>	YES	NO
Do you need access to the Loading Dock at PCEC?	YES	NO
Do ALL of your dancers begin onstage during a blackout?	YES	NO
Do you have any costume changes backstage?	YES	NO
Does your performance include any tap dancing?	YES	NO
Do lights and sound start at the same time? <i>If no please detail when each will begin</i>	YES	NO

<u>CUE #</u>	<u>Description of Lighting State/Colour</u>	<u>Fade Time</u>	<u>Music Cue Time</u>	<u>Action Cue</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

No follow spot or projections are available for this event  
Please Note: Maximum Lighting Cues: 10 for Secondary, 8 for Primary,

**I acknowledge I have read all information provided  
in the Dance Package:**

**Signed:** \_\_\_\_\_