

Stage Manager Guidelines

Kansas State University Department of Theatre

Assignment

Name:	
Production:	Semester:
Position:	Theatre:

Important Dates

Subject	Date	Subject	Date
Keys Checked Out:		Pre-Paperwork Due:	
First Rehearsal:		Tech Paperwork Due:	
Tech Rehearsal:		Prompt Book Due	
Strike:		Other:	
Keys Due Back:			

Pre- Production Paperwork: That includes everything you will be giving to your production team: props list, character break down, rehearsal schedule, scripts, contact sheet, emergency forms, and any other paperwork necessary for a successful start to your show.

Tech Paperwork: That includes everything you will be giving to your crew: your preset lists, shift plots, rail cues, quick change plot, and any other paperwork necessary for tech to be successful for your show.

General Expectations:

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- Attend all auditions, rehearsals, prep/SM load-in activities, meetings, and performances.
 - Maintain good communication with all production areas throughout the entire production process.
 - Maintain clear and timely meeting minutes and rehearsal reports:
 - Meeting minutes to be sent out within 48hours of a production meeting.
 - Rehearsal and performance reports to be sent out by 11 p.m. the same 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.

General Expectations Continued:

- 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 James immediately.

Before Rehearsals Begin:

- Meet with your director to get information about the plan for rehearsals
 - How they want to handle breaks and reminders about breaks (KSU follows Equity Rules on Breaks)
- Meet with the SM supervisor and confirm the names of your ASMs and their contact information and confirm the important dates and 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 given to the actors on the first day.
- Number (in pencil) and Pass out the scripts
 - Write down which actor has what script to collect at the end of the production.

During Rehearsals:

- Arrive at rehearsals 30 to 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 people
- Make sure the SM team is ready to prompt and take line notes once the actors have reached their off book deadlines.
- Organize the crew meeting for your show, and create the paperwork with important dates.
- Schedule the design/production meetings and reserve the conference room or classroom with the MTD office staff.
- Oversee the creation of the paperwork the crew will need to run the show: a preset list, a shift plot, and quick change plot if necessary.
- Turn-in to your SM supervisor a draft of all the paperwork for your crew no later than one week before tech rehearsals begin.
- Check with the production manager or supervisor that all rooms were reserved for tech one week before tech week begins.
- Have all cues and standbys written in your script prior to the beginning of tech rehearsal.
- Update your script as needed based on notes/changes during tech and dress rehearsal.

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 the show.

At the close of the Show:

- Attend Strike
- Collect Erased Scripts and turn them into production manager.

Student Signature:

Date:

Faculty Signature:

Date: