

Backstage Manager Checklist

Good Morning Backstage Manager!

Pre-Service

- ❑ Replace batteries on all clear com headsets.
- ❑ Distribute headsets to Front of House for the Producer & Tech Director.
- ❑ Place a headset on the front row for the Stage Manager.
- ❑ Distribute headsets to BSM 1.
- ❑ Check with Producer for any special needs or instructions for the morning.
- ❑ Assist the Producer in keeping everyone on time. Help communicate the rehearsal schedule to the Musicians & Production Team as needed.
- ❑ Check with audio team on your stage & see if they need assistance.
- ❑ Make sure that the stage looks good:
 - Clean the stage of clutter, drinks & gear.
 - Skirt risers and cover gear with black cloth.
 - Clean the plexi-glass around the drums.
 - Gaff tape down cables around equipment.
 - Remove all guitar stands & music stands that are not needed.
 - Vacuum rugs if necessary.
- ❑ Make sure that the stage is safe:
 - Gaff tape down cables in walkways.
 - Keep stairwells & doorways clear of clutter & gear.
 - Keep drinks & food away from equipment.
 - Make sure that pathway is clear for risers.
- ❑ Preset Stage
 - Make sure all positions are spiked.
 - Make sure risers are in place.
 - Make sure roto drapes are at proper angle and location.

Just Before Each Service

- ❑ Flash the lights in the Green Room at the time set with your Producer. Ask the Production Team & Band to move into place.
- ❑ Verify that your headset is set to Channel A.
- ❑ Confirm that the Producer can hear you, that you can hear the Producer & that you can communicate to each other.

During The Service

- ❑ Coordinate & supervise all backstage activity related to the service, including movement of musicians, talent, opening the curtain, lowering the screen & moving risers.
- ❑ Assist with the transitions by moving things on & off the stage during the service (speaker table, stool, mics, visuals, etc.)
- ❑ Stay on headset with Producer & Stage Manager to maintain an open line of communication at all times during the service.
- ❑ Assist audio personnel as needed.
- ❑ Keep backstage quiet during the service & encourage conversations to move to the Green Room.
- ❑ Pay attention to the Worship Leader, Singers & Band for any problems that might arise during the service.

After The Final Service

- ❑ Help with set takedown after services by encouraging musicians to take care of their own personal gear.
- ❑ Collect all wireless headsets & return to proper location.