

Day of Show

What is a “Day of Show” and what information should be included on my Day of Show?

The “Day of Show” is a detailed technical timeline of your event that will give your MSC Sound and Light Tech the information they need to provide the best service during your event. The Sound and Light Tech does not have any prior knowledge or context for your event as they are not at your Event Review with your MSC Event Planner. It is important to include as much detail as possible on your Day of Show so your Sound and Light Tech will know the order of events, when equipment is needed, when and what music/presentations should be played, and what the lighting cues are.

You must discuss all technical needs with your MSC Event Planner at your Event Review that takes place at least 2 weeks before your event. Technical needs that should be discussed and put on your Day of Show include (but are not limited to) the following: number of microphones needed, type of microphones needed, presentation format specifications, performance specifics, lighting needs, music and lighting cues, etc.

What does a Day of Show look like?

Your Day of Show should follow one of the templates below (based on your type of event). We have provided a sample for a speaker/conference, a talent show/pageant, and an audition/rehearsal schedule.

When is my Day of Show due?

Your completed Day of Show should be emailed to your MSC Event Planner 1 week before your Event. There should not be any additional equipment or requests on the completed Day of Show unless they were submitted in writing to your MSC Event Planner and approved.

On the day of my event, can I sit at the Tech Booth?

We allow one member of your Organization to sit at the Tech Booth with our Sound and Light Team during your event to assist them with cues and answer any questions the Tech may have.

What lighting options are available in the Oval Theater and the Ballroom?

The Oval Theater and the Ballroom have different lighting options available. Please speak to your MSC Event Planner during your event review about specific lighting needs and questions. Please note that some lighting options require an additional Lighting Technician to be scheduled for your event. For this reason, we are not able to accommodate lighting requests that are made on the day of your event.

Can I add extra Sound and Light equipment on the day of my event?

It is important to discuss your technical needs with your MSC Event Planner during your Event Review. This will ensure the reservation of all items necessary for your event. Additional equipment is not always available on the day of your event since it may require equipment that is now being used in other areas or it may require increased staffing that must be scheduled in advance. If changes are able to be accommodated, additional charges may be added to your invoice.

Sample Day of Show - Speaker/Conference

Time	Action	Speaker	Audio	Projector	Lighting
12:30-1:30pm	Set up				
1:00pm	Sound Check with Speaker		1 Lav Mic for Keynote Speaker		
2:00pm	Doors Open		Play "Smooth Jazz" Spotify Playlist	Welcome Screen	House Lights Full
2:30pm	Welcome	President	Podium Mic		Stage Wash
2:40pm	Introduction	Dr. Seuss	1 Handheld Wireless Mic	Green Eggs and Ham Slide	Stage Wash
2:45pm	Play Intro Video			Play video file "speaker intro.mov"	Dim all lights
2:50pm	Keynote Speaker	Sam-I-Am	1 Lav Mic	Oh the places you'll go.pptx	Stage Wash
3:40pm	Q&A	Sam-I-Am	1 Lav mic for speaker 2 wireless mics for Q&A	Green Eggs and Ham Slide	Stage Wash
4:00pm	Closing Remarks	Cat in the Hat	Podium Mic		Stage Wash
4:15pm	End		Play Spotify Playlist	Thank You Slide	

Sample Day of Show - Audition/Rehearsal

Time	Act	Number of Members	Sound Requirements	Lighting Requirements	Projector Requirements
10:00 AM – 10:15 AM	X	X	X	X	X
10:20 AM – 10:35 AM	Heather Lam "Don't rain on my parade"	1	Needs: 1 microphone with stand	Stage Wash	None
10:40 AM – 10:55 AM	USF Naach	5	Needs: Sound system and speakers Bringing: Music	Green/Gold Lights	None
11:00 AM – 11:15 AM	Audio Wash	4	Needs: 2 Microphones and PA system Bringing: Instruments and amplifiers	Stage Wash	Video to play during performance
11:20 AM – 11:35 AM	Savannah	1	Needs: 1 Microphone Bringing: Music	Spotlight, Dim Stage Wash	None
etc	etc	etc	etc	etc	etc

Sample Day of Show - Talent Show/Pageant

Time	Act	Performer	Audio	Projector	Lighting
10:00am – 10:15am	Rehearsal 1	Heather Lam	"Don't Rain On My Parade" in iTunes 1 Wired Mic		
10:20am – 10:35am	Rehearsal 2	USF Dance Troupe	"A Little Less Conversation" in iTunes		
10:40am – 10:55am	Rehearsal 3	Taekwondo Demo	None for audition		
3:30-6:00pm	Set up				
6:45pm	Doors Open		Play "Top 40 Hits" - Spotify	Welcome Slide	House Lights Full
7:15pm	Show Starts		Fade Spotify		House lights Dim
7:16pm	Welcome	President, VP	2 wireless mics		Stage Wash
7:21pm	National Anthems		Play song: USA Anthem	USA Flag Slide	Stage Wash
7:27pm	MC intro	MCs	2 wireless mics	Event Static Slide	Stage Wash
7:30pm (20-25 min)	Taekwondo Demonstration	Tampa United Korean School	Aux cord to Laptop	Taekwondo Logo	Red color wash (Ballroom A Only)
7:55pm	MC Intro	MCs	2 wireless mics	Event Static Slide	Stage Wash
7:57pm (5 mins and 30 secs)	Dance Performance	ODD	iTunes list: "A Little Less Conversation"		Moving colored lights (Ballroom A Only)
8:03pm	MC Intro	MCs	2 wireless mics		Stage Wash
8:05pm (7 mins)	Guitar/Singer	Heather Lam	iTunes list: Don't Rain on my Parade, One wired mic onstage, DI box for guitar		Green/Gold Lights (Ballroom A Only)
8:12pm	MC Intro	MCs	2 wireless mics		Stage Wash
8:15pm (3 mins and 25 secs)	Spoken Word Poetry	Island Fusion	Wired mic on stage		Stage lights dim
8:19pm	MC Intro	MCs	2 wireless mics		Stage Wash
8:23pm (5 mins and 23 secs)	Dance Performance	ECHO Dance Crew	iTunes list: Rainbows	ECHO Logo Slide	Purple Wash (Ballroom A Only)
8:30pm	Closing Remarks, gift presentations	Eboard	2 wireless mics	Thank You Slide	Stage Wash
8:45pm	End Show		Play Spotify Playlist		House Lights Full

