

## GALA Festival 2024 – Annotated Stage Diagram Instructions



In order to adequately plan for your production needs, the GALA Festival Production Team needs to know your technical requirements. The more detail you provide on **Annotated Stage Diagram** (and in your Song Entry in Integra), the more easily we will be able to help with your concert set.

**Attach a completed Annotated Stage Diagram** to the first song you entered in the [Integra Song List](#). You can do this either:

- By hand – printing the blank Annotated Stage Diagram, making edits by hand, scanning the completed diagram, and attaching it to your first song in Integra
- Electronically – using PDF or other editing software, saving the completed diagram, and attaching it to your first song in Integra

### Stage Diagram Key

<b>Mic</b>	Microphone on a stand
<b>Piano</b>	Piano
<b>Stand</b>	Music Stand
<b>Chair</b>	Chair
<b>Stool</b>	Stool
<b>Pod</b>	Conductor Podium
<b>DK</b>	Drum Kit
<b>B/DI</b>	Bass with Direct Input (DI)
<b>B/Amp</b>	Bass with Amp
<b>ASL</b>	ASL Interpreter light (if needed) default is SR

### **Notes:**

- Spell out any other instruments you are using on stage or include a key on the diagram so we will be prepared to accommodate your chorus and instrumental needs.
- If you need more than one of an item in a small space, use this as an example:  
3 music stands=Standx3
- One tuned grand piano will be on stage. The **standard piano position is stage right**. The piano can be moved, but moving the piano and moving it back to stage right will be part of your set.

**Have you thought about** these possible needs to mark on your Annotated Stage Diagram?

- Chair for a page turner
- Both chair and music stand for instrumentalists (if needed)
- Chair and/or music stand for ASL interpreter
- Singer accessibility: chairs and stools needed onstage
- Any specific singer mobility issues that we should know about?

Questions?

Contact GALA Festival 2024 Production Manager Chipper Dean  
[productionmanager@galachoruses.org](mailto:productionmanager@galachoruses.org)

Chorus Name \_\_\_\_\_

# Central Lutheran Stage

Aprox. Scale 1/8" = 1'

Concept drawing only. All measurements and seating areas are approximate. Date Drawn: April 2, 2024

Casavant Organ Console

Altar

Enter SR

Exit SL

Stair Unit

Stair Unit

Drum Cart  
8'x8'  
(Movable)

Steinway B  
Grand Piano  
(Movable)

12'

52'

