**Ballroom Show Rundown**

The following is an **example** of a Ballroom Show Rundown. It explains the information that our crew needs in order to best facilitate the set-up, execution, and tear-down of your event. Please take careful notice of the requested information below.

As a note, it will be helpful to have your Event Status Report (ESR) with you as you complete this form.

**Section 1: Setup**

This section used by our Stage Crew to prepare the stage for your event. It also gives them important information regarding delivered items, such as furniture, technical equipment, floral arrangements, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Reservation Start Time | Reception Start Time | Client’s Planned Arrival Time | Deliveries to Expect |
| Please Indicate: | The Reservation Start Time as detailed on your ESR | The Reception Start and End Time as detailed on the ESR and any chairs or tables requested. **Leave blank if Not Applicable** | Your Arrival Time | All Deliveries  Arrival Times  Vendor Names  Phone Number where the vendor can be reached.  **Leave Blank if Not Applicable** |
| Example: | 10:00 AM | 10:30 AM – 11:00 AM  4 Tables, 12 Chairs in Ballroom CD | 10:15 AM | Chairs for stage delivered by BRIGHT Rentals between 11:00PM and 11:30PM. (xxx)xxx­xxxx |

Helpful Tips:

* Only include receptions that take place during the setup in the Ballroom or elsewhere in the TCC building. If you a have reception during Rehearsal, Before Doors Open, During Doors Open, or After the Show, there will be a place to indicate that later.

**Section 2: Soundcheck and Rehearsal**

This section is used by our Stage Crew to call the rehearsal portion of the event. Before rehearsal it allows to set up the appropriate equipment. During rehearsal, it allows them to assist you in keeping on schedule and preparing the performers and performances.

If your event does not have a rehearsal or soundcheck, please move to the next section.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Start Time** | **Act Name** | **Description** | **Audio** | **Lighting** | **Screen and Curtain** | **Stage** |
| **Indicate:** | The Rehearsal and/or Soundcheck time listed on your ESR. | An act name so that our crew can easily refer to the performance | What will be happening (this will sometimes feel redundant). | Instruments, Amps, Vocal Mics, CD/MP3 Tracks, Audio from Presentation, etc. | Colors, Moods, Movement, Effects, etc. | Whether the screen is in use what is being displayed.  If the curtains are open or closed. | Describe the stage setup. Referencing podiums, set pieces, equipment, etc. |
| **Example:** | 11:30 AM | Band 1 Soundcheck | Band 1 setups equipment and soundchecks | 2 Elec Guitars w/ Amps  1 El Keyboard  1 Drum Kit  4 Vocal mics | Flashing Lights, Blues and Reds preferred | No Screen  Curtain Open | Band center stage. |

Please repeat the above for **all acts** rehearsed or soundchecked.

**Helpful Tips:**

* Include time to set up and tear down any stage pieces or instruments.
* Lighting cues require 5 minutes of programming time per cue.
* Include any dark hours scheduled in your ESR. There is no access to the room during this time by client or crew, so please do not expect the stage crew to prepare anything during this time.
* Include any pre-event receptions that begin before the Doors Open Time listed on the ESR.

**Section 3: Show**

This section is used by our Stage Crew to call the event and by our House Crew to observe the safe and orderly movement of patrons. It provides each with a detailed timeline and breakdown of the event as you would like it to progress.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Start Time** | **Act Name** | **Description** | **Audio** | **Lighting** | **Screen and Curtain** | **Stage** |
| **Indicate:** | The Doors Open Time listed on your ESR | Doors Open | | Any CD/MP3 Tracks, Videos, or Spotify Playlists you would like played at this time. | Colors, Moods, Movement, Effects, etc. | Whether the screen is in use what is being displayed.  If the curtains are open or closed. | Describe the stage setup. Referencing podiums, set pieces, equipment, etc. |
| **Indicate:** | Start Time and Length of the Act | Act Name used during rehearsal or a New Act Name for Unrehearsed Acts | What will happen during this time | Instruments, Amps, Vocal Mics, CD/MP3 Tracks, Audio from Presentation, etc. | Colors, Moods, Movement, Effects, etc. | Whether the screen is in use what is being displayed.  If the curtains are open or closed. | Describe the stage setup. Referencing podiums, set pieces, equipment, etc. |
| **Example:** | 7:00 PM  (3:52) | MC Introduction | MCs enter from behind the curtain and banter. | 2 Handheld Microphones for MCs | Lights Emphasizing MCs center stage | No Screen  Curtain Opens for MCs then Closes | No Set Pieces |

Please repeat the above for **all acts**

**Helpful Tips:**

* Include time for set up and tear down of any stage pieces or instruments in between acts.
* Setting up a band on stage from scratch can take up to 30 minutes. If you would like to have a band play after other performances, it is often best to set up behind the curtain while other performances take place in front.
* Include Audience Question and Answer portions and indicate how many microphones will be given to the audience to ask questions.
* Please include any Pre-Event Receptions that take place during the Doors Open Period.

**Section 4: Post-Show**

The post show portion provides the Stage Crew with the information needs to facilitate the pick-up of delivered items. It also provides the House Crew with the information needed to assist receptions taking place elsewhere in the building after the show.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Strike Start Time | Reception Start Time | Client’s Planned Departure Time | Pick-Ups to Expect |
| Please Indicate: | The Show End Time as detailed on your ESR | The Reception Start and End Time as detailed on the ESR and any chairs or tables requested. **Leave blank if Not Applicable** | Your Estimated Departure Time | All Pick-Up Items Arrival Times  Vendor Names  Phone Number where the vendor can be reached.  **Leave Blank if Not Applicable** |
| Example: | 10:00 PM | 10:00 PM – 11:00 PM  4 Tables, 12 Chairs in Ballroom CD | 11:00 PM | Chairs for stage delivered by BRIGHT Rentals between 11:00PM and 11:30PM. (xxx)xxx­xxxx |

**Helpful Tips:**

* The reception section may also be used for book signings

**Thank you** for taking the time to read through the show rundown. A pre-created template begins on the next page. If you have any questions about information that should or should not appear in the show rundown, you may contact the Ballroom Production managers. They will be able to send you examples and help answer your questions.

**Ballroom Show Rundown Template**

Click to the right of the matrix/table and press enter to add a row.

**Event Name:**

**Event Date:**

**Client Name:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Setup** | | | | | | | | | | |
| **Start Time** | | | **Reception** | | **Client’s Planned Arrival Time** | | | **Deliveries to Expect** | | |
|  | | |  | |  | | |  | | |
| **Rehearsal and/or Soundcheck Order** | | | | | | | | | | |
| **Start Time** | **Act Name** | **Description** | | **Audio Needs** | | **Lighting Needs** | **Screen and Curtain** | | **Stage** | |
|  |  |  | |  | |  |  | |  | |
| **Show Order** | | | | | | | | | | |
| **Start Time** | **Act Name** | **Description** | | **Audio Needs** | | **Lighting Needs** | **Screen and Curtain** | | | **Stage** |
|  | Doors Open | | |  | |  |  | | |  |
|  |  |  | |  | |  |  | | |  |
| **Post Show** | | | | | | | | | | |
| **Strike Start Time** | | | **Reception Start** | | **Client’s Planned Departure Time** | | | **Pick-Ups to Expect** | | |
|  | | |  | |  | | |  | | |