

WAKAKIRRI

Australia's Largest Performing Arts Event for Schools

CUE SHEET HELP GUIDE

1: HOW TO CALL A SHOW

- When calling your show, you will be wearing headphones and a microphone connected to the lighting, follow spot and projection operator.
- You are in charge and everyone will take orders from you, so make sure you are confident and familiar with your production
- Give plenty of warning of what cue is coming up, what it is and how long till it happens.
 - o Eg. "Stand by for Cue 2. Follow spot on head lifesaver"
- Just before a cue happens, give another warning
 - o Eg. "Stand by for Cue 2. Follow spot on head lifesaver"
- When the cue is supposed to happen call the cue
 - o Eg. "GO CUE 2"

2: CREATING A CUE SHEET

A well-constructed cue sheet is the key to achieving the lighting effects you envisage for your production. Below are the basic steps you should follow.

- Create a script – Break your performance down into basic scenes that follow your story line. Describe each scene and its mood. Try to keep it simple (around 6 – 8 scenes). Too many lighting changes can be distracting and difficult to achieve.
 - o Eg. At the beach / It's a sunny day and everyone is happy

- Note when each scene begins & ends, and what music or movement on stage signifies that moment.
 - o Eg. Ends when the lifesaver runs into the water
- Note any special or significant moments that require special attention and when they occur.
 - o Eg. When the devil character appears, lighting strikes
- Note where your projections start and finish (only IF you are using projection)
- Once you have noted all your scene beginnings, ends, and any special moments, arrange them in order and number in sequence. These numbers are the cues you will use to guide the lighting operator.
- Once you have finished your script, go through each scene and moment and describe what kind of lighting you want. There are two different approaches you can take.
 - I. You can choose to keep your descriptions very simple and let the Wakakirri lighting technician create that effect for you (under your direction).
 - a. *Scene 1: At the beach. Lighting description: Bright, very hot sunny day*
 - II. You can choose to be very specific about what kind of lighting you want to use (see list of lighting effects on page 15)
 - a. *Scene 1: At the beach. Lighting description: Amber lights from the rear lighting bar mixed with blue lights from the middle bar & white lights from the front bar.*
- Note the characters you want the follow spot to follow (note: One follow spot only available)

WAKAKIRRI

Australia's Largest Performing Arts Event for Schools

CUE SHEET INSTRUCTIONS

- 1: Before completing this form, read the Help Guide on Page 1
- 2: You must complete a separate Cue Sheet for each entry
- 3: You must bring this with you on the day of your Rehearsal.
- 4: Make a copy of this sheet
- 5: **PRINT CLEARLY and keep it simple**

CUE SHEET HEADING KEY

- CUE: Enter cue number
- PROMPT: Timing or moment when cue occurs
- PROJECTION: Start AND top points for your projections.
- LIGHTING: Description of the scene or lighting effects you are wishing to achieve
- LIVE SINGING: Who is singing, what they are singing, are using 1 or 2 mics

EXAMPLE COMPLETED CUE SHEET

CUE SHEET 1 of 1

SCHOOL NAME: St Peter's Primary School, Victoria

CO-ORDINATOR: Jane Smith

CUE	PROMPT	LIGHTING	PROJECTION	LIVE SINGING
1	When girl screams at end of song	Blackout all lights - very fast		
2	When Doctors start to operate		Start Projection Image 1	
3	When flatline beeps start	Strobe machine	Stop Projection Image 1	
4	When flatline	Everything goes red		Microphone - singer 1