



Partner Checklist

Raptor

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INTRODUCTION

Please take the time to read through and highlight the areas which you will most need to focus on. We recognize that partnering with us to bring the Air Force Band to your area can be demanding. We hope that these notes will put your mind at ease and allow you to gather the needed details together fairly quickly. Thank you for your interest in the United States Air Force Heartland of America Band and Raptor.

ARRIVAL

- A. The hall or performance area should be available approximately four hours prior to our scheduled performance. The band's exact arrival and setup time will be determined by our Operations Representative.
- B. We require someone at the stage who will have complete access to, and is fully knowledgeable about the operation of the facility.

STAGE PREPARATION PRIOR TO OUR ARRIVAL

- A. No less than four hours prior to our performance, the stage should be available, cleared and ready for load-in. After load-in the band members will set-up equipment and sound check for our concert. If the stage is indoors, our sound check will **not** be open to the public.
- B. The band cannot share the performance area with other performers, events, speakers etc. Some, but few exceptions can be made. **Please make us aware if your event involves others being on stage with the band so we may discuss options with you.**
- C. For safety reasons, the stage and load out area must be clear of public traffic for one hour after our performance. The band will begin tearing down and packing the gear during this time.
- D. A minimum door size of 60" wide by 84" tall (standard double door) with no center bar is required for loading and unloading of large cases. Sufficient overhead lighting is required at the loading dock and on-stage for safe load-in/load-out.
- E. If outdoors, the equipment truck must be able to back up directly to the stage area.

EQUIPMENT & 5-TON TRUCK ARRIVAL

Approximately 8000 lb. of equipment is packed in heavy-duty flight cases with wheels. Most of these cases are extremely heavy and awkward. In the interest of safety, moving equipment up and down stairs must be avoided. Please make appropriate ramps available if stairs should present a problem. Often, civilians will be very kind and offer to help the band unload the equipment. Unfortunately, because of Air Force liability issues, we cannot accept it.

STAGE REQUIREMENTS

- A. Minimum performance area dimensions of 24 feet wide by 16 feet deep are required. The stage area must be a clean, dry, and level surface. Wing space beyond the performance area is helpful for our show.
- B. A designed lighting show and/or spotlights are not necessary for our performance. At a minimum, we require full coverage of the performance area with white light that makes the entire band visible to the audience and allows the musicians to read their music.

AUDIO/ELECTRICAL CIRCUITS

Four (4) separate 20-amp circuits, 120V grounded A/C circuits are needed for audio and band equipment. This **DOES NOT** mean 4 outlets on the wall. If you are unsure, please have a qualified electrical engineer from your venue contact us. These circuits should be within 20 feet of the stage.

CASE STORAGE AREA

A secure storage area approximately 15' by 15' is necessary to hold our empty equipment cases (*requirement can be waived for some outdoor performances*).

PARKING FACILITIES

Parking spaces are required for 1 large U-Haul-type equipment truck (specifically a 5-ton, 24' boxed truck) and one 15 passenger van. If parking passes are required, please be proactive and mail or email them to the operations representative. It is preferable that our truck remain at the loading dock or the unloading zone during the performance. If this is not possible, please let our operations representative know.

CONSOLE MIXING AREA

- A. The house audio mix position must be located in full view of the stage, not less than 50 feet from the front of the stage, and as close to center of the house as possible.
- B. An area of 8 feet wide by 5 feet deep is required.

DRESSING ROOMS

We need one men's dressing room to accommodate up to 5 males, and one woman's dressing to accommodate up to 2 females. It is preferable that these rooms are furnished with coat racks, mirrors, and tables. Further, they should be in close proximity to rest room facilities and securable.

FINAL NOTES FOR OUR PARTNERS:

You are the POC (point of contact) for the band. In the event that we cannot visit your area before our concert, your attention to the fulfillment of these requirements will be incredibly important to the success of our performance. Please understand that some of these requirements are negotiable while others simply are not. If you have any concerns, please contact the Operations Representative (Road Manager) immediately.

As our POC, we will need you to meet us at the venue when Raptor arrives so we can go over the details of the performance, any introductions you may wish to make, or any changes to the event that have arisen since our last conversation. It is very important to us that we meet with you. If you know you are not going to be available that day, please have someone knowledgeable about your event there to speak with us on your behalf. If you are not knowledgeable about the power circuits or lights at the stage, please arrange to have a certified house electrician, technical manager or custodian available as well as yourself when we arrive to help locate the four separate circuits needed for the band. If power is not correct, we risk ruining \$250K of sound equipment and we will most likely not be able to perform. **Thank you for paying careful attention to these requirements.**

Please fill out & sign the information on the next page. Please be accurate for us about the exact details of where we will be performing. Our plans for your event and our conversations with you will be based around the information you provide. Please e-mail, fax, or mail the completed agreement to the Road Manager. If problems exist or you have any questions, please contact us for clarification. Thank you for your cooperation and we look forward to playing for your event!

PLEASE FILL OUT THE FOLLOWING INFORMATION ABOUT YOUR SPECIFIC PERFORMANCE LOCATION. WE WILL DISCUSS ADAPTING OUR REQUIREMENTS TO YOUR EVENT AFTER REVIEWING THIS INFORMATION.

EVENT COORDINATOR: _____ PHONE: () _____

NAME OF VENUE: _____

ADDRESS/CITY/STATE/ZIP: _____

DATE OF PERFORMANCE: _____ PERFORMANCE TIME: _____

STAGE MANAGER: _____ PHONE: () _____

HOUSE ELECTRICIAN: _____ PHONE: () _____

PERFORMANCE AREA INFORMATION

1. STAGE SIZE (PLEASE INDICATE IF ACTUAL PERFORMANCE AREA IF SMALLER):

2. WILL ANYONE ELSE BE ON THE STAGE BEFORE, DURING, OR AFTER RAPTOR'S PERFORMANCE? _____ IF YES, PLEASE DESCRIBE WHO, WHEN, AND FOR HOW LONG.

3. IS THE LOADING DOCK/LOADING AREA ADEQUATE FOR OUR TRUCK AND HAVE A DOUBLE DOOR FOR LARGE CASES TO PASS THROUGH? _____

TECHNICAL NEEDS

1. DESCRIBE CONSOLE MIXING AREA: _____

2. HOW MANY SEPARATE 20A CIRCUITS ARE AVAILABLE AT THE STAGE? _____

3. IS THE STAGE WELL-LIT FOR LOAD IN AND THE PERFORMANCE? _____

PERFORMER NEEDS

RAPTOR'S ARRIVAL TIME: _____

1. MEN'S ROOM (LOCKABLE? COAT RACKS? MIRRORS? RESTROOMS?)

2. WOMEN'S ROOM (LOCKABLE? COAT RACKS? MIRRORS? RESTROOMS?)

I have read the USAF Heartland of America Band Partner Checklist and agree to supply these minimum requirements. I acknowledge that the above information about my venue is correct to the best of my ability and I will adhere to this agreement. Failure to do so could result in a "No Go" status and would therefore result in having to cancel the performance of Raptor.

(PRINT NAME) _____

Signature: _____

Date: _____