

KANSAS STATE SQUARE DANCE CONVENTION

STAGE DIRECTOR PROCEDURES

The Stage Director position should be someone who will be comfortable with talking on a microphone; understands the general operations of the amplifier and sound speakers on the stage; is knowledgeable in equipment capabilities and how to connect to the amplifier; Suggest this person have some type of previous experience such as being an MC during other festivals or conventions. Also suggest this person be a very energetic, positive personality. Stage Director will only be needed in the Main Arena of the Convention or in locations where the featured cuer(s) and caller(s) will be performing.

This position is important to the success of the convention. Requires ability to coordinate with other committees such as Sound, Parade of States Chairman, Hospitality Chairman's, Convention Coordinators. Also needs to communicate with city/county officials and Presidents of KSDA and Presidents of KSDCA.

Stage Director should arrange the following:

Preparation to Friday Night:

- 1) BE SURE UNITED STATES FLAG AND KANSAS FLAGS ARE AVAILABLE AND PROPERLY DISPLAYED.
- 2) Arrange for music for the grand march on Friday night in the main.
- 3) Arrange for someone to sing or lead the attendees in singing the National Anthem, or other patriotic song. Be sure to verify they have their music and what format it will be in (record, CD, mini disc, i.e.) so as to insure there is proper connections and equipment available. Pledge of Allegiance is appropriate and can be led by the Stage Director if so desired.
- 4) Arrange for someone to deliver the invocation on Friday Night.
- 5) Invite city/county official to make welcoming comments (this can be done either or both nights) to the attendees.

- 6) Have Honor Guard presenting the flag is at the discretion of the Stage Director or by the Convention Committee decision. (Can be done either or both nights).
- 7) Advise participants the need to keep comments short and keep the program moving as not to have the dancers standing for a long period of time.
- 8) NO JOKES THAT MIGHT BE CONSIDERED OR CONSTRUED AS INAPPROPRIATE.

Friday Night Schedule

- 1) Be sure all presenters are present and understands the sequence of events.
- 2) Make sure all the necessary music and appropriate equipment is available and ready to go.
- 3) Arrange the start of the Friday night Grand March.
- 4) After the Grand March, the presenting of the colors (if planned) or recognition of where the flags are located.
- 5) Introduction of the individual(s) singing the National Anthem or other patriotic song.
- 6) Introduction of the individual(s) presenting the Invocation
- 7) Introduce the KSDA Dancer Coordinators and the KSDCA Callers Coordinators and allow them opportunity to make welcoming to attendees.
- 8) Introduction of any city/county official making a welcoming speech and allow them opportunity to make welcoming comments.
- 9) Introduction of the first MC.

Saturday afternoon

- 1) Coordinate with Cues Hospitality Chairman and Callers Hospitality Chairman to insure featured caller(s) and cues(s) will have appropriate equipment on stage and ready to begin at their scheduled times. The Stage Director is to introduce the featured cues(s) and caller(s) and their spouses/partners for the afternoon events. This introduction may be assigned to the Hospitality Chairman if the Stage Director so desires.
- 2) Introductions of KSDCA Officers and KSDA Officers.
Introductions of Convention Committee members.

Preparation to Saturday Night:

- 1) BE SURE UNITED STATES FLAG AND KANSAS FLAGS ARE AVAILABLE AND PROPERLY DISPLAYED.
- 2) Arrange for music for the parade of clubs on Saturday night in the Main Arena.
- 3) Arrange for someone to sing or lead the attendees in singing the National Anthem, or other patriotic song. Be sure to verify they have their own music and what format it will be in (record, CD, mini disc) so as to insure there is proper connections and equipment available. Pledge of Allegiance is appropriate and can be led by the Stage Director if so desired.
- 4) Arrange for someone to deliver the invocation on Saturday Night.
- 5) Invite city/county official to make welcoming comments (this can be done either or both nights) to the attendees.
- 6) Have Honor Guard presenting the flag is at the discretion of the Stage Director or by the Convention Committee decision. (Can be done either or both nights).
- 7) Advise participants the need to keep comments short and keep the program moving as not to have the dancers standing for a long period of time.
- 8) NO JOKES THAT MIGHT BE CONSIDERED OR CONSTRUED AS INAPPROPRIATE.

Saturday Night Schedule

- 1) Be sure all presenters are present and understands the sequence of events.
- 2) Make sure all the necessary music and appropriate equipment is available and ready to go.
- 3) Arrange the start of the Saturday night Parade of Club with the Parade of Clubs Chairman.
- 4) Introduce who ever is announcing the clubs as they march into the arena if someone other than yourself. This can be handled by the Dancer Coordinator.
- 5) Begin the Parade of Club music.
- 6) After the Parade of Club, the presenting of the colors (if planned) or recognition of where the flags are located.
- 7) Introduction of the individual(s) singing the National Anthem or other patriotic song.
- 8) Introduction of the individual(s) presenting the Invocation

- 9) Introduce the KSDA Dancer Coordinators and the KSDCA Callers Coordinators and allow them opportunity to make welcoming remarks to attendees.
- 10) Introduction of any city/county official making a welcoming speech and allow them opportunity to make welcoming comments.
- 11) Introduction of KSDCA Presidents and KSDA Presidents (no presentation is necessary however KSDA President normally acknowledges travel banner transfers between other states).
[Advise participants of the need to keep comments short and keep the program moving so as not to have the dancers standing for a long period of time.]
- 12) Introduction of the featured caller(s) and cuer(s) and their spouses/partners.
- 13) If featured cuers are asked to do a demonstration during the Saturday evening program, the Stage Director should coordinate with the featured cuer(s) and the Cuer's Hospitality Chairman. Emphasis should be on what music will be played and who will start the music. Before the exhibition, the Stage Director will politely ask dancers to clear the floor for the exhibition. When the floor is clear and the featured Cuers are ready, the Stage Director will introduce the cuers and insure their music is playing at appropriate volume. Once the demonstration is over, the Stage Director will encourage applause.
- 14) At the last tip of the evening, Stage Director should make closing comments thanking dancers for attending and encourage appreciation applause to the featured caller and featured cuers.