



THE ADOBE THEATER Stage Manager Supplement

Every production has a life-cycle (conception, incubation, birth, maturation, and death) each stage presents a new set of goals and responsibilities in the production process. We will approach the stage management process in life-cycle stages:

- A. Pre-production and Auditions
- B. Rehearsal
- C. Tech Week
- D. Performance
- E. Post-production

A. Pre-production and Auditions:

This is your chance to get in sync with the director, Find out his/her audition and rehearsal procedures, and the structure of the communications pyramid that he/she prefers to use. A cast that does not receive mixed signals is a happy cast.

B. Rehearsal:

Regardless of the length of the rehearsal period, this is your opportunity to establish the- ground rules and practice consistency with your procedures. By the time the show roils around- calling late actors, checking lines/blocking/cueing, checking the call board (in short, good communication) will all be second nature. That's why they call it rehearsal!

C. Tech Week:

A wondrous time during the production period! Tension is high, the sleep ratio is low, and the stage manager is caught in the middle of the mess. Designers and Directors are pulling out their hair, and the running crew is running around in circles. This is focus time; All the stage manager's efforts are directed toward the definition and shape of the production. This is where the magic is added!

B. Performance:

Relax - Tech is over. During the performance period the stage manager's objectives are to maintain the show as directed and continue to implement the procedures established during rehearsal. At this point your circle widens to also include the front-of-house staff and volunteers. By now the stage manager is so organized that there is plenty of room for a few more "friends" in the theater circle.

C. Post-production:

The houses were packed, the reviews were raves, and now it is time to put the production behind and look forward to the next extravaganza. The theater needs your help with clean up, both physically and mentally. The stage manager's responsibilities include assuring that all production materials have been returned and supplemental information has been turned in to the theater office. If you are asked to participate in a post production Board meeting, please do so and be honest. Every participant is an integral part of the production process; they want the stage manager's feedback.



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Production Stages - Stage Manager Responsibilities (Overview)

Pre-production and Auditions

A. Pre-production (prior to auditions and initial read through):

- Theater Keys - Check out keys from designated staff member.
- Locate and Understand:
 - Telephones/Important phone numbers
 - Theater Supplies/Cleaning/First Aid
 - Fire Extinguishers Emergency Exits
 - Light switches - Interior and Exterior
 - Heating and cooling systems
 - Facility Policies and Procedures
 - Open / Close procedure
- Initiate Pre-production meeting with the Director:
 - Organize the Audition Process
 - Prepare Audition Sheets and Sides
 - Organize the Rehearsal Process
 - Create a Rehearsal Schedule
 - Define Visitor Policies
 - Discuss Special Needs (working with children or animals)
- Coordinate with current production's Stage Manager regarding space availability, audition and rehearsal information and schedules.

Auditions:

- Open the Theater
- Prepare Audition Space, Sides, Director's area, Stage Manager's area, Actor's area, Audition Sheets and Audition Supplies
- Ensure that all information is complete and legible on the audition sheets and attachments
- Time Auditions/Assist Director per instructions
- Clean-up after the audition is complete
- Replace Props, Furniture, and other set pieces used during the auditions
- Close the Theater
- Call Back/Casting calls per Director or Administration instructions

B. Rehearsal Period:

- Open the Theater
- Prepare rehearsal space (tape floor/rehearsal furniture and props)
- Acquaint Cast / Crew with the facility - point out Emergency Exits and Equipment, Bathrooms and Refreshment facilities
- Explain Facility policies - Smoking, Eating and Drinking, and Comp Tickets



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- Distribute Rehearsal and Performance Schedule information and scripts
- Coordinate information for a Cast / Crew Contact Sheet
- Verify Cast Conflicts
- Discuss Special needs for cast and crew - Allergies (animals/food/beverage)
- Life Choices (vegetarianism/fur) .
- Keep Rehearsals organized and on schedule with time for breaks as needed
- Produce and distribute daily information sheets documenting the rehearsal and production process
- Schedule regular Production meetings with Director and Design staff
- Phone cast and crew late arrivals
- Take Blocking and Cueing Notes
- Take Line Notes and distribute per Director's instructions
- Supply line and blocking prompts at Actor / Director request
- After rehearsal, return space to the daily use configuration
- Ensure that Cast/Crew/Staff clean-up after themselves
- Close Theater

C. Tech Rehearsals:

- Prepare Prompt and/or Cueing Scripts
- Record cues in Production Book as designated by Director and Design Staff
- Identify quick Costume Changes/Special Effects/Scene Shifts
- Produce cue sheets and tracking sheets as needed
- Establish call times and procedures with Cast/Crew/Staff
- Post Sign-in Sheets
- Coordinate on stage set up/troubleshoot/maintenance
- Call appropriate contact for assistance as needed/required

D. Performance:

- All of the Above
- Synchronize watches and coordinate House Open and Intermission procedures with the House Manager and Box Office Staff
- Maintain show AS DIRECTED / Give notes as needed

E. Post-production:

- Facilitate Strike procedures
- Return keys and other production materials to the administration (ex: Audition Sheets/Production Book/Prompt Script)
- Facilitate return of design items to designated facilities



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SAMPLE STAGE MANAGEMENT CHECK LIST

PRE-SHOW:

30 MINS BEFORE CREW CALL:

UNLOCK STAGE
DOOR UNLOCK
FIRE DOORS
TURN ON OUTSIDE LIGHTS (IF NEEDED)
CHECK ADMIN / FRONT OFFICE
CLIMATE CONTROL BACKSTAGE / ONSTAGE
TURN ON WORK LIGHTS
DO OWN CHECKS AS NEEDED

CREW CALL:

UNLOCK "LOCK-UP" AREA / ITEMS
CHECK SIGN-IN SHEET
MAKE "TARDY" CALLS
SUPERVISE CREW SETUP

15 MINS BEFORE ACTOR CALL:

COORDINATE WITH HOUSE MGR (WATCHES, ETC.)
OPEN DRESSING ROOMS

ACTOR CALL:

CHECK SIGN-IN SHEET
MAKE "TARDY CALLS"
CLEAR STAGE FOR ACTOR WARMUPS

15 MINS BEFORE HOUSE OPENS:

COORDINATE WITH HOUSE MGR & TECH
AND ESTIMATE TIME TO OPEN HOUSE

10 MINS BEFORE HOUSE OPENS:

CLEAR STAGE OF ACTORS
RE-SET FOR FINAL ONSTAGE CHECK

5 MINS BEFORE HOUSE OPENS:

TURN OFF WORK LIGHTS
TURN ON RUNNING LIGHTS
CALL BOOTH CREW TO PLACES
HEADSET CHECK
CALL FINAL ONSTAGE CHECK
TURN OFF FLOURESCENTS IN GREEN ROOM

1 MIN BEFORE HOUSE OPENS:

CALL "HALF HOUR"
CLEAR STAGE
FINAL "WALK AROUND" CHECK
CLOSE GREEN ROOM DOORS



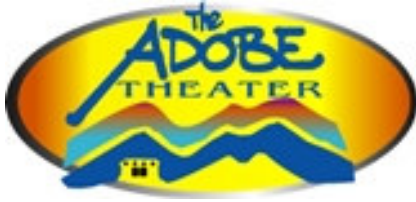
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STAGE MANAGEMENT CHECK LIST

PRE-SHOW:

- 30 MINS BEFORE CURTAIN:** CALL "HOUSE OPEN" BACKSTAGE
COORDINATE WITH HOUSE MGR TO OPEN HOUSE
- 18 MINS BEFORE CURTAIN:** CALL "15 MINS TO PLACES"
- 12 MINS BEFORE CURTAIN:** CALL "10 MINS TO PLACES"
- 7 MINS BEFORE CURTAIN:** CALL "5 MINS TO PLACES"
CALL CREW TO PLACES
COORDINATE WITH HOUSE MGR & TECH TO ESTIMATE
TIME FOR CURTAIN
ADVISE CAST/CREW OF HOLD (AS NEEDED)
- 3 MINS BEFORE CURTAIN:** CALL "PLACES"
- 1 MIN BEFORE CURTAIN:** VERIFY WITH HOUSE MGR THAT DOORS GET CLOSED
MOVE TO YOUR CALLING LOCATION
- INTERMISSION:** (20) MINUTES
- 1:30 MINS ON THE CLOCK:** START THE SHIFT
- 2:00 MINS ON THE CLOCK:** COORDINATE WITH HOUSE MGR (INTERMISSION START
TIME) CALL "15 MINUTES TO PLACES"
- 7:00 MIN ON THE CLOCK:** CALL "10 MINIS TO PLACES"
- 12:00 MINS ON THE CLOCK:** CALL "5 MINS TO PLACES"
CALL CREW TO PLACES
COORDINATE WITH HOUSE MGR & TECH TO ESTIMATE
TIME TO TOP OF THE ACT)
ADVISE CAST/CREW OF HOLD (AS NEEDED)
- 17:00 MINS ON THE CLOCK:** CALL "PLACES"
- 19:00 MINS ON THE CLOCK:** CHECK THAT HOUSE DOORS WILL BE CLOSED
MOVE TO
YOUR CALLING LOCATION



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STAGE MANAGEMENT CHECK LIST

POST SHOW:

AFTER HOUSE CLEARS:

TURN ON WORK LIGHTS
SUPERVISE CREW SHUT DOWN
TURN OFF RUNNING LIGHTS
COORDINATE WITH HOUSE MGR TO ESTIMATE
EXIT & SECURITY

AFTER CREW / ACTORS CLEAR:

LOCK FIRE DOORS
LOCK "LOCK-UP" AREA/ITEMS
CHECK ALL PLUGS
TURN OFF WORK LIGHTS
MAKE SURE DOORS ARE LOCKED UPON EXIT