

**STAGE MANAGER GUIDELINES  
DEPARTMENT OF THEATRE ARTS**

**ASSIGNMENT**

Name	
Production	Semester
Position	Theatre

**IMPORTANT DATES**

	<i>Date</i>		<i>Date</i>
Keys Checked Out		Tech Paperwork Due	
First Rehearsal		Run Sheet Due	
Strike		Prompt Book Due	
Keys Due Back		Other:	

TECH PAPERWORK- this includes everything you will be giving to your crew: your preset list, shift plot, rail cue sheet, quick change plot, and whatever else is necessary for your show

RUN SHEET- a detailed accounting of your activities from the moment you arrive at the theatre to the moment you go home, which would allow someone to fill in for you if you were unable to attend a performance

**GENERAL EXPECTATIONS**

- Attend at all auditions, rehearsals, prep/SM load in activities, meetings and performances
- Maintain good communication with all production areas throughout entire production process
- Maintain clear and timely meeting minutes and rehearsal reports
  - Meeting minutes to be sent out within 48 hours of a production meeting
  - Rehearsal and performance reports to be sent out by 8am the following day (including weekends)
- Have a positive, proactive attitude
- Maintain Good team spirit, cooperation, and respect for the other members of the stage management team
- Have respect for your director, production team, actors, understudies, and crew
- Delegate responsibilities to your ASMs, and provide support and assistance when needed to complete those tasks
- Ask questions if you aren't sure about something, or need help
- Despite the schedule or demands of your production, keep up with the work in your other classes. If you anticipate problems, please talk with Laurie BEFORE you are headed for trouble!

**BEFORE REHEARSALS BEGIN**

- Meet with your director to get information about the plan for rehearsals
- Meet with the SM supervisor and confirm the names of your ASMs and their contact information, and confirm the important dates & special activities for your show

- Create a version of the actor contact sheet and actor conflict calendar to be double checked by the cast on the first day
- Begin to assemble your prompt book
- Make the Character/Scene breakdown- ideally to be included in the actor packet
- Collect/Create the items needed for the actor packet

#### **DURING REHEARSALS**

- Arrive at rehearsals 30-45 minutes before they are scheduled to begin, to ensure you are set up for the night
- Take blocking in your script
- Facilitate the scheduling of costume fittings, interviews, or other activities for the actors
- Keep items like your prop list up to date, and share those updates with the appropriate departments
- Make sure the SM team is ready to prompt and take line notes once the actors have reached their off book deadline
- Meet at least once a week outside of rehearsal time with your SM team to discuss upcoming events, changes, problems, paperwork, or whatever else may be next on your horizon (this may just be coming 15 minutes early or staying 15 minutes late once a week.)
- Organize the crew meeting for your show and create the paperwork with important dates
- Check in with the production departments at least once a week—you will probably want to visit the shop/theatre every day before 5pm to know what is in store for you that night, though!
- Oversee the creation of the paperwork the crew will need to run the show: a preset list, a shift plot, a quick change plot if necessary
- TURN INTO LAURIE a draft of all the paperwork for your crew no later than one week before tech rehearsals begin
- RESERVE the Sunday before tech rehearsals as a time to finish preparing the theatre and/or your paperwork in case you need it
- Have all cues and standbys written in your script prior to the beginning of tech rehearsals
- Update your script as needed based on notes/changes during tech and dress rehearsals

#### **DURING PERFORMANCES**

- Attend all performances and call cues as set during tech rehearsals
- By opening night create your Run Sheet.
- By opening night be familiar with any emergency procedures that could come up for your show

#### **AT THE END**

- Attend strike
- Complete crew evaluations as requested by production area supervisors
- Turn your prompt book in to Laurie by the end of the day following your strike

## GUIDELINES FOR PROMPT BOOKS

Below is a general list of the many things that can and possibly should end up in your completed prompt book at the end of a show. Some items (like contact sheets) will always be needed. Other items may be specific to your show or theatre. It is also possible that your show will have a specialty consideration (like kids) that may warrant attention & paperwork, and would therefore be added to the list for this production.

Ultimately your book should reflect your work on the production, and contain all the information you need to do your job. It will be a combination of things you have received and things you have created

ASMs do not need to have all of the cues and blocking in their scripts, but should instead have the notes they took during rehearsal.

- ✓ Cast list
- ✓ Character/scene breakdown
- ✓ Contact sheet(s)
- ✓ Distribution lists (who receives what documents: rehearsal reports, production meeting minutes, etc.)
- ✓ Schedules and Calendars
- ✓ Script labeled with acts and scenes
  - with blocking and blocking key (from your ASM if this was not your job)
  - with line notation key (from your ASM if this was not your job)
- ✓ Copies of reports, minutes, other communication
- ✓ Sections containing information collected from or generated for each department (scenery, props, costumes, lights, sound, etc.)
- ✓ Backstage plots: i.e. scene shift charts, rail cues, prop tracking, prop table lists, costume quick changes. Any piece of paper you generated that had to do with the actual running of the show needs to be included.
- ✓ Ground plans
- ✓ Run Sheet (SM should also have copies of ASM run sheets)
- ✓ Emergency information and plans.
- ✓ Front of House information sheet (SM only)

The prompt book should be in a 3 ring binder with **LABELED DIVIDERS BETWEEN EACH SECTION**. You can purchase label packets at the bookstore or any office supply store.

Thoroughness is key. Think of it as a record that could be used as a basic structure should the show ever be remounted. All of the information to take over your job, should you become unavailable, should be readily accessible in the book.

Review this list periodically throughout your show. If you haven't begun working on an item on this list, one of two things will be true-it might not be needed for your show, or it might be something you should be doing! If you don't know which is true in your case, please just ask.

**NEATNESS, CLARITY AND THOROUGHNESS COUNT TOWARDS YOUR GRADE!**

**ASSISTANT STAGE MANAGER GUIDELINES  
DEPARTMENT OF THEATRE ARTS**

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RUN SHEET- a detailed accounting of your activities from the moment you arrive at the theatre to the moment you go home, which would allow someone to fill in for you if you were unable to attend a performance

**GENERAL EXPECTATIONS**

- Maintain a positive, proactive attitude
- Ask questions if you aren't sure about something, or need help
- Maintain good team spirit, cooperation, and respect for the other members of the stage management team
- Have respect for your director, production team, actors, understudies, and crew
- Despite the schedule or demands of your production, keep up with the work in your other classes. If you anticipate problems, please talk with Laurie BEFORE you are headed for trouble!

**BEFORE REHEARSALS BEGIN**

- Help to run auditions for your show (if you are assigned before they occur)
- Help the stage manager with scripts and other paperwork for the first day

**DURING REHEARSALS**

- Arrive at rehearsals 30-45 minutes before they are scheduled to begin so that you can be set up for the night, as requested by the SM
- Be attentive during all rehearsals (which means no homework, reading, or other non-show-related work)
- Take good notes on your assigned area (props, costumes, etc) in your script and check in with the stage manager and/or production area head if you have questions

- Participate in prompting & taking line notes once the actors are off book as coordinated by the SM
- Help the SM and other ASMs put everything away at the end of the night, and don't leave until dismissed by the SM
- Work with your SM and fellow ASMs to create the paperwork you will give to the crew to teach them how to set up and run the show
- Be willing and flexible to help with non-assigned areas, special projects, emergency situations, or changes
- Attend the crew meeting and be prepared to describe briefly to the crew what their jobs will be
- Meet at least once a week outside of rehearsal time with your SM team to discuss upcoming events, changes, problems, paperwork, or whatever else may be next on your horizon (this may just be coming 15 minutes early or staying 15 minutes late once a week.)
- TURN INTO LAURIE a draft of all the paperwork for your crew no later than one week before tech rehearsals begin
- RESERVE the Sunday before tech rehearsals as a time to finish preparing the theatre and/or your paperwork in case you need it
- Update crew paperwork as needed during tech rehearsals

#### **DURING PERFORMANCES**

- Attend all performances, and work to ensure that crew carries out all assignments as set during tech rehearsals
- By opening night create a Run Sheet.
- By opening night be familiar with any emergency procedures that could come up for your show

#### **AT THE END**

- Attend strike
- Help to complete crew evaluations as requested by production area supervisors
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