Production Definitions: "From Rehearsal to Event"

Definitions can be helpful in improving communication. This doc is not meant to be exhaustive but it is intended to help explain the roles, focus, and goal of each phase of the process necessary to prepare both programming and the supporting production for an event as we see them.

Understanding that these definitions introduce a change in the mindset of how the process of preparing for an event is approached, the implementation of these expectations will be supported through a new point of connection after we receive the initial information regarding a planned event from a music director. With each event, PSG will make a connection with the music director and provide in advance of any Sound Check and Tech Rehearsal specifics regarding how we expect to proceed during those times based on the information provided.

After reviewing the production expectations for the sound check and tech rehearsal, if a music director would like to add more time to the tech rehearsal to accommodate other concerns, that obviously can be done. The desire of PSG is to provide each music director with the best possible experience in the implementation of supporting audio, video, and lighting. We want to serve well!

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Band Rehearsal → Sound Check → Tech Rehearsal → Dress Rehearsal → Event

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Typically, both a Sound Check and Tech Rehearsal essentially happen between 8:50 am and 9:30 am before daily Chapel and will be assumed for other events where production support is requested. Events that also include a Dress Rehearsal are Elliv, HS Live, Homecoming Concert, Live@Ten, etc.

Band Rehearsal
- Roles: Led by the music director and occasionally supported by the tech crew (*note*: if supported by the tech, it will not look/sound like it will in performance until after a tech rehearsal has taken place)
- Focus: The program (the elements to be included - music, transitions, readings, media - video/powerpoint)
- Goal: To learn the elements of the program in order to finalize the program (the result is the band enters a sound check/tech rehearsal ready to perform the program)

Notes:
Band members practice individually and rehearse as a group. This is where parts, song structure, transitions, readings, media elements, etc are fully worked out/developed.

*As directors plan programming, it will be helpful to remember that for every 15 minutes of programming, PSG will need a minimum of 30 minutes of sound check and tech rehearsal. Programming more elements than can be effectively prepared, sound checked and worked through in Tech/Dress Rehearsals will put undue stress on everyone involved.

Sound Check
- Roles: Led by the tech crew and supported by the music director
- Focus: The individual elements of production (sound, video, lights)
- Goal: To prepare the production elements (especially focused on sound) of the program for an effective Tech Rehearsal

Tip – If the music director sees an issue with the individual elements during sound check that they would like to communicate to individual band members, if possible, do that during down moments. Also, all communication to the sound tech, lighting tech or video crew should be directed to the stage manager during a sound check – they are there to serve the music director through improved communication.

During a sound check, generally the expectations are . . .

Audio:
- To line-check and begin to "dial-in" every instrument or microphone
- To dial-in in-ear monitors and any stage monitors
- To begin listening to the audio elements to establish mix and balance, etc.

Video:
- To receive the reviewed lyrics (and readings, if applicable) at least 10 minutes before the start of the sound check.

Lighting:
- To begin watching that lighting is supporting programming elements well

Tech Rehearsal

- Roles: Led by the tech crew and supported by the music director
- Focus: The overall production (lights, sound, video) supporting the program (music, transitions, readings, etc.)
- Goal: To run the production elements of the program in order to assure the technical production is supporting the program well

Notes:

The music director will have a much better understanding of what the overall program is going to sound/look like in the room after this rehearsal. As with a Band Rehearsal, it takes time to "dial-in" the elements of production. It is important that the different areas of production be allowed to make the necessary initial adjustments through the sound check/tech rehearsal phases of the process before musical directors ask for any further adjustments. Afterward, if the music director sees an issue with some part of the overall production (a transition, a part of a song, etc.), they can absolutely ask the stage manager to re-run a portion of the program (with the only constraint being time).

During a tech rehearsal, generally the expectations are . . .

Audio:
- To run as much music as possible in the order to be performed

Video:
- To have the band run-through every song at least once if lyrics, scriptures, etc are expected to be displayed during the event.

Lighting:
- To have the band run-through every song at least once, twice if possible

Dress Rehearsal

- Roles: Led by the music director and supported by the tech crew
- Focus: The production and overall cohesiveness of the program
- Goal: To run the entire program (non-stop) with production as if it was the actual performance.