

The Stage Managers' Book

Objectives

Students will create a stage managers' book.

Process

Students will require a three-ring binder, lined and non-lined paper, scissors, tape, a script, and a three hole punch. There is a list below to follow as a guideline for the organization of the 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 in 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

Students may utilize, *The Towers* script for this activity. The activity may be simulated. The instructor may choose to limit the number of sections in the Stage Managers' book for Theatre Arts 20. More extensive work in stage management will occur in Theatre Arts 30.

Assessment

Refer to the sample evaluation tool on the next page.

8.1 Backstage

Theatre Arts 20

Stage Managers' Book

| Name _____ | Comments | Score |
|--|----------|-------|
| There is a clear method of organization | | |
| All forms are completed in detail | | |
| Addresses the needs of "calling" the show | | |
| Meets deadlines during development | | |
| Contains defined roles and responsibilities | | |
| Cueing and timing expectations are realistic | | |
| Total | | |

The following scores represent the quality of work completed:

5 Excellent; 4 Good; 3 Average; 2 Needs Improvement; 1 Incomplete

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