

# STAGE MANAGEMENT FORM

**Due By Monday 20 July 2026**

*Please ensure this is uploaded as a PDF*

(please NO jpegs as this is hard for the technicians to read)

**Office Use Only**

Date of Performance: \_\_\_\_\_

Rehearsal Order Number: \_\_\_\_\_

Performance Order Number: \_\_\_\_\_

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?	YES	NO
Do you need access to the Loading Dock at PCEC? <b>Have you completed the Online Induction form and obtained the QR Code prior to arrival. You will not be permitted in the loading dock without this</b>	YES	NO
Do ALL of your dancers begin onstage or SR (this is preferred please)	YES	NO
Do you have any costume changes backstage?	YES	NO
Do you use the corridors in your performance?	YES	NO
Do ALL dancers exit SL (this is preferred please)	YES	NO
Do lights and sound start at the same time? If NO please detail below when each will begin	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				

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

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