

Rochester Feis 2009

Stage Manager Guidelines

- ❖ Morning volunteers arrive by 8:00 am. Afternoon volunteers arrive by 12:00 pm.
- ❖ We will be breaking for lunch as close to 12:00 as possible. The judges will be eating their lunch in a separate area. The room is located between stage 1 and stage 3 near the awards area and through the doors located near the awards area. There will be signs for you to post marking the time the stage is expected to reopen. The stage should not be down for more than 30 – 40 minutes during the lunch break.
- ❖ There are 2 managers per stage and work together to achieve efficient results.
- ❖ It is also at the discretion of the judge if they want dancers to wait 8 bars or start concurrently. We would prefer concurrently but some judges prefer they wait 8 bars.
- ❖ Your main functions are to:
 - Check in the dancers.
 - Be sure the adjudicators have everything they need (incl. results envelopes).
 - Make sure the musicians know what music to play.
 - For Treble Jig and Hornpipe, Advanced Beginner and Novice, sort by Traditional (fast) and Contemporary (slow). For Open, only Contemporary (slow) is allowed. Fast Treble Jig and Fast Hornpipes go first.
 - Line-up the dancers on stage (or in correct order for Prelim/Champ).
 - Make sure that the hanging competition numbers are up to date (**now and next**).
 - Keep competitions running with minimal/no delays.
 - Make sure to put the checked off competitor list in with the results envelope. **Please make sure the competitor list is not in the envelope before you give the envelope to the judge!!! It must be taken out before you give the envelope to the judge and put back in before the envelope is sent to tabulation.** Cross off the competition number after it's completed.
- ❖ You can start solos for each stage when figures are done if all dancers are present for the competition unless the adjudicator says otherwise.
- ❖ The feis asks that if someone asks you to hold a competition open due to a stage conflict, inform the adjudicator, inform the dancer to return within ½ hour or the competition will be closed. Make a note of the hold time on the sheet in the binder, hold the envelope, and keep track of the time. **Do not hold a competition open for more than ½ hour.** Inform Diane or Rachel about the hold.
- ❖ Dancers will dance 2 at a time. The only stages that meet the requirements for 3 dancers at a time are stage 1 and 2. All other stages must be 2 at a time. It is at the judge's discretion at stage 1 and 2 to dance 3 at a time but we would prefer 2 at a time.

- ❖ For Beginner and Advance Beginner competitions only, there will be a person assigned to start the dancers. Novice and Open competitors start themselves.
- ❖ Check frequently to keep spectators away from the adjudicator's area. If any parent attempts to communicate with an adjudicator, either resolve the problem away from the adjudicator or inform Diane or Rachel. Do what you can to keep the stage moving.
- ❖ Please make sure that only dancers are sitting in the "dancers only" chairs.
- ❖ There will be 1 EMT on duty in case of emergencies.
- ❖ If you need to contact Diane or Rachel, call their cell phone numbers listed below:
 - **Diane703-5684**
 - **Rachel.....455-1091**
 - **Kylee (EMT)....802-4899**

Have Fun and Thank You So Much for Helping!!!