THE CLEMSON PLAYERS
STAGE MANAGEMENT TASKS

GENERAL

• Be organized
• Be positive
• Be respectful
• Be a role model
• Be discrete
• Maintain decorum during rehearsals
• Keep a notepad and pen with you at all times
• Always work in pencil
• First in, last out
• Delegate responsibility

PREPRODUCTION

Before first production meeting

• Read the script (several times)
• Recruit one or more assistants
• Meet with the director
  o Who leads production meetings?
  o What props/furniture are needed for rehearsals?
  o Take down blocking immediately or wait a few days?
  o Policy for taking breaks?
  o Policy on observers in rehearsal?
  o How to schedule rehearsals: daily, weekly, specific pages or scenes?
  o When are the actors off book?
  o How should the SM remind the director to keep moving if rehearsal slows down?
  o How to organize auditions: one at a time, all in the room, read from the script, prepared monologues?
• Contact director, designers, and dramaturges to schedule the meeting
• Pick up theatre keys from Technical Director (mlecken@clemson.edu) and test them to make sure they work
• Email reminder to production staff with day, time, and location of first meeting
• Create production team distribution list for rehearsal reports and meeting minutes
• Create email list for paperwork distribution
• Do script analysis
  o Create scene breakdown
    ▪ Act, scene numbers
    ▪ French scenes
    ▪ Characters
    ▪ Props
    ▪ Furniture
    ▪ Set needs
    ▪ Lighting needs
    ▪ Sound effects
    ▪ Special effects
    ▪ Any other notes
  o Create prop track sheet
• Create agenda for first production meeting
  o Introductions
  o Establish regular production meeting day and time
  o Review production schedule
  o Director’s notes/vision
Designers’ questions/comments/ideas
What to do for the next meeting
- Reserve Bellamy Theatre, room 108, and any other necessary spaces with ________________

At first production meeting
- Arrive early
  - Open the meeting room
  - Turn on the lights
  - Set up tables and chairs (if needed)
- Gather contact information
- Establish regular production meeting day and time
- Take minutes
- Ask if rehearsal reports and meeting minutes can be distributed by email or does anyone need a hard copy

After first production meeting
- Email meeting minutes
- Create contact sheet and distribute to production team

Before each production meeting
- Email production team with day, time, and location reminder
- Create agenda and distribute to production team

After each production meeting
- Email meeting minutes

AUDITIONS

Before auditions
- Make sure the audition room is reserved
- Revise and copy audition form
- Copy script (Entire script? Certain pages? Ask the director.)
- Ask director how he/she wants to conduct auditions (Do all auditionees wait outside the audition room until they are called? Does everyone come in and watch? Will pairs of actors be called in to perform a scene? etc.)
- Ask director about any props/furniture/piano/CD player, etc. that he/she needs inside the rehearsal room

At auditions
- Arrive early
  - Open the audition room
  - Turn on the lights
  - Clean the room (if needed)
  - Set up table outside audition room with show title on a sign
  - Set up table and chairs inside audition room for director, assistant director, etc.
  - Set up the area where actors will wait for their audition slot
- Set out audition forms
- Set out scripts
- If auditionees come in one at a time...
  - Set out a sign-up sheet
  - Post ASM outside audition room to let auditionees in

After auditions
- Create a contact sheet with actors’ information
- Copy contact sheet for director, cast, and production team
- Create rehearsal schedule with director
- Post rehearsal schedule on call board
REHEARSALS

Before first rehearsal

- Create prompt book (Bible) with tabs for...
  - Updated script with mini ground plans
  - Contact sheets
  - Scene breakdown
  - Rehearsal reports
  - Prop lists and prop track sheets
  - Costume plot with quick changes indicated
  - Crew duties
  - Production calendar
  - Rehearsal schedule
  - Production meeting minutes
  - Actor emergency information
  - Ground plan(s)
- Copy script for actors (make some extras)
- Create cast contact sheet using information on audition forms
  - Name
  - Character
  - Phone
  - Email
  - Local address
- Set up rehearsal room
  - Gather pencils and highlighters
  - Set up tables and chairs for director, stage managers, cast, designers, dramaturges, etc.
  - Set up rehearsal prop tables
  - Cover prop tables with butcher paper and label prop locations
  - Tape out the set in rehearsal room
  - Gather rehearsal props or do a rehearsal prop check-in with prop master
- Set up call board
  - Post sign-in sheet for each week's rehearsal
- Ask if director want to call everyone to order
- Email reminder to cast and production team with day, time, and location of first rehearsal
- Start putting together program info (see Sallie McKenzie for a template to use)
- Discuss with the director when breaks should be taken; how often and how long
- Be familiar with evacuation procedures
- Create an agenda for the first rehearsal

At first rehearsal

- Arrive early
- Unlock the rehearsal room
- Turn on work lights
- START REHEARSAL ON TIME. Call actors into rehearsal room approximately 2 minutes before scheduled start time.
- Introductions
- Hand out contact sheet
- Hand out rehearsal schedule
- Ask cast to fill out emergency information
  - Emergency contacts
  - Disabilities (optional)
  - Injuries
  - Allergies
  - Blood type
- Director's comments
- Design presentations
- Read thru the play
- Other business/discussion?
Before each rehearsal
- Arrive early
- Unlock the rehearsal room
- Turn on work lights
- Set out props and furniture for that day's rehearsal
- Sweep the stage if needed
- Check sign-in sheet to make sure all actors signed in; call any actors who are late
- START REHEARSAL ON TIME. Call actors into rehearsal room approximately 2 minutes before scheduled start time.
- Ask everyone to silence cell phones

During each rehearsal
- Take notes for rehearsal report
- Take blocking notation
- Update prop track sheet (delegate)
- ASM: go to the stage when props and furniture need to be reset
- Put down spike marks as needed (delegate)
- Take notes for crew duties and scene shifts (delegate)

After each rehearsal
- Put away props and furniture (delegate)
- Distribute rehearsal report (do NOT post on call board)
- Sweep the stage if needed
- Turn off work lights
- Lock up rehearsal room

When table work is done
- Set up tables in audience area for director, stage managers, designers, and dramaturges (not for the cast)
- Run extension cords to the table for laptops, reading lights, etc.

When actors are off book
- Feed lines when called for (until designated no-calling-for-lines date)
- Take line notes (delegate)

During run thrus
- Take line notes (delegate)
- Go to the stage to set props and furniture for each scene
- Establish where actors need to be when places are called

At least two weeks prior to the opening performance
- Submit final program info to Brooks Center Coordinator
  - Cast names and characters
  - Production team names and titles
  - Director's notes
  - Special thanks
TECHNICAL REHEARSALS

Before tech week
- Schedule paper tech
- Write standbys in calling script
- Discuss dry tech, cue to cue, shift rehearsals with director and designers
- Set up prop tables backstage
  - Use butcher paper to label prop locations
  - Set up a run light above each prop table
- Tell sound designer where headsets are needed
- Set up run lights backstage
- Add glow tape to the set
- Tell lighting designer where cue lights are needed
- Discuss break schedule with director and designers
- Create quick change list

Shift rehearsal
- Call all crew members
- Copy shift plots for crew members
- Set all props, scenery, furniture, etc. for the first scene shift
- Go through the first shift
- Re-evaluate the crew's duties
  - Can responsibilities be redistributed to make the shift shorter and more efficient?
- Re-run the shift with changes
- Repeat as needed for each scene shift

At 1st tech
- Arrive early
- Unlock the theatre
- Set out props on prop tables
- Preset scenery and furniture
- Check headsets
- Turn on run lights
- Check cue lights
- Open dressing rooms
- Set up calling script, reading light, etc. at tech table
- Call ½ hour, 15 minutes, 5 minutes, and places (at 2 minutes)
- Maintain decorum (quiet backstage, please!)

At the beginning of 1st tech
- Welcome actors to tech week
- Introductions of designers and crew
- Notes from director
- Notes from designers
- Walk the actors through the set, if needed
- Call places for top of show positions

Before each tech
- Arrive early
- Unlock the theatre
- Turn on work lights
- Set out props and furniture for that day’s rehearsal
- Sweep and mop the stage
- Check actor sign-in sheet to make sure everyone has checked in; call/hunt down anyone who hasn't signed in
- Collect actor valuables
- START REHEARSAL ON TIME
• Call ½ hour, 15 minutes, 5 minutes, and places (at 2 minutes)

During tech
• Give designers time to work, but keep things moving
• Call “hold” if director or designers need to stop and fix something
• Tell the actors what line to begin with
• Keep an eye on the clock
• Don’t hold the action during quick changes
• Breaks
  o Call the start of breaks
  o Call 5 minutes
  o Call places at 1-2 minutes
• Keep a clean calling script
• Stay positive!
• Don’t over-apologize

After each tech
• Return actor valuables
• Immediately hold a production meeting with director and designers
  o Director gives notes to designers
  o Discuss plan for the following day
    ▪ When does the TD need to work?
    ▪ When does the LD need to work? Does he need dark time?
    ▪ Do designers need certain set pieces at a certain time?
• Put away props and furniture
• Sweep stage if needed
• Lock dressing rooms
• Turn off work lights
• Lock up the theatre

Before 1st audience
• Move to the booth
• Meet with house manager to discuss house operations
PERFORMANCES

2 hours before each performance
- Arrive early
- Unlock the theatre
- Turn on work lights
- Unlock the dressing rooms
- Sweep and mop the stage (delegate)
- Set props and furniture in top of show positions

90 minutes before each performance
- Check actor sign-in sheet to make sure everyone has checked in; call/hunt down anyone who hasn’t signed in
- Get walkie-talkie and check communications with House Manager

60 minutes before each performance
- Call ½ hour until doors open

35 minutes before each performance
- Do a blackout check with light board operator
- Let house manager know that you are ready to open the house

At ½ hour
- Call ½ hour
- Give the house to the House Manager
- Collect valuables

15 minutes before each performance
- Call 15 minutes
- Tell house manager that you just called 15 minutes

5 minutes before each performance
- Call 5 minutes
- Tell house manager that you just called 5 minutes
- Collect valuables

2 minutes before each performance
- Call places
- Wish the cast a good show
- Tell house manager that you just called places; ask how long until the house is ready

When you get to the booth
- Ask ASM/crew on headset if they have their actors at places

When the house manager tells you that the house is ready
- Start the show

After each performance (when the house is clear)
- Return valuables
- Put away props and furniture
- Sweep the stage as needed
- Turn off work lights
- Lock up the theatre
- Lock up the dressing rooms

Prior to photo call
- Ask director and designers for a list of shots they would like
• Create a photo call list with the order of shots to be taken and the following information for each shot...
  o Actors needed
  o Scenery needed
  o Props and furniture needed
  o Costumes needed
  o Light cue #

After closing performance
• Take booth items home
• Assist in strike