

Stage Managing Workshop

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Behind the Scenes Workshop Series

Welcome!

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What we hope to accomplish today...

Give you an understanding of the different types of stage management

Help guide you through the responsibilities and timeline of a stage manager

Feel confident in taking on a stage manager role at T&C

Give you the tools and resources to feel confident



What is a Stage Manager?

Calm
Crisis Manager
Referee
Mediator
Quick-thinker
Time Keeper
Organized
Hands on
Involved at every level
Confidant
Cheerleader
Moral Keeper
Leader
Trustworthy
Reliable



Stage Managing at T&C

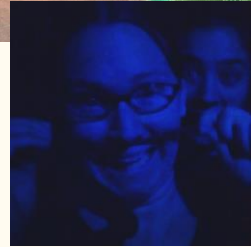
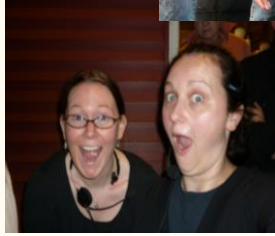
T&C vs Other Theaters

History of Stage
Management

Vision and plan for the
future



So Why Stage
Manage?



Because it's FUN.

Different Type of Stage Managers



1. Stage Manager
2. Assistant SM
3. Rehearsal SM
4. Production SM

A Stage Manager's Timeline

PreProduction

- Be involved in production meetings
- Take notes
- Create Contact List for production team

Auditions/Callbacks

- Setting up space
- Greeting/paperwork
- Introduction
- Time Management
- Copy sides/scripts
- The “runner”
- Help make phone calls/rejection notices

Read Through -Before and During

- Welcome E-mail
- Compile conflict calendar
- Create rehearsal calendar
- Cast/Crew Contact List
- Copies of script
- Collaborate with crew
- ASM/Rehearsal SM

Other

- Google Voice
- Social Media page

Rehearsals

Time Keeping

Blocking

Stage Manager's Script

On Book

Rehearsal Reports

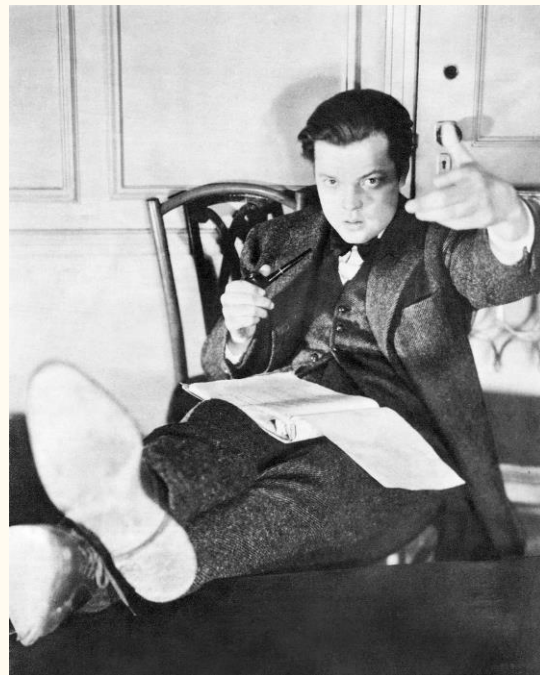
Keeping Cast/Crew Informed

Managing the cast

Prop Inventory

Scene Changes

A rational voice



STAGE MANAGER PERFORMANCE REPORT

Performance Information

Date:	Saturday, June 13, 2015
Artist:	<i>An Evening of One Acts</i>
Location	Main Stage Town & Country Players
Start Time:	8:01pm
End Time:	10:40pm

<u>Show Run Time</u>	
<i>Southern Belle:</i>	31 minutes, 30 seconds
<i>Sunny Morning:</i>	18 minutes
<i>Dunelawn:</i>	1 hour, 19.5 minutes

Stage Manager:	Rob Rosiello
Cast/Crew Absent:	N/A
Cast/Crew Tardy:	N/A

This Performance:	6:30pm Call Time Cast & Crew 7:30pm House Open 8:01pm Start Time (Curtain Speech) 10:40pm End
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Next Performance:	12:30pm Call Time Cast & Crew
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Weather:	Hot and humid with highs in mid 80s by curtain
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General:	Edits to DUNELAWN prior to the edit resulted in a shorter running time; lighting and sound notified that sections had been cut but unable to provide them with specific sections or pieces of dialogue; if any sound or lighting cues were affected please see Sheldon prior to today's show for specific information; I will speak with Anna prior to house opening today to see if lighting was affected in any way or if she had any confusion; scene change between SOUTHERN BELLE & SUNNY MORNING ran 1 minute, 27 seconds
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Technical:	See notes above re: DUNELAWN edits
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Attendance:	See box office for final total
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Role of SM during Tech/Dress Rehearsals...

Organizing Cast

- Sign in sheet

Time Management

- Keeping a schedule

- Calling time

Set Changes

- Practice, practice, practice

Working with the Lighting

- Designer

- Stop and go

Cast “wrangling”

- Where are they hiding

Taking notes

- What needs to get done

Voice of reason

- Be realistic in your abilities

Cast/Crew Safety

- Keeping areas clear

- Glow tape

- Blue lights

Lighting Cues/Sound Cues

- Calling the show

Preparing for crisis

- Know the tricky areas of the show

- Be prepared for anything

Costume Changes

- Know who is helping who

Props

- Find a home and label them

Scene Breakdowns

- Who is out when and where

The Run of the Show



It's YOUR show now!

It's Show Time

Call times for cast/crew

Show prep

Calling time

Warm ups/Sound Check

Pre-show cue

House is Open

Calling time

15/10/5 to circle

Communicate with Andy (HM)

Calling places

Cast/Crew/Musicians

Getting the show up and running

Individual crew checks on headset

Crew confirmation of actors

Start the show

Intermission

Setting up for Act II

Raffle/Raffle Places

After the Show

Resetting for the top of the show

Cleaning up/locking it down



Strike

Make sure everyone is
there

Oversee cast in
disassembling the
set/restoring theater



Then, RELAX.

Questions?



Stage Managing Stations Activity

Rehearsal Reports

You are stage managing a run of Anne of Green Gables. It's a clear night on June 8, 2016. The show starts at 8pm. All cast were accounted for and on time, except for Joe who plays Gilbert. He arrived at 7:15 and was rushed to complete his set up. All crew was accounted for on time, but instead of your normal spot op, you have a sub named Jane. There were several late comers so the show didn't get started until 8:05. It ran for 2.5 hours, with a twenty minute intermission. The longest scene change was setting up a school room and transitioning back to the house, which takes on average 60 seconds. Today it took 75 seconds because one of the actors dropped a pile of books and they broke and scattered which will have to be fixed. Anne's dress zipper ripped, and her hat lost a ribbon. Microphone 13 kept going in and out, and the wine bottles need more ice tea in them.

Open Discussion

Reflection



Things to Remember...

You can ALWAYS ask for help.

Vicky Schultheis, productions@townandcountryplayers.org

Rob Rosiello, president@townandcountryplayers.org

Mentor/Apprenticeship Program

Surveys

Thank you!

