

## The Stage Manager's Book

You will require a three-ring binder, lined and non-lined paper, scissors, tape, a copy of the script for your production, and a three-hole punch. There is a list below to follow as a guideline for the contents of your book. Remember the book serves not only to develop the production, organize the necessary production stages, and facilitate rehearsals, it is also used to “call” the show and must be organized in a manner that makes this easy.

Forms which can not be found in the Theatre Arts 20 online resource can be found by researching in books, the internet or originals may be made using a word processor.

### Content Guidelines for a Stage Managers' Book

- Cast List
- Contact Sheet
- Rehearsal Schedule
- Attendance Sheet
- Conflict Calendar
- Emergency Information
- Blocking Key
- Pre-show checklist
- Act I
- Intermission
- Act II
- Post-Show
- Cue Sheets
- Rehearsal Reports
- Performance Log
- Performance Reports
- Publicity
- Program Information
- Scenery
- Lighting
- Costumes, Makeup & Hair
- Properties
- Sound
- Front Theatre
- Seating
- Tickets, sales, door
- To Do Lists