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Kincman, Laurie. The stage manager's toolkit: templates and communication techniques to guide your theatre production from first meeting to final performance. Focal Press, 2013. 219p index ISBN9780415663199 pbk, \$24.95

This aptly named "toolkit" is not just a how-to book on stage management. Kincman (Univ. of Wisconsin, La Crosse) effectively draws on communication theory and practical experience to address effective organizational and communication strategies in the day-to-day duties of the stage manager in academic and professional venues. The text is concise in its survey of the stage manager's tasks--from preproduction to initial meetings with the director and staff, to auditions, rehearsals, previews, and opening night through to the final performance. The author provides a variety of instructive charts, checklists, time lines, and calendars for plays, musicals, opera, and dance in a variety of performance situations. The text is particularly helpful in several ways: in comparing the relative strengths and weaknesses of sharing information in oral, print, and electronic forms; in showing how intelligent document design can increase understanding; and in explaining not just what tasks need to be done but also why they are necessary, while offering strategies on how they can be successfully accomplished. Occasionally the web pages and charts used as illustrations are too small to read easily but, overall, these visual aids and accompanying descriptions provide a strong foundation for the beginning-to-intermediate stage manager. Summing Up: Recommended. All academic and professional audiences.

--R. A. Naversen, Southern Illinois University Carbondale

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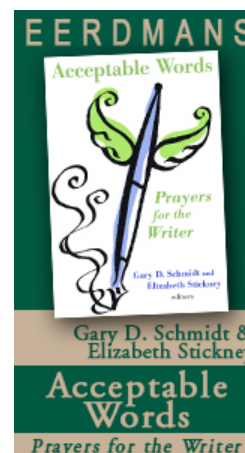
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