

# Good morning!

Make sure you complete your attendance task

Share out loud or in the Zoom chat which animal you are today. Be sure to explain why.

platypus



highkey weird but cool  
does't give a f  
probably v strong  
great memes

pangolin



shy  
nice to everyone  
always chill  
unproblematic  
gives great hugs

doggo



kinda basic  
extremely likable  
food is bae  
super cute

lizard boi



kinda neurotic  
bad driver  
addicted to coffee  
always running late

birb



always cracking jokes  
actually smart  
also a dumba  
fun to be around

fish



extra af  
wow so beautiful  
artsy type  
easily confused

moth



probably kinda goth  
bad: ; tbh  
always tired  
great style

a chimp



will throw hands  
very social  
smol but dangerous  
wild but fun

# Unit 7 - Stage Management

## Week 3.2 - Stage Management

### Duties and Paperwork

Technical Theatre 1  
Distance Learning - Week 3.2  
Mrs. Hellyer  
2020-2021

# Week 3.2 Breakdown

Monday (01.11.21)

-

Friday (01.15.21)

Slides Info

TASK: Stage Management  
Discussion Board

TASK: Stage Management  
Paperwork Examples

Bellwork Slides

# Today's Agenda (Monday, January 11 or Tuesday, January 12)

1. Zoom/Gathering Prompt
2. Go\_4 News
3. Reminders/Updates
4. Stage Management Notes
5. Work Time
  - a. Discussion Board
  - b. Bellwork Slides
  - c. Wellness Check

Go\_4 News



G O P H E R   S P O R T S

# Reminders and Updates

Interviews for next year's advanced technical theatre class are next week. If you are interested in continuing to Technical Theatre II, then scan this code to fill out the application and sign up for an interview time. You *must* interview to be allowed in the class.

Interviews will be next Thursday and Friday (Jan. 14-15) from 5pm-6pm on Zoom. You will have 10 minutes where we will discuss you as a student and as a technician. You will also be expected to present an item or project that you have completed as a showcase of your skills (does not have to be something from class).



<https://forms.gle/jsGvQv7jvaANf6xG9>

# **Notes Alert!**

Write what you need from the following notes in your journals.

# What is Stage Management?

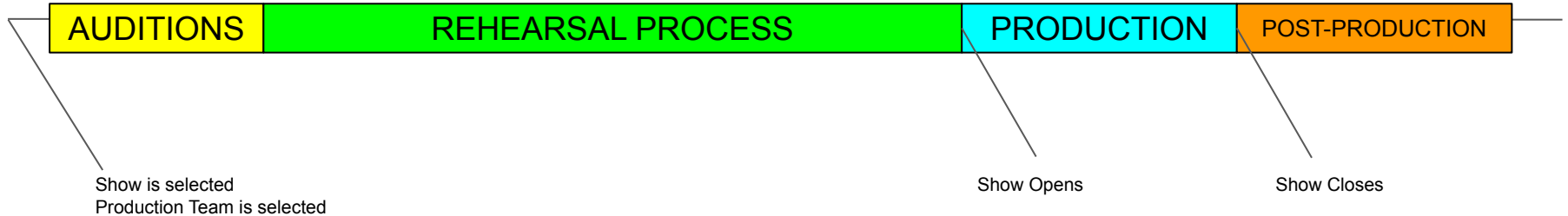
- Despite the term “stage management,” the actual practice is more accurately described as the management of people.
- A stage manager is an individual in charge of the cast and crew during the production. The stage manager is also responsible for calling and taking notes for meetings between production staff and the director.

# What do I need to be a Stage Manager?

- Patience
- Self-control
- Organization
- Professionalism
- Timeliness

# What do Stage Managers Do?

- Stage management tasks can be broken down into four categories: auditions, rehearsal process, production, post-production.



# What do Stage Managers Do?

- Auditions
  - Create an audition announcement
    - Poster or digital ad that provides details for the audition
      - What the audition is for, who can audition, when and where they are
      - What to prepare for the audition
      - Who to contact for more information
  - Create an audition form
    - Physical or digital way of gathering information for individuals that intend to auditions
  - Keep auditions running
    - Let people know when they can go into the audition room, keep the order, notify individuals if the auditions are running ahead or behind schedule

# What do Stage Managers Do?

- Rehearsal

- Introduce and familiarize themselves with the cast
- Create a sign-in sheet for the cast for each rehearsal to take attendance
- Take rehearsal notes for cast, director, and production staff
- Keep time during rehearsals and make sure director is keeping on schedule
- Take blocking notes
  - Notes for each actor's movement for each scene
- Create a "shift narrative"
  - Paperwork to track movement of props and scenery
- "Cue-to-Cue" rehearsal
  - This is a rehearsal specifically for the stage manager to practice calling the sound, lighting, and scenic cues of the show.
  - A "cue" is a prompt for something onstage to change. The stage manager is responsible for notifying board operators, fly operators, and backstage crew when a cue is coming up and when their cue has arrived.
  - This rehearsal can take as little as two hours and as much as two days.

# What do Stage Managers Do?

- Rehearsals (con't)
  - Technical Rehearsals
    - These rehearsals normally take place the week before the show, after the Cue-to-Cue rehearsal has taken place.
    - Rehearsals for the tech crew to run through the show. The directors are not focused on the acting, blocking, or costumes during this time. Instead, they are focusing on the transitions, lighting, sound, and scenery.
- Production
  - Call the cues for the show!
  - Let your ops and crew know a cue is coming up by saying “[TYPE OF CUE] [CUE NUMBER] standby”
    - Operators should respond with “Standing”
    - This known as being “in standby.” Since this communication happens over comm, there is no conversation allowed on comm when the crew is in standby.
  - Tell them to trigger the cue by saying “[TYPE OF CUE] go”

# What do Stage Managers Do?

- Production (con't)
  - Take show notes
    - How long was Act 1? Act 2?
    - What time did the show start? What time did it end?
    - Was anyone late to call?
    - Did anything break during show? Does something look off that the production staff should look at before the next show?
    - What cues happened late? Why?
- Post-Production
  - If it's a musical, gather the librettos from the cast
  - Make sure all reports have been sent out for the entire process
  - Take down the show-specific items from the call board
  - Clean up production binders

# Production Binders?!

- Yes! Professionally, the stage manager will have TWO binders for each production. One is the production book, and one is the calling script.
- Production Book
  - Audition Notice
  - All cast info
    - Contact
    - Emergency contact
    - Medical info
    - Audition Forms
  - Rehearsal reports
  - Production meeting reports
  - Show reports
  - Blocking script
- Calling Script
  - This binder contains ONLY the script with the cues written in
  - Can also contain lighting, sound, and scenery cue sheets and/or shift narratives

Anytime anyone gathers to discuss / work on the show, the stage manager should be there and *taking notes*.

The kind of report depends on who is there:

Director + Designers = Production Meeting

Director + Actors = Rehearsal

Director + Designers + Actors = Technical Rehearsal

Actors + Audience = Show!

# Not JUST Paperwork...

- The stage manager is not only responsible for creating and maintaining paperwork for the production
- The stage manager is the liaison between the cast and the director and the crew and the technical director. They cannot play favorites and have a large impact on the morale of a company. They are a
  - Conflict resolver
  - Listening ear
  - Mess cleaner-upper
  - Emergency preventer

# How do they do all this???

- Stage managers have an assistant stage manager that they can delegate tasks to, like speaking with the crew and running things backstage while they are calling the show.
- Stage managers should have a kit with them at all times. This kit is their emergency-preparedness kit for any and all circumstances that could happen during show. It includes items like:
  - Pencils (for when the cast forgets theirs)
  - Spike tape (to mark the stage)
  - Gaff tape (a quick fix in the moment)
  - Safety pins
  - Small sewing kit
  - Mints or candy (for diabetics in the company)
  - Measuring tape
  - First aid kit
  - Feminine hygiene products
  - And more! A stage manager can customize the kit for themselves and their production.

# Timeline Recap

<ul style="list-style-type: none"><li>• Make an Audition Notice</li><li>• Run the auditions, keep track of forms</li><li>• Post a cast list</li></ul>	<ul style="list-style-type: none"><li>• Rehearsal Reports</li><li>• Keep the Director on Time</li><li>• Rehearsal paperwork (sign in sheets, blocking notes, shift narratives, tracking sheets)</li><li>• Technical rehearsals</li><li>• Learn to call cues</li><li>• Maintain Production Book</li></ul>	<ul style="list-style-type: none"><li>• Call the show using the calling script</li><li>• Show Reports</li><li>• Handle emergencies</li></ul>	<ul style="list-style-type: none"><li>• Gather any paperwork from the call board</li><li>• Collect items from the cast that need to be returned</li><li>• Finalize reports</li><li>• Clean up binders</li></ul>
AUDITIONS	REHEARSAL PROCESS	PRODUCTION	POST-PRODUCTION

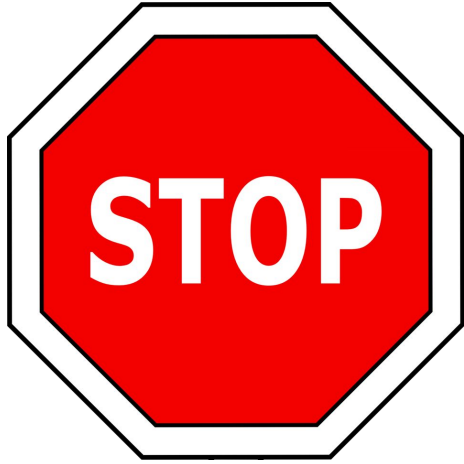
Show is selected  
Production Team is selected

Show Opens

Show Closes

## PRODUCTION MEETINGS

Production Meetings are happening throughout this entire process. These are times for the design team and director to talk about the progress of the show and any notes to work on. This makes sure the team is constantly on the same page throughout the production process.



Find the discussion post in  
Canvas for Stage  
Management Day 1. Answer  
the prompt using at least  
three (3) sentences and reply  
to at least one (1) classmate's  
response.

# Work Time!

Use this time to work on your tasks for this week!

Remember, interviews for next year's technical theatre department are this week!  
Make sure you have signed up if you are interested



- Attendance Task
  - Due TODAY
- Stage Management Discussion Board
  - Due TODAY
    - At least one post (3 sentences)
    - At least 1 reply
- Bellwork Slides
  - Due Monday 01/18 (no school)
- Wellness Check
  - Due Monday 01/18 (no school)

# Today's Agenda (Wednesday, January 13 or Thursday, January 14)

1. Zoom/Gathering Prompt
2. Go\_4 News
3. Reminders/Updates
4. Stage Management Notes
5. Work Time
  - a. Stage Management Paperwork Examples
  - b. Bellwork Slides
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Go\_4 News



GOPHER SPORTS

# Reminders and Updates

Interviews for next year's advanced technical theatre class start today! If you are interested in continuing to Technical Theatre II, then scan this code to fill out the application and sign up for an interview time. You *must* interview to be allowed in the class.

Interviews will be on today and tomorrow (Jan. 14-15) from 5pm-6pm on Zoom. You will have 10 minutes where we will discuss you as a student and as a technician. You will also be expected to present an item or project that you have completed as a showcase of your skills (does not have to be something from class).



<https://forms.gle/jsGvQv7jvaANf6xG9>

# **Stage Management Day 2**

## **Paperwork Examples**

Pay attention to the format of the following examples. After the lesson today, you will be using your technology to create your own paperwork examples

# Audition Notice Example

Full size document is uploaded to Google Classroom



## Auditions!!! Saturday, October 20th 10:00am-4:30pm

### What to Prepare:

1. **32 bars** of a pop/rock song or a contemporary folk song (cuts must be clearly marked in your music for the accompanist) **AND**
2. a **60 second selection** from a children's story. The selection may include narrative and/or dialogue. \*See audition notice posted 9/13/2018 for FAQ's and more info

**Auditionees must complete both of the following  
no later than Thursday, October 18th:**

### Audition Sign-up:

<https://www.signupgenius.com/go/508084aa8a72ba6fe3-peter>

### Online Audition Form:

<https://airtable.com/shr9BnJUHQYq6gbBs>

QR Code:



QR Code:



Questions? Contact Top

# Production Meeting Report Example with Email Text


Hello!

Attached is the report from today's meeting. The preliminary prop viewing is scheduled for this afternoon at 2:15p. House rehearsals will take place in the Box starting tonight.

This Thursday is our smash through, starting at 7p. The design meeting afterwards will take place in Garden.

PM 15 will be on Friday, Jan. 13 at noon.

Thanks,  
G [redacted]  
Stage Manager  
Email: [redacted]  
Cell: [redacted]

PRODUCTION MEETING REPORT #14			
December 5, 2016		Directed by Royal Brantley	
9 WEEKS OUT			
In Attendance: Royal Brantley, Angel Garcia, Caroline Meador, Grace Cammack, Tana Roberson, India Ithaca, Sarah Gonzalez, Mary Wadlington, Anne Medlock-Ely, Kaitlin Jones, Lauren Turner, Emilee Rottman, Adam Whisman, Sarah Garcia, Ashley Salinas*, Madelyn Sander, John Landon			
Call: 12:20		* = Excused	
Actual: 12:21		^ = Late	
End: 12:40		Location: FAC 129	
Notes by: Grace Cammack			
P R O D U C T I O N	SUMMARY:		
	12:21-12:29 Director		
	12:29-12:33 Scenic		
	12:33-12:36 Costumes		
	12:36-12:40 Lights, Sound, Props		
	NOTES:		
	-Madeleine Hale has been added as the additional French coach		
	-Next production meeting has been moved to 1/13 at noon		
	-The design meeting after the smash through this Thursday will be in Garden		
	-Can we look at the ghost light in the BIT?		
DIRECTOR:			
-There will be a new draft of the schedule on Airtable soon			
-Working on understudy list			
SET:		PROPS:	
-New couch fabric should be here soon		-Preliminary prop viewing at 2:15 today	
-Updated Vectorworks files are on Airtable			
-Adding 1 wicker chair DSL in Garden			
-Planter boxes are square instead of rounded, Tana will see if she can soften the edges			
LIGHTS:			
-Rough plots are on Airtable			
-Showed choice for lights hanging from planter boxes			
COSTUMES:		HAIR AND MAKEUP:	
-Z2 can keep her piercings		-Renderings will be completed after break	
-Teddy is already dressed at the top of show			
SOUND:			

Page 1 of 2

-Vacuum will make its own sound -Phone ringing will be a sound cue (what does a British phone ring like?)	
NEXT EVENT:	UPCOMING EVENT:
Rehearsal #7	Smash-Through
Act 1 Scene 2	Thursday, December 8, 2016
Monday, December 5, 2016	7:00pm, BIT, Box
7:00pm, BIT, Box	

Thanks,  
Grace  
Stage Manager

Email  
Phone Number

Page 2 of 2

Full size document is uploaded to Canvas

# Rehearsal Report

## Example with Email Text

Good Evening Everyone,

We had a great rehearsal tonight—Ran the entire show with crew. Attached to this email are the notes from this evening. If there are any questions or concerns, feel free to email, text, or call me.


Thank you,

J

Stage Manager

Cell:

Full size document is uploaded to Canvas

		Rehearsal Report No. 25	
		Date: 10/02/2017	
		Andrew Barrett Lewis, Director	
		Laurenn Reynolds, Asst. Director	
		Justin Tinnin, Stage Manager	
Rehearsal Time: 7:00 pm		Rehearsal Work Scheduled	
Start #1: 7:00 pm	Stop #1: 8:53 pm	*=Completed Full Run	
Start #2: 9:03 pm	Stop #2: N/A	Actors Called	
Start #3: N/A	End: 10:16	<i>A=Absent, L=Late, E=Excused</i> All Actors Called	
Total Time: 1 HOUR 53 MINUTES 1 HOUR			
General Notes		Next Rehearsal	Rehearsal #26
<ul style="list-style-type: none"> <li>An incident report was filled out</li> </ul>		Tuesday, October 3rd, 2017 @ 7:00 pm	
Scenic Notes		Technical Director	
<ul style="list-style-type: none"> <li>The light bulb second to the right on the back row of bulbs is broken at the base</li> </ul>		N/A	
Property Notes		Costume Notes	
<ul style="list-style-type: none"> <li>Do we have petit fours and a truffle?</li> <li>Do we have a ring holder for when Laurie proposes?</li> <li>The writing desk used in the March Parlor has a broken/fallen off leg—back right leg</li> </ul>		<ul style="list-style-type: none"> <li>Zach said that he does not have his Braxton boots anymore and was wondering when they would be available to use.</li> <li>Laurel's black cloak has a clasp that has fabric wrapped around it in a way that will not allow her to unclasp it.</li> <li>On Laurel's cloak, can we have a comb on the left hand side of the hood? The right hand side worked great, but the hood seems to be too heavy on the right hand side and it causes Laurel issues.</li> </ul>	
Lighting Notes		Hair & Make Up Notes	
N/A		N/A	
Sound Notes		Promotions/Publicity	
N/A		N/A	
Fun Fact		Stage Management	
N/A		<ul style="list-style-type: none"> <li>Re-spike Marnie chair and table</li> </ul>	

# Show Report Example with Email Text

Hello and happy opening!

Attached is the report from tonight's performance. There are House notes under Director, Scenic, and Props. Let me know if you have any questions or concerns!

Thanks,  
G [redacted]  
Stage Manager  
Email: [redacted]  
Cell: [redacted]

## PERFORMANCE REPORT # 1

February 9, 2017

House  
& Garden

Directed by Royal Brantley

In Attendance: Caroline Meador, Grace Carmack, Brooklyn Couch, Madelyn Sander, Garrett Benson, Derek McDaniel, Peyton Kerr, Dakota Brown, Kallie Scott, Cheryenne Haynes, Oakley Farrar, Allison Simpson, Jax Ebert, Sean Jones, Ryan Land, Sydney Buschmann, Marlee Wall, Michael Hoy, Kendra Dukatnik, Channing Taylor, ZZ Wright, Olivia Rios, Ian Axila, Caitlin Izard, Alyssa Lauderdale, Jaysen Sanderson, Kayla Specht, Kayla Kane, Sabrina Soto, Tresa Hamner

Call: 6:30

Go: 7:30

End: 9:52

G House Count: 70

H House Count: 54

Notes by: Grace Carmack

Caroline Meador

Location: BIT, Box

	HOUSE	GARDEN
R E H E A R S	<b>SUMMARY:</b>	<b>SUMMARY:</b>
	7:00 House open	7:00 House open
	7:05 Magic Circle	7:05 Magic Circle
	7:30-8:04 Act 1.1 (32:23)	7:30-8:04 Act 1.1 (32:17)
	8:04-8:36 Act 1.2 (29:56)	8:04-8:36 Act 1.2 (31:48)
	8:36-8:51 Intermission	8:36-8:51 Intermission
	8:51-9:32 Act 2.1 (38:58)	8:51-9:32 Act 2.1 (40:03)
	9:32-9:52 Act 2.2 (14:27)	9:32-9:52 Act 2.2 (14:27)
	<b>NOTES:</b>	<b>NOTES:</b>
	-None	-None
	<b>DIRECTOR:</b>	<b>DIRECTOR:</b>
	-Please look at Act 2.1. There was a long awkward pause at the end waiting to start 2.2	-None
	<b>SET:</b>	<b>SET:</b>
	-The pictures need to be more secure on the walls. They shake when doors open and close and the one next to the SL bookshelf fell off	-None
	- The dining room doors aren't running as smoothly as they were.	
	- Some wine splashed out of Sally's glass in the SR couch chair. Didn't look like there were any spots but will check tomorrow	
	<b>PROPS:</b>	<b>PROPS:</b>

Page 1 of 2

A L	- We are low on wine, sherry, and bread	- None
	- We will need six plates per show	- None
	<b>LIGHTS:</b>	<b>LIGHTS:</b>
	-None	-None
	<b>COSTUMES:</b>	<b>COSTUMES:</b>
	-None	-None
	<b>HAIR AND MAKEUP:</b>	<b>HAIR AND MAKEUP:</b>
	-None	-None
	<b>SOUND:</b>	<b>SOUND:</b>
	-None	-None
	<b>NEXT EVENT:</b>	<b>UPCOMING EVENT:</b>
	Performance #2 Friday, February 10, 2017 7:30pm, BIT, Black Box	Performance #3 Saturday, February 11, 2017 7:30pm, BIT, Black Box

Thanks,  
Stage Management

Page 2 of 2

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What do you notice about this  
paperwork?

What is consistent? What differs?

# Things to remember...

**Who?** - Who is this message for? Email specific people, or keep your paperwork inclusive for the public if it's a flyer

**What?** - What is the purpose of this paperwork? Reminders? Announcements? Do people need to do anything in response to this paperwork?

**When?** - When are the important dates? When did this meeting take place? When are these auditions happening?

**Where?** - Where is the meeting/audition? Where should people go? Be clear

**Why?** - What is this meeting/audition for? A specific show? A specific type of rehearsal?

**How?** - How can people contact you if they have questions? How do they move forward after reading this paperwork?

# Audition Notice Example

What?

When?

Why?

How?

Full size document is uploaded to Canvas



**Auditions!!!**

**Saturday, October 20th  
10:00am-4:30pm**

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QR Code:



QR Code:



Questions? Contact Topanga Begnaud: tr

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Stage Manager  
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Absent: Nik Peacock*		* = Excused ^ = Late	
Notes by: Grace Cammack		Location: FAC 129	
Call: 12:20 Actual: 12:21 End: 12:40			
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Act 1 Scene 2		Thursday, December 8, 2016	
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7:00pm, BIT, Box			

Thanks,  
Grace  
Stage Manager

Email  
Phone Number

Page 2 of 2

Who?

What?

When?

Where?

Why?

How?

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1 HOUR		A Absent, U Late, E Excused	
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Sound Notes		Promotions/Publicity	
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Stage Manager  
Email: [redacted]  
Cell: [redacted]

PERFORMANCE REPORT # 1 February 9, 2017		 Directed by Royal Brantley	
In Attendance: Caroline Meador, Grace Carmack, Brooklyn Couch, Madelyn Sander, Garrett Benson, Derek McDaniel, Peyton Kerr, Dakota Brown, Kallie Scott, Cheyenne Haynes, Oakley Farrar, Allison Simpson, Jax Ebert, Sean Jones, Ryan Land, Sydney Buschmann, Marlee Wall, Michael Hoy, Kendra Dukatnik, Channing Taylor, ZZ Wright, Olivia Rios, Ian Axila, Caitlin Izard, Alyssa Lauderdale, Jaysen Sanderson, Kayla Specht, Kayla Kane, Sabrina Soto, Tresa Hamner <i>(6 House Crew: 26)</i>			
Call: 6:30	H House Count: 54	Location: BIT, Box	
Go: 7:30	Notes by: Grace Carmack		
End: 9:52	Caroline Meador		

	HOUSE	GARDEN
R E H E A R S	SUMMARY:	SUMMARY:
	7:00 House open	7:00 House open
	7:05 Magic Circle	7:05 Magic Circle
	7:30-8:04 Act 1.1 (32:23)	7:30-8:04 Act 1.1 (32:17)
	8:04-8:36 Act 1.2 (29:56)	8:04-8:36 Act 1.2 (31:48)
	8:36-8:51 Intermission	8:36-8:51 Intermission
	8:51-9:32 Act 2.1 (38:58)	8:51-9:32 Act 2.1 (40:03)
	9:32-9:52 Act 2.2 (14:27)	9:32-9:52 Act 2.2 (14:27)
	NOTES:	NOTES:
	-None	-None
DIRECTOR:	DIRECTOR:	
-Please look at Act 2.1. There was a long awkward pause at the end waiting to start 2.2	-None	
SET:	SET:	
-The pictures need to be more secure on the walls. They shake when doors open and close and the one next to the SL bookshelf fell off	-None	
-The dining room doors aren't running as smoothly as they were.		
-Some wine splashed out of Sally's glass in the SR couch chair. Didn't look like there were any spots but will check tomorrow		
PROPS:	PROPS:	

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A L	- We are low on wine, sherry, and bread	- None
	- We will need six plates per show	- None
	LIGHTS:	LIGHTS:
	-None	-None
	COSTUMES:	COSTUMES:
	-None	-None
	HAIR AND MAKEUP:	HAIR AND MAKEUP:
-None	-None	
SOUND:	SOUND:	
-None	-None	
NEXT EVENT:		UPCOMING EVENT:
Performance #2		Performance #3
Friday, February 10, 2017		Saturday, February 11, 2017
7:30pm, BIT, Black Box		7:30pm, BIT, Black Box

Who?

What?

When?

Where?

Why?

How?

Thanks,  
Stage Management

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Full size document is uploaded to Canvas

# Use your iPads or laptops to begin creating your own paperwork examples

For this unit, you will need an example of each of the following:

- Audition Notice
- Production Meeting Report (with email text)
- Rehearsal Report (with email text)
- Show Report (with email text)

*Choose a show for you to create this paperwork over and fictional people to include in your production staff. You are the stage manager in this situation.*

# Work Time!

Use this time to work on your tasks for this week!

Remember, interviews for next year's technical theatre department start tomorrow!  
Make sure you have signed up if you are interested



- Attendance Task
  - Due TODAY
- Stage Management Discussion Board
  - Due last class
    - At least one post (3 sentences)
    - At least 1 reply
- Stage Management Paperwork Examples
  - Due Monday 01/18 (no school)
- Bellwork Slides
  - Due Monday 01/18 (no school)
- Wellness Check
  - Due Monday 01/18 (no school)