

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

Mic	Microphone on a stand
Piano	Piano
Stand	Music Stand
Chair	Chair
Stool	Stool
Pod	Conductor Podium
DK	Drum Kit
B/DI	Bass with Direct Input (DI)
B/Amp	Bass with Amp
ASL	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
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Chorus Name

MCC Ballroom A Stage

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

