

Stage Management and Front-of-House Information

→ Information you'll need to fill out FOH form

- Run Time
- Content Warnings:
 - Smoking/Smoke/Fog/Haze, Loud Sound Effects/Gunshots, Mature Content, Adult Language, Nudity, Strobe Lighting, Pyrotechnic Effects, Stage Weaponry, Other
 - Content Warnings Detail- brief description of the content
- Captions

→ Filling out the FOH Form

- *Do **NOT** wait until the last moment to fill out this form. FOH would like this information one week before IDR*
- *You must fill out the FOH info for every performance including Invited Dress*
- Using an SM iPad, log into filemaker with your NetID and password
- Open the calendar and using the 'Filter by Venue' feature, located your production's performances
- Click on each performance and input all known information under the Front of House tab and it's subheadings
- Once you've input a performances' information, hit update performance
- Attached to this document is an example FOH Form for The Wolves

→ Sharing the Event Information Sheet

- From the event calendar (using an SM iPad), select a performance of your production
- On the Event Detail page, select 'FOH Sheet' on the top right
- Click 'Print' on the top right of the Event Information Sheet
- On the Print Setup pop up, select PDF and you must change the file name before hitting Continue
- Send it to your own device
- Send the PDF to Cindy Kocher, Terri Ciofalo, Amber Dewey-Schultz, Whitney Havice (whavice@illinois.edu), Kaitlin Higgins (kmhiggs@illinois.edu), operations@kcpa.uiuc.edu and bldg-ops@kcpa.uiuc.edu

→ Working with Front of House

- Add a Pre-Show Meeting with Lead and House Manager to your preshow checklist
 - 70 minutes prior to event
- At the end of your show (even on 2 show days), check in with FOH. They cannot leave until you check in with them so please prioritize this conversation.
- 2 show days have different FOH staff, so you will need to meet before/after each performance
- FOH needs calls **on time**
 - At 30 minutes, 5 minutes, 2 minutes, and Start of Performance
 - 10 minutes prior to intermission and to End of Show
 - Once the show has ended
 - *Please review the attached 'Radio Quick Communications FOH/BOH' document*
- We do not want to hold the house if at all possible unless the show does NOT allow late seating

→ Captioning

- Work with the Stage Management Office Assistant (Kaitlyn Meegan) and Kaitlin Higgins
- The SM iPads used for captioning must be brought to FOH staff
- Please test beforehand

→ If you have questions, reach out to Kaitlin Higgins at kmhiggs@illinois.edu and when you're not sure, ask questions

Radio Quick Communications FOH/BOH

Summary:

The important aspects of event communication is to relay passing ownership of the house between Back of House and Front of House. When the house is open for seating, it is on the BOH staff to 'give' the theatre to Front of House for seating. When FOH has sat everyone, then it is on FOH staff to 'give' the house to BOH and the performers. This balance can be delicate and stressful, but as long as you can relay information clearly and concisely, there will be minimal problems with this critical communication.

Typical run of show:

70 mins prior to event, FOH/BOH meet at the Front desk next to the ticket office
Discussion of Radio Channels, weather, emergency procedures, etc. happen

30 mins prior to performance start

From BOH (Production Assistant or Stage Manager) to Patron Services Channel

"Backstage (Theatre name) to (Theater name) 1"

From House Manager

"Go for (Theatre name) 1"

From BOH

"You may open the (Theatre name) for seating, over and out"

Or

"Please hold opening the house for (*reason*)"

5 and 2 mins prior to show

From FOH (House Manager) to the Events Channel

(Theatre name) 1 to backstage (Theater name)

From BOH

"Go for backstage (Theater name)"

From FOH

"This is your 5 minute warning and we are looking to (start on time, hold for x minutes due to *reason*)"

From BOH

"Copy that, thank you"

Start of Performance/2nd half

From FOH (House Manager) to the Events Channel

"(Theatre name) 1 to backstage (Theater name)"

From BOH

"Go for backstage (Theatre name)"

From FOH

"You have a "GO" in the (Theatre name)"

From BOH

"Copy that, we will begin momentarily"

Late Seating:

From BOH (Production Assistant or Stage Manager) to Patron Services Channel

“Backstage (Theatre name) to (Theater name) 1”

From FOH

Go for (Theatre name) 1

From BOH

“We are in our first late seating for the evening”

From FOH

“Copy that, we have x people going in now”

Intermission/End of Show 5 minute Warning:

From BOH (Production Assistant or Stage Manager) to Patron Services Channel

“Backstage (Theatre name) to (Theater name) 1”

From FOH

“Go for (Theatre name) 1”

From BOH

“We are approximately 5 minutes from the end of the performance”

From FOH

“Copy that, attention all FOH staff, we are approximately 5 minutes from the end of the performance”

End of Show:

From BOH (Production Assistant or Stage Manager) to Patron Services Channel

“Backstage (Theatre name) to (Theater name) 1”

From FOH

“Go for (Theatre name) 1”

From BOH

“We are down in the (Theater name)”

From FOH

“Copy that, attention all FOH staff, we are down in the (Theater name)”



EVENT INFORMATION SHEET | Patron Services

Event: The Wolves

Date: 2/13/2020

Time: 7:30pm

Venue: Studio Theatre

Producer: Illinois Theatre

Pronunciation:

PERFORMANCE

Director: Nisi Sturgis, director

Guest Artists:

Description: Almost every weekend, a girls' competitive high school soccer team meets at the City Sports Dome. They come to play. They come to win. But life is not a level playing field. Over the course of several Saturdays, nine female warriors navigate the cacophony, the cruelty, and the courage of adolescence. They are their own. They are each other's. They are The Wolves.

Contains adult content.

CONTACTS

Lead House Manager:

House Manager:

Assistant House Manager:

Front of House Desk:

Events Lead:

Production Assistant:

Promenade Supervisor:

Security:

TIMING & LATE SEATING

House Open: 7:00pm

First Act: 1 **Hours** 36 **Minutes**

Intermission: ☐20 ☐15 ☐10 ☐5 ☒0

Second Act: **Hours** **Minutes**

Intermission 2: ☐20 ☐15 ☐10 ☐5 ☐0

Third Act: **Hours** **Minutes**

Total Length: 1:36:00

Ending At: 9:06 PM

Late Seating: NO LATE SEATING

First Act

Late 1:

Late 2:

Second Act

Late 1:

Late 2:

Third Act

Late 1:

TICKET OFFICE

Ticket Show Code: WOLV13

Ticket Prices: \$10-25

Projected Attendance: 150

Admission Type:

Pick Five+: 24 / SC 23 / STU 15 / UI & YTH 10

Single: 25 / SC 24 / STU 15 / UI & YTH 10

Illinois Theatre Series (4+ events)

PHOTOGRAPHY & VIDEO

Photo or Video Allowed: No

Photographer:

Types Allowed:

Photographer Contact:

RELATED EVENTS

Talkback:	<input type="radio"/> Yes <input type="radio"/> No	Location:
Reception:	<input type="radio"/> Yes <input type="radio"/> No	Location:
Pre-Performance:	<input type="radio"/> Yes <input type="radio"/> No	Location:
Pre-Performance Title:		

PATRON SERVICES

Promenade Open:	<input type="radio"/> Yes <input type="radio"/> No	Open through intermission
Intermezzo Open:	<input type="radio"/> Yes <input type="radio"/> No	Full menu until performances start; dessert menu after
Stage5Bar Open:	<input type="radio"/> Yes <input type="radio"/> No	Open until 11:15pm; will close early if lobby is empty
EMTS or IEMS:	<input type="radio"/> Yes <input type="radio"/> No	Stationed in Coat Check; on Patron Services radio channel

MERCHANDISE

Artist Merchandise: No-	Artist Signing:
Settlement:	
Merchandise Arrival:	Merchandise Return:
Notes:	

FRONT OF HOUSE NOTES

FGH Balconies Open: Choral Balcony: Side Balconies:

Artists Enter from House: No,

House Keeps:

Reserved Seating:

Closed Sections:

House Notes: Plan on actual GO at 7:35pm

Please discuss Preshow with Stage Manager (Kayla Uribe) every night at FOH check in

We would also like to use the same captioning signs and lobby announcements that we previously used in Gem of the Ocean.

IN-HOUSE TECH

In-House Audio:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Audio Locations:
In-House Video:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Video Locations:
ASL Interpreter:	<input type="radio"/> Yes <input type="radio"/> No	ASL Location:

CONTENT WARNINGS

<input type="checkbox"/> Smoking/Smoke/Fog/Haze	<input checked="" type="checkbox"/> Mature Content	<input checked="" type="checkbox"/> Nudity	<input type="checkbox"/> Pyrotechnic Effects	<input type="checkbox"/> Other
<input type="checkbox"/> Loud Sounds Effects/Gunshots	<input checked="" type="checkbox"/> Adult Language	<input type="checkbox"/> Strobe Lighting	<input type="checkbox"/> Stage Weaponry	