

UNIVERSITY OF WISCONSIN-MADISON
DEPARTMENT OF THEATRE AND DRAMA

T & D 379

INTRODUCTION TO
STAGE MANAGEMENT

FALL 2006

T & D 379 Stage Management

FALL 2005– MONDAYS 3:30 – 5:30 PM

CONTACT INFORMATION

Instructor: David S. Stewart

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Office: 1174 Vilas Hall

Office Hours: By Appointment

www.utproduction.com

MATERIALS

Required: *Noises Off* by Michael Frayn

Essentials of Stage Management by Peter Maccoy

Architect ruler

Recommended: *Body Language* by Gordon Wainwright

CLASS OBJECTIVES

1. To introduce the student to the principles, practices and craft of stage management.
2. Understand the role of the stage manager in the theatre: Pre-production, auditions, rehearsals, production and post production.
3. To prepare the student to serve as an assistant stage manager on a professional theatrical production.
4. To expand the student's knowledge of the overall theatrical production process. Build a prompt script.
5. Learn to keep a record of the production.
6. Learn how to communicate with various people and departments within the theatre infrastructure.
7. Study the Equity regulations for certain theatrical organizations.
8. To expand the student's knowledge and understanding of professional opportunities in theatre.

COURSE EVALUATION

- **40%** of your grade will be based on your assigned project. You will be evaluated on your efficiency, attitude, paperwork (Including Prompt Book) and personal growth as a stage manager. In that order.
- **15%** on Class Participation and Attendance
- **15%** on assignments and mid - term
- **30%** on Final

ATTENDANCE POLICY

Attendance is critical and will be taken. You are permitted 2 absences from this class. A third absence will result in a half grade reduction and a fourth will be an automatic failure. Lateness is understandable up to 2 minutes. Showing up for class late for two classes will count as one absence. If for some unavoidable, **SERIOUS** reason you cannot attend class, you need to let me know no later than 24 hours before class. The same holds true for your production assignment. You must be the first person at all rehearsals and the last to leave.

PRODUCTION ASSIGNMENT

This is a very difficult class. Not because of the course work, but because of the Stage Management assignment! It is often a several week long project and should only be taken by those students who understand the nature of dedication needed to be in the theatre or by those who are willing to learn.

A critical part of learning the art and craft of Stage Management is participation in the theatrical production process. The rehearsal and performance process is the “lab” for this class. You **cannot** pass this class without this practicum. Each student will be assigned to serve as a production assistant on an actual production, the rehearsals for which often take place in the evenings and on the weekends. These assignments will be made at the discretion of the instructor with consideration to the student’s preferences and individual needs. Students will be notified of their assignment no later than the 2nd class meeting. Students are also required to be a part of the technical rehearsals. The role of the PA is to assist the stage management team on a given show. A good deal of this time is spent observing the rehearsal process and not actually being a part of it (of course this varies from show to show).

You will be expected to:

- Observe the interaction of the stage manager with the director, cast and production team
- Keep a journal on the process
- Attend one out of six rehearsals for the first four weeks, three out of six rehearsals the final week prior to tech and attend every technical rehearsal thru opening night.
- Stay ‘on book’ if needed
- Assist with set up and strike of the rehearsal room
- Assist with scene set ups during rehearsal

- Assist with aiding actors on learning lines

Rehearsals generally run from 6pm-11pm Tuesday thru Friday and vary on the weekend. Tech week consists of five (5) technical rehearsals. Friday prior to opening (6p – 11p) Saturday prior to opening (2p – 8p) Sunday prior to opening (10a – 10p) and Tuesday & Wednesday (5:30 – 11:00p) prior to opening. You will have to be there early to set up, and late to clean up. If you cannot make assigned rehearsals and technical rehearsal you have committed to, it must be in agreement with the show’s Stage Manager and checked by me. You can receive an additional credit if you wish to serve as a full ASM on your show. This means you will need to be at ALL rehearsals, techs and performances. Please see me if interested.

This class is structured with only guidelines for lectures. Unlike many classes you take in college, you are expected to participate in all conversations and often will be asked questions about the production you are working on. We will be working as a team, and learning from one another. If a situation arises in rehearsal or performance which will be interesting for the rest of the class, please write it down and remember to bring it up during the open discussion segment of every class meeting.

GENERAL NOTES

If you have a documented learning disability it is your responsibility to tell me immediately. Doing so will greatly benefit both of us.

SHOW DATES

Show	1 st rehearsal	Tech rehearsals	Opening	Closing*
<i>The Rover</i>	9/12	10/13 – 10/19	10/20	11/4
<i>Arabian Nights</i>	10/10	11/10 – 11/15	11/16	12/10

*See production calendar for performance dates. www.utproduction.com

CLASS SCHEDULE AND NOTES

Mtg #	Date	Topic (s)	Reading/Assignments
1	9/11	<ul style="list-style-type: none"> • Overview: • Expectations • Elements of a stage manager • Organization • Who’s who • PA Assignment 	<ul style="list-style-type: none"> • Bring schedule • Read <i>Noise Off</i> • Read Maccoby Chapters 1 & 2
2	9/18	<ul style="list-style-type: none"> • Open session • SM as Manager 	<ul style="list-style-type: none"> • Observation exercise

3	9/25	<ul style="list-style-type: none"> • Open Session • SM as Manager 	<ul style="list-style-type: none"> • Plot GP • Bring ruler • Read Maccoy chapter 3
4	10/2	<ul style="list-style-type: none"> • Open Session • Research/Equity 	<ul style="list-style-type: none"> • Prop List • Equity Research • Read Maccoy chapter 4
5	10/9	<ul style="list-style-type: none"> • Open Session • Prep Week 	<ul style="list-style-type: none"> • Welcome Packet • Bring ruler for next class
6	10/16	<ul style="list-style-type: none"> • Open Session • Prep Week 	<ul style="list-style-type: none"> • Plot Ground Plan • Read Maccoy chapter 5
7	10/23	<ul style="list-style-type: none"> • Open Session • Managing Rehearsal 	<ul style="list-style-type: none"> • Build Sample Prompt book (copy pgs 11 – 41 <i>Noises Off</i>)
8	10/30	<ul style="list-style-type: none"> • Open Session • Managing Rehearsal 	<ul style="list-style-type: none"> • Blocking exercise • Study
9	11/6	<ul style="list-style-type: none"> • Mid-Term 	<ul style="list-style-type: none"> • Bring Prompt Book for next class • Read Maccoy chapter 6
10	11/13	<ul style="list-style-type: none"> • Open Session • Load-In • Tech Week 	<ul style="list-style-type: none"> • Paper Tech exercise • Read Maccoy chapter 7
11	11/20	<ul style="list-style-type: none"> • Open Session • Performance • Closing 	<ul style="list-style-type: none"> • Bring a resume for next class
12	11/27	<ul style="list-style-type: none"> • Open Session • Getting work 	<ul style="list-style-type: none"> • Update resume • Cover letter • References
13	12/4	<ul style="list-style-type: none"> • Open Session • Getting work • Review 	<ul style="list-style-type: none"> • Set up interview dates and times
14	12/11	<ul style="list-style-type: none"> • FINAL 	

Additional assignments and/or readings may be added at the discretion of the instructor.