

# PERFORMING ARTS FESTIVAL

## STAGE MANAGEMENT FORM & LIGHTING DESIGN INFORMATION

If you are having trouble completing the Stage Management Form, the following could be useful.

- You will need to clearly complete:
  - School & Name of Group
  - Item Name
  - Number of Performers
  - Track Time (Total Track Length)
- Once this is completed you will need to circle the answers to the questions relating to Stage and Prop Information

### Lighting

As with last year, the lighting desk will be set in the lounge area of the theatre. You are reminded that the **Stage Management Form is due no later than Monday 20 July**. By not submitting a Stage Management Form by this date means only basic lighting will be available on the day.

A staff member will be able to sit with the technician and talk through lighting requirements during your rehearsal time. Please note this is for fine tuning **only** not arranging all your lighting detail.

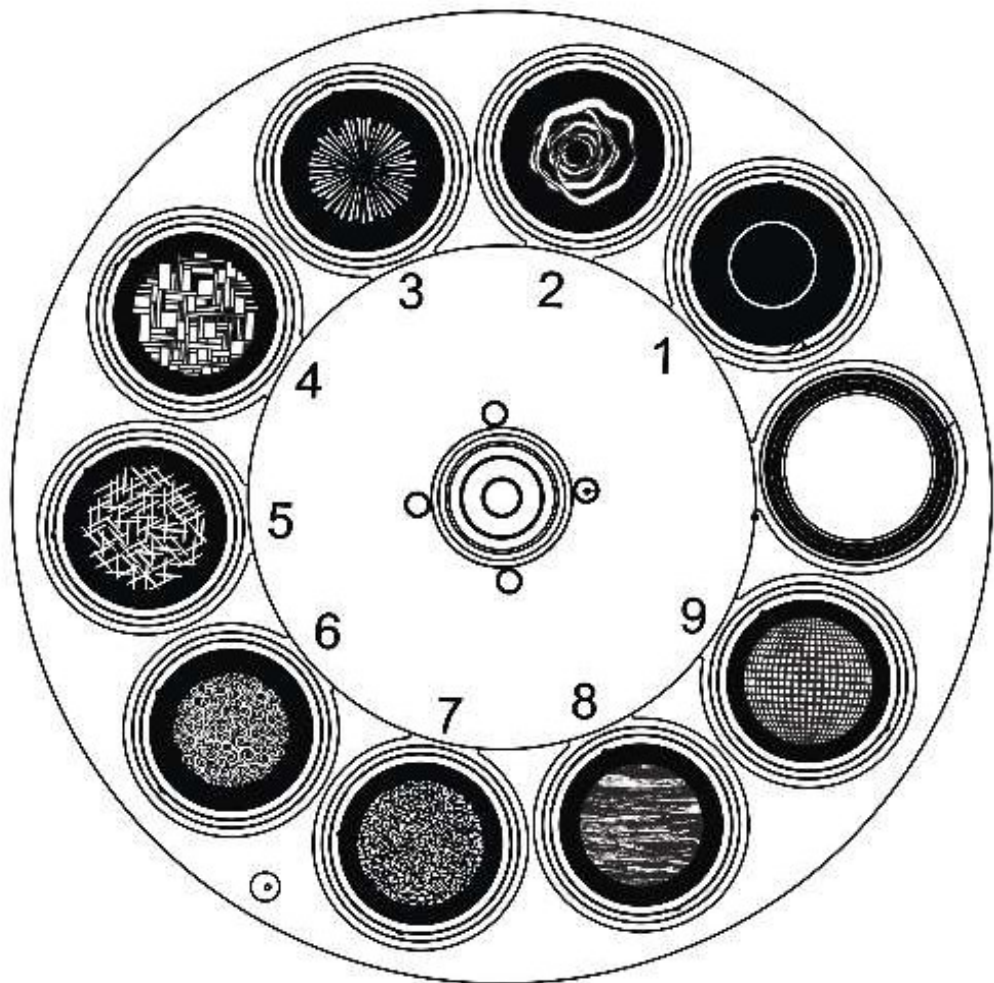
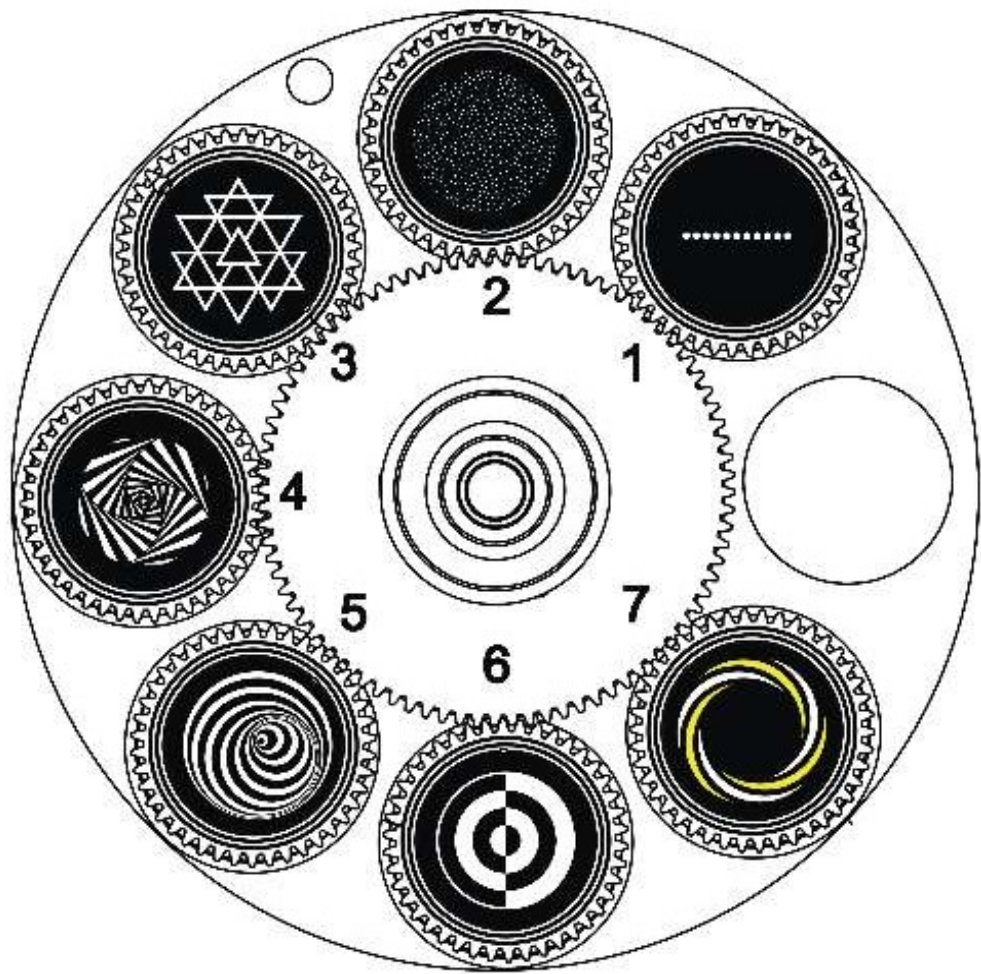
Below is a list of the lighting and effects available this year.

- **Ground Rows** – lights on the bottom of the cyclorama that shine lights up onto the cyclorama.
- **Cyclorama** - White screen at the back of the stage that can change to be coloured. Colours available *red, blue, green, yellow, amber, magenta, cyan, purple,*
- **Random Chase** (moving coloured lights chasing around the stage and/or rotating on the cyclorama)
- **Break Up Gobos Coloured** – patterns of coloured light created by a stencil that can be shone either onto stage or cyclorama choices below (please note we will do our best to accommodate these but there may be changes due to availability. These can be on the floor, the cyc or both.
  - Lighting to form shadows
  - Robotic lights to light up specific areas of the stage
  - Strobe Lighting – or similar effect
  - Haze – used to create light beams or diffuse light
  - Mirror Ball

### PLEASE NOTE NO FOLLOW SPOT, UV LIGHT OR PROJECTIONS ARE AVAILABLE

- Maximum Lighting Cues: 10 for Secondary, 8 for Primary
- Description of Lighting/State Colour: description of colour is important. E.g. 'like an ocean', 'stars in the sky'.

**Remember there is only 15 minutes allocated for rehearsal, by not submitting a stage management form by **Monday 20 July 2026** means that only basic lighting is available on the night**



# 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: \_\_\_\_\_**