

OFFICIAL SPONSOR GUIDE



The United States Naval Academy Band offers a wide variety of musical services. The band performs at educational institutions as well as public and civic events, including those that are commercially sponsored as long as the event is of general interest or benefit to a local, state, or national community. The Band has numerous performing units that are available free of charge.

For educational engagements the band can conduct clinics, master classes, private lessons, small recitals, and large-scale performances, including “Side-by-Side” Concerts in which your students perform alongside members of the Concert Band. It is our belief that music is a vital part of every student’s education. We strive to foster in our youth, an appreciation and understanding of music, as well as an awareness of the Navy’s role in our country’s musical history.

Sponsoring one of our performing units to perform for your event or at your school is a simple process. As the sponsor, you serve as the **Point of Contact (POC)** and liaison in communication with the Naval Academy Band. Together, we will work to customize a performance that will be appropriate for your event, or rewarding and beneficial to your students and to your school music program. The POC will also assist in coordinating the logistics of our arrival, set-up, and performance.

Please note that the Naval Academy Band may **not** participate in events that are designed to increase business traffic, raise charitable donations, or are associated with a religious or ideological movement, such as a Christmas parade, worship service, or political gathering.

The Naval Academy Band continues its tradition of excellence, carrying on the impressive legacy of its previous members while blazing exciting new musical paths toward the future. Providing the best musical product possible to the Navy, the Naval Academy, and the citizens of this great country remains our ultimate goal. We look forward to performing for you in the near future!

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For more information about these performing units, please visit our website at:

www.usna.edu/usnaband/ensembles.htm

General Requirements for all Naval Academy Band performing units:

Venue

Type: Most school auditoriums or performing spaces are acceptable for all of the performing units. A band rehearsal room may be sufficient for small ensemble performances, Side-by Side rehearsals (if the hall is not available) or for clinics, master classes, or lessons.

Transportation/Parking: Military and civilian sponsors requesting services must provide funding for per diem and lodging and be prepared to provide transportation.

In the event that the band travels via bus or 15 passenger van(s), accommodations must be made for parking of the vehicles within close proximity of the performance site. If there are costs involved in parking, those costs shall be borne by the sponsor. Toll costs to and from the performance location are also the responsibility of the sponsor.

Access: For large ensembles, the loading dock needs to have easy stage access. Any mullions (bar between the doors) should be removable, with no stairs or steps from the loading dock to the stage entrance. Large instrument case and equipment storage is required. Either the stage wings or a separate room will suffice for a storage area. Exceptions to these requirements need to be discussed with the band operations POC.

Cleaning: The stage must be clean and the stage wings must be free of any props or equipment prior to the arrival of our setup crew to avoid conflicts.

Restrooms: Two restrooms (male & female) should be available, preferably backstage, for the band's private use.

Refreshments: Sponsors are not obligated to provide a meal or bottled water before or after a concert, but these gestures are greatly appreciated.

Inclement Weather Site: Sponsors may provide an appropriate inclement site for all outdoor concerts in case of questionable weather. Similar information is required for both inside and outside locations to determine performance location or venue suitability.

Lighting

Stage Lighting: Please see individual ensemble requirements below.

Houselights: Houselights will be dimmed or turned off during the performance, but must also meet local fire and safety ordinances.

Audio

Because of familiarity, we normally use our own sound system, when needed, rather than using the house system. In cases where a house system is available, our audio technician will determine whether to use that system or transport the band's sound system. In addition, a band audio technician position in the performance venue is required; normally rear/middle of house location.

Performance Schedule

The lengths of our performances vary. Please see individual ensemble requirements below.

Publicity

The sponsor is encouraged to provide publicity for events that are open to the public. The sponsor should disseminate performance information as widely as possible to ensure a large audience. Complete publicity packets, including high-resolution photos, are available by contacting the band's Public Affairs Office at (410) 293-1262.

Admissions/Tickets/Costs

All concerts must be free and open to the public. Clinics or performances during school hours are not considered concerts in this context. Public attendance of events during school hours is subject to school policy.

If the sponsor makes tickets available, they must be accessible to the public with no charge, and used to manage seating availability only. We recommend that you print and distribute thirty percent more tickets than your auditorium will hold. Any costs incurred by the sponsor are the sole responsibility of the sponsor. Donations must not be solicited under any circumstance.

For questions or more information, please contact our Operations office at 410.293.3282.

Additional requirements for specific performing units:

Concert Band

Venue

Stage Dimensions: The Concert Band requires a performance area that is at least 40 feet wide by 35 feet deep. This is the stage proper which the performers and instruments are placed upon. This does not include the wings or apron.

Electrical Power: The band must have access to four independent 120-Volt, 20-Amp circuits. These circuits must terminate in common ground household Edison plugs. All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage.

Chairs and Stands: The Concert Band requires 50 chairs without stacking clips or handles on the sides as these may damage instruments. The band also uses 55 music stands; however, we may carry our own if none are available.

Band Shell: The band will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: Two dressing rooms are required: one for approximately 40 males, one for approximately 10 females. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. A lighting engineer or qualified representative of the venue should meet with the band's point of contact during set up to discuss lighting requirements. This representative should have authorization to make the theater lighting system accessible to the band and be prepared to provide information concerning the lighting equipment.

Performance Schedule

The lengths of our performances vary. Exact times and lengths for our concerts are obtainable from our Operations Department. Normal concerts are approximately 60 minutes without an intermission. We will begin setup approximately three (3) hours prior to the concert. This allows ample time for setup, sound check, meals, breaks, and changing. Following the concert, please allow 90 minutes for the tear down and loading of the trucks. House personnel should be prepared to stay at least 90 minutes after the concert's end in order to secure the building.

Next Wave Jazz Ensemble

Venue

Stage Dimensions: Next Wave requires a performance area that is at least 30 feet wide by 25 feet deep. This is the stage proper which the performers and instruments are placed upon, and does not include the wings or apron.

Electrical Power: The band must have access to four independent 120-Volt, 20-Amp circuits. These circuits must terminate in common ground household Edison plugs (no GFCI). All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage.

Chairs and Stands: Next Wave needs 7 chairs for the ensemble. These chairs must not have stacking clips or handles on the sides as these may damage instruments. The band also uses 18 music stands; however, we may carry our own if none are available.

Dressing Rooms: Two dressing rooms (male & female) are required. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Overhead stage lighting should be available and bright enough to read newsprint without difficulty.

Performance Schedule

The lengths of our performances vary. Exact times and lengths for our concerts are obtainable from your operations representative. Normal concerts by Next Wave range from 60-90 minutes, although performances with multiple sets separated by breaks are common and depend on the event. We will begin setup approximately three (3) hours prior to the concert. This allows ample time for setup, sound check, meals, breaks, and changing. Following the performance, Next Wave will tear down and load their truck. Allowing for this time, house personnel should be prepared to stay at least one hour after the concert's end in order to secure the building.

Electric Brigade

Venue

Stage Dimensions: Electric Brigade requires a performance area that is at least 28 feet wide by 24 feet deep. This is the stage proper which the performers and instruments are placed upon, and does not include the wings or apron. If the performance is outside, the stage site must consist of concrete, asphalt, wood or some other solid structure capable of sustaining five tons of equipment and personnel without swaying (sheets of unsecured plywood on the ground does not meet these requirements).

Electrical Power: The band must have access to four independent 120-Volt, 20-Amp circuits. These circuits must terminate in common ground household Edison plugs. All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage.

Chairs and Stands: Electric Brigade has no chair or stand requirements.

Dressing Rooms: Two dressing rooms (male & female) are required. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. A lighting engineer or qualified representative of the venue should meet with the band's point of contact during set up to discuss lighting requirements. This representative should have authorization to make the theater lighting system accessible to the band and be prepared to provide information concerning the lighting equipment.

Performance Schedule

The lengths of our performances vary. Exact times and lengths for our concerts are obtainable from your operations representative. We will begin set-up approximately four (4) hours prior to the concert. This allows ample time for set-up, sound check, meals, breaks, and changing. Normal concerts by Electric Brigade range from 30-60 minutes, although performances with multiple sets separated by breaks are common and depend on the event. Following the performance, EB will tear down and load their truck. Allowing for this time, house personnel should be prepared to stay at least two hours after the concert's end in order to secure the building.

Chamber Winds & Brass Ensemble

Venue

Stage Dimensions: These ensembles require a performance area that is at least 30 feet wide by 24 feet deep. This is the stage proper which the performers and instruments are placed upon, and does not include the wings or apron.

Electrical Power: Use of electrical equipment is not required for Chamber Winds or Brass Ensemble.

Chairs and Stands: These ensembles vary in number of musicians. Chair requirements should be coordinated between the sponsor and ensemble representative. Chairs must not have stacking clips or handles on the sides as these may damage instruments. Music Stands are also required; however, we may carry our own music stands if none are available.

Band Shell: These ensembles will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: Two dressing rooms are required: one for males, and one for females. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Overhead stage lighting should be bright enough to read newsprint without difficulty. There should be no appreciable drop out or dark spots from wing to wing and from apron to backdrop. A lighting engineer or qualified representative of the venue should meet with the band's point of contact during set up to discuss lighting requirements. This representative should have authorization to make the theater lighting system accessible to the band and be prepared to provide information concerning the lighting equipment.

Performance Schedule

The lengths of our performances vary depending on the type of event and are customizable to the sponsor's needs. Details of the performance can be worked out with sponsor and ensemble representative. Following the concert, please allow 30 minutes for the ensemble to tear down and load equipment. House personnel should be prepared to stay at least 30 minutes after the concert's end in order to secure the building.

Ceremonial Unit

Venue

Stage Dimensions: The Ceremonial Unit requires a performance area that is at least 15 feet wide by 12 feet deep. If the performance is outside, the stage area must be level and solid.

Electrical Power: The standard Ceremonial Unit does not require use of electrical equipment.

Chairs and Stands: The standard Ceremonial Unit requires 19 armless chairs for the ensemble arranged in three rows. These chairs must not have stacking clips or handles on the sides as these may damage instruments. Music stands do not need to be provided.

Band Shell: The band will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: Two dressing rooms (male & female) may be required. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Overhead stage lighting should be bright enough to read newsprint without difficulty.

Performance Schedule

The lengths of our performances vary depending on the type of event. Patriotic Openers generally last 15-20 minutes and are the most common performances given by a Ceremonial Unit. We will begin setup approximately 30 minutes prior to the start time. Details of the performance can be worked out with sponsor and band representative.

Jazz Combos

Venue

Stage Dimensions: The Jazz Combos (Superintendent's Combo and Commandant's Combo) require a performance area that is at least 20 feet wide by 16 feet deep.

Electrical Power: The combo must have access to two independent 120-Volt, 20-Amp circuits. These must be on a public power source (no generators) and must terminate in common ground household Edison plugs (not GFCI). All circuits must also be grounded and accessible from the stage wings, no more than twenty-five (25) feet from the edge of the stage.

Chairs and Stands: The Jazz Combos have no chair or music stand requirements.

Band Shell: The combo will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: One dressing room is required. The room should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Overhead stage lighting should be bright enough to read newsprint without difficulty.

Performance Schedule

The lengths of our performances vary depending on the type of event and are customizable to the sponsor's needs. Details of the performance can be worked out with sponsor and ensemble representative. We will begin setup approximately 90 minutes prior to the start time. Following the performance, the Jazz Combo will tear down and load their equipment. Allowing for this time, house personnel should be prepared to stay at least one hour after the concert's end in order to secure the building.

Brass & Wind Quintets

Venue

Stage Dimensions: These ensembles require a performance area that is at least 10 feet wide by 12 feet deep. This is the stage proper which the performers and instruments are placed upon, and does not include the wings or apron.

Electrical Power: These ensembles do not require use of electrical equipment.

Chairs and Stands: Five armless chairs are required. Music stands do not need to be provided.

Band Shell: These ensembles will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: Two dressing rooms (male & female) are required. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Overhead stage lighting should be bright enough to read newsprint without difficulty.

Performance Schedule

The lengths of our performances vary depending on the type of event and are customizable to the sponsor's needs. *Patriotic Openers* generally last 15-20 minutes while clinics, master classes, and recitals can last 1-2 hours. We will begin setup approximately 30-60 minutes prior to the start time. Details of the performance can be worked out with sponsor and band representative.

Trombone & Clarinet Quartets

Venue

Stage Dimensions: These ensembles require a performance area that is at least 10 feet wide by 12 feet deep. This is the stage proper which the performers and instruments are placed upon, and does not include the wings or apron.

Electrical Power: These ensembles do not require use of electrical equipment.

Chairs and Stands: Four armless chairs are required. Music stands do not need to be provided.

Band Shell: These ensembles will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: Two dressing rooms (male & female) are required. These rooms should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Overhead stage lighting should be bright enough to read newsprint without difficulty.

Performance Schedule

The lengths of our performances vary depending on the type of event and are customizable to the sponsor's needs. *Patriotic Openers* generally last 15-20 minutes while clinics, master classes, and recitals can last 1-2 hours. We will begin setup approximately 30-60 minutes prior to the start time. Details of the performance can be worked out with sponsor and band representative.

Crabtowne Stompers

Venue

Stage Dimensions: The Crabtowne Stompers requires a performance area that is at least 20 feet wide by 16 feet deep. If the performance is outside, the stage area must be level and solid.

Electrical Power: The Crabtowne Stompers must have access to one independent 120-Volt, 20-Amp circuit. This must be on a public power source (no generators) and must terminate in common ground household Edison plugs (not GFCI). Power must be accessible no more than twenty-five (25) feet from the edge of the stage.

Chairs and Stands: There are no chair or music stand requirements.

Band Shell: The group will use an acoustical shell if one is available on location, but is not required. All set up and tear down responsibilities for a shell are borne of the sponsor.

Dressing Rooms: One dressing room is required. The room should have clothing racks to hang uniforms, full-length mirrors, locking doors, and curtains if windows are present.

Lighting

Stage Lighting: Overhead stage lighting should be bright enough to read newsprint without difficulty.

Performance Schedule

The lengths of our performances vary depending on the type of event and are customizable to the sponsor's needs. Details of the performance can be worked out with sponsor and band representatives. We will begin setup approximately 1 hour prior to the start time. Following the performance, the Crabtowne Stompers will tear down and load their equipment. Allowing for this time, house personnel should be prepared to stay at least 45 minutes after the concert's end in order to secure the building.