

**FOLKLORMA - AFRICA PAVILION  
STAGE MANANGEMENT OPERATIONAL  
GUIDELINES & REGULATIONS**

## **Mandate**

The Africa Pavilion would not be a success without the hard work and dedication of its volunteers. We all have a duty to carry out our volunteer assignments with respect, hard work and dedication. We must approach our work as professionals, with a common goal to provide a well-organized, entertaining and satisfying pavilion experience.

## **Rules & Regulations**

### **Performers or Performance Groups**

1. All performers must approach performances with an attitude that reflects quality of hard work, dedication, punctuality, and respect for their Coordinators, the Stage Management Team, other performers and volunteers for the overall good of African Pavilion and community at large. A professional working attitude should be displayed at all times.
2. Performers or group members without proper Africa Pavilion identification will be ejected from the Pavilion.
3. Performers are to be orderly, respectful, and take direction from the Stage Management Team and their associated volunteers.
4. Dance movements, music and costumes must be appropriate to the paying audience.
5. Performers must be quiet when on stage or back stage. No chewing of gum is allowed on stage.
6. Food and drinks will not be allowed in hallway leading to the stage or near the stage.
7. Flags are prohibited on stage.
8. The front curtain to the stage is never to be touched, peered through, under or around, or exited through.
9. Performers, while in their costumes, must be in their designated rooms and not walking about in the hallways.
10. Dressing rooms for each performing group will be assigned and must be kept clean at all times to comply with Health and Safety regulations. No personal belongings are to be left overnight.
11. If a performer cannot attend a scheduled performance, it is their responsibility to immediately notify their Performance Coordinators.
12. Any groups in conflict with each other will be disqualified from performing. Any misbehaviour or rowdy behaviour will not be tolerated. Appeals will be addressed following Folklorama.
13. Performers or group members are not allowed to occupy guest seats to watch the show if they are not performing
14. Performers or group members who do not adhere to the given rules and instructions will be ejected or made to leave the premises.

## Performance Coordinators

1. As a Performance Coordinator, you will be responsible to relay information between the Stage Management Team and your respective performers. It is also your responsibility to ensure that performers adhere to the rules, regulations and guidelines of the pavilion.
2. Performance Coordinators must ensure that their respective performing group attends all scheduled performances.
3. Performance Coordinators or Group Leader is responsible for picking the daily Africa Pavilion identification tags for the group from the Volunteer Coordinator and also to resolve volunteer related issues.
4. Performance Coordinators will be working directly with the Stage Management Team when it comes to their performances.
5. We would also need the number of people performing in each group and if possible the age range.
6. Each Performance Coordinator must sign in for each of their scheduled performances. The sign-in sheet will be posted on the wall upon the stage.
7. If for some reason you cannot make it for your scheduled time please contact any of the following at least 24 hours in advance:
  - **Abigail Larson-Tackie @ 204-997-4864**
  - **Scott Larson-Tackie @ 204-688-3464**

An email can also be sent to: **[africa.pavilion@acomi.ca](mailto:africa.pavilion@acomi.ca)**

8. If a group has an emergency, and cannot perform, notify any of the contacts in Point 7 above as soon as possible. The Stage Management Team will make the effort to accommodate work schedules, but the ultimate responsibility for attendance lies with each performing group and their performers.

**If you cannot commit fully to your schedule, please let us know at least two (2) days prior to your performance.**

Schedules will be discussed and posted in advance, and it is your responsibility to know when you are scheduled to perform.

9. Each group is to provide us with a **maximum of three** names of their mentors who are to be present in the audience to provide feedback.
10. No personal belongings or costumes shall be left at the pavilion. Each group must ensure someone is available to protect the safety of their belongings and that each area utilized is kept tidy and clean.
11. Performance Coordinators must ensure that **only authorized volunteers** are permitted in the hallways, backstage and dressing rooms.

12. The MC makes the final decision to abbreviate all dance descriptions for the purpose of complying with timelines.

## **Stage Management Team**

1. The Stage Management Team is responsible for establishing performance schedules, and relaying performance schedules and/or changes to the Performance Coordinators, and ensuring that performances begin and end on time.
2. The Stage Management Committee has the right to refuse a group on stage when it is determined that dance movements, music or costumes are inappropriate and unacceptable at the African Pavilion.

## **Feedback**

We would like feedback on how the Stage Management Team we performed our duties, so we urge everyone to do so.

## Operational Guidelines

The following are some guidelines concerning your responsibilities to the African Pavilion and to yourself as a performer allowing for the successful operation of the Pavilion.

### Performance Description

Each stage act must provide a short description of the performance including: its history (who, what, where, and why), costumes and props. **This is to be submitted no later than one week prior to the beginning of the pavilion.**

### Performance Schedule

1. Performance schedules are based on groups and not countries for example: If Ghana has three performing groups, they will be scheduled individually.
2. The performance schedule is based upon your group's performance classification (children, youth, adult or the combination of all).
3. All performing groups in the production are required to be available during rehearsal times. Actual rehearsal times will be communicated to you via all the media available to the community: email, telephone, website, etc.
4. The Stage Management Team will try in best efforts to adhere to the performance schedule.

### Time limits

*Time starts and ends with the first and last beat of music (respectively), including set up, entering, positioning or exiting. Performances are scheduled every 4 - 6 minutes and groups should move on and off the floor quickly. **The maximum time allowed per group is 5 minutes** unless otherwise determined and approved by the Stage Management Team.*

All time limits must be adhered to for all performances. The first violation will result in a warning; the second violation will terminate the remaining performances of that day; the third violation will result in the termination of the remaining performances for the year.

### Music Requirements

1. Compact Discs only. Cassette Tapes are not allowed.
2. You must supply one Master copy and one back-up copy to the DJ.
3. Music must be completely edited and cued for each routine.
4. Recordings must be of **good quality** and playable on a professional sound system.
5. If the Performance Coordinator is responsible for more than one group or performance, the music for these groups may be submitted on one master compact disc and one back-up compact disc.

## Music Labeling

Each compact disc and jewel case, plus a back up copy must be labeled as follows:

- Country or association name
- Group name and Performance Coordinator
- Performance classification and performance
- Each track numbered and titled with the name of the routine

## Honorarium

The honorarium is a token of appreciation and is not intended to cover the total cost of performing nor is it a reimbursement in any form for travel cost or volunteer time. All other token of appreciation that will be given to other volunteers by the African Pavilion Planning Committee will also apply to all the performing volunteers as well. The honorarium is calculated for each group based on the following criteria;

- The approved budgeted amount allocated to volunteer performances by the African Pavilion Planning Committee. (e.g. for 2010 the amount was \$3,000).
- 85% - 80% of the approved amount is distributed as honorarium to each performing group.
- About 20 % - 15% of the approved amounts covers expenses such as DVDs, pictures, locker rentals and other miscellaneous cost incurred by stage management.
- The distribution of the honorarium per performing group is based on the number of days each group performs and the number of different performances.
- \$50 - This fixed amount will apply to any group that performs one or two days and/or has only one performance.
- \$75 - This fixed amount will apply to any group that performs three or four days and/or has at least two different performances.
- \$100 - This fixed amount will apply to any group that performs for more than four days and/or has three or more different performances.
- Once the fixed amounts are allocated per group and other expenses deducted, the amount left is divided by the total number of performances for that year and a per dim rate is calculated per performance.
- The per dim rate times the number of performances by that group plus the fixed amount based the groups category determines the total honorarium amount the group receives.

## Performers

First and foremost maintain the primary goal of working for the best possible performance. This will occur if each performer works to their best potential.

Avoid conflicts with other performers or groups and make every effort to get along with each group or performer at the African Pavilion. Your concern should be primarily with your own group (constructive criticism only). If you have any concerns regarding other groups or performers, please relay it to the Stage Management Team or your Performance Coordinator.

We want performers to find satisfaction and joy in their performance. We urge all performers to treat the Stage Management process as professionally as possible and to demonstrate respect towards other Performers, the Performance Coordinators, the Stage Management Team and their volunteers to ensure our production needs are met.

Performers will generally receive a certificate of appreciation after their last performance if they indicated as such on the performance registration form.

If you are a volunteer and require a reference following your participation please contact the *Volunteer Coordinator* or send an email to **info@acomi.ca**.