

STAGE MANAGER

Make things run smoothly!

At Rehearsals:

1. Arrive early to every rehearsal and set the stage so that we may begin promptly.
2. Take roll of cast and crew.
3. Phone/text tardy cast or crew members immediately.
4. Control scripts.
5. Insure promptness of cast and crew through reminders and incentives for attendance. (Like cookies!)
6. Hold book and call cues (phones ringing, doorbells, black-outs, etc.)
7. Maintain cast and crew morale. (Very important!)
8. Coordinate and record the work of all crew heads.
9. Plan and rehearse shifts with props/stage crew.
10. After rehearsal, make sure everything is put away and clean. Stay late if needed.
- 11. WRITE A REHEARSAL REPORT – GIVE TO DIRECTOR**

At Tech and Dress Rehearsals:

1. Call each act and scene in green room.
2. Check attendance at call time and make phone calls as needed.
3. Maintain order, decorum, and quiet backstage.
4. Give and/or take notes for crew heads.
5. Time (with a stopwatch) each scene, shift, act, intermission, and show.
6. After rehearsal, make sure everything is put away and clean. Stay late if needed.

At Final Dress Rehearsals and Performances:

1. Call one hour, half-hour, and fifteen minute places.
2. Communicate with director and house manager at half hour before showtime.
3. Check all headsets and distribute to crew.
4. At showtime warn house top of show and after intermission.
5. Coordinate intermissions with director and house manager.
6. Keep the show the same. Be responsible for last minute upsets.
7. After final curtain, make sure everything is put away and clean. Stay late if needed.
8. Prepare a strike plan.

At Strike:

1. Supervise strike.
2. Collect and submit written reports from crew heads to director.

ALL REHEARSALS AND PERFORMANCES REQUIRED

HOUSE CREW

The House Crew is responsible for every aspect of the performance that deals directly with the audience: parking lot, sidewalks and grounds, lobby, box office, concessions, restrooms, and seating area.

1. Assign crew members to specific jobs (tickets, concessions, decoration, ushering, etc.)
2. Instruct them in their duties and supervise them during each performance.
3. Attend the final dress rehearsal with your entire crew because this will be their last chance to see the entire show without interruption.
4. Arrive at the theatre at least one hour before curtain.
5. Make sure house and lobby are clean. No trash, food, etc.
6. Make sure all sidewalks and steps leading to theatre are clean and litter-free.
7. Be prepared to assist patrons in the parking lot. (handicapped, directions, etc.)
8. Make sure audience restrooms are open and clean.
9. Open the box office 1 hour before showtime.
10. Check with the Stage Manager, then open the House 30 minutes before showtime.
11. Be prepared to start the show on time.
12. Only allow late arrivals to enter between scenes or acts.
13. Keep the box office open at least 15 minutes after the show begins.
14. Make sure ALL theatre doors are closed when the performance is about to begin.
15. Open doors at intermission and after the show.
16. Time intermissions. Confer with Stage Manager on duration.
17. Inform the Stage Manager when the audience is in.
18. After each performance, pick up trash such as discarded programs from the house.
19. Keep box office clean, neat and professional.
20. Keep doorways free of congestion.
21. Submit a written report to the Stage Manager after the show has closed. Include a complete account of tickets sold and cash received for each performance, total attendance for each performance, problems, solutions and suggestions.
22. You and your crew **MUST** dress your best. Look superb!
23. **ALWAYS BE COURTEOUS AND HELPFUL TO EVERY PATRON!!!**

REHEARSAL DATES REQUIRED:

PERFORMANCE DATES:

UNDERSTUDY

As understudy for a play, you are required to do two things. First, learn the lines of your character or characters. This means attending several rehearsals so you can hear the lines spoken and so you can see the actors move on stage.

Second, you are to be available to temporarily or permanently replace another actor when that actor is absent from rehearsal or performance. The director or assistant director will attempt to notify you if he or she knows when that actor will be absent.

REHEARSAL DATES REQUIRED:

PERFORMANCE DATES:

PUBLICITY

The Publicity Team is responsible for gathering design ideas for and creating the posters, tickets, and programs of the show.

-Design

Be sure to confer with the director on this design before printing.

- Posters (**HANG POSTERS BY** _____):

Design posters with the following mandatory information included:

“Dowell Performing Arts presents A Midsummer Night’s Dream by William Shakespeare and Adapted for the Stage by Dr. Carolyn Harper”

“Dowell Cafeteria, Oct. 19 & 20 at 7:00 PM”

“General Admission \$4.00 in advance, \$5.00 at the door”

Build PDF file in 11x17 and email cwells@mckinneyisd.net

Hang them in businesses with permission by _____

Print smaller versions (8 ½ x11) to hang around school

- Tickets (**PRINT TICKETS BY** _____):

Design ticket with the same information found on the posters

Select 2 different colors of 8 ½ x 11 inch card stock for each day of performance

Add a 3rd color and print “Complimentary” over top of design

Print 200 tickets for each night (10 should fit on one page)

Cut apart tickets VERY NEATLY.

- Programs (**ROUGH DRAFT BY** _____ – **PRINTED BY** _____):

Design cover of program like poster

Inside program include:

Cast Names and Characters,

Crew Names and Duties,

Time and Setting of Show,

Director’s Note,

Thank Yous,

Cast & Crew Bios

Print original. With supervision, copy 600 program inserts on 8 ½ x 11 in copy room. We will send cover to printer.

PERFORMANCE DATES: Oct. 19-20

LIGHTING TECHNICIAN

1. Read the script.
 2. Confer with director and lighting designer about the light plot and instrument schedule.
 3. Mark ALL light cues in your script. Do this on the week of April 18th.
 4. Hang, plug, focus, and gel all instruments if necessary.
 5. Coordinate your cues with Stage Manager.
 6. Record cues in light board with Director and Stage Manager during Dry Tech on
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At Tech and Dress Rehearsals:

1. Watch the show the first night to get a feel for the show.
2. Set up your control booth area.
3. Talk to Stage Manager about when you must warn the house.
4. Listen to director about intensity levels for instruments.
5. Check all instruments and dimmer board.
6. Keep in constant communication with the Stage Manager.

At Performances:

1. Arrive at least one hour before show time.
2. Set up your control booth.
3. Dress in black or wear show shirt.

At Strike:

1. Submit a written report to the Stage Manager, including problems, solutions, and suggestions.

REHEARSAL DATES REQUIRED:

PERFORMANCE DATES:

MAKE-UP ARTIST

1. Read the script.
2. Make notes on each character.
3. Prepare a makeup plot showing all characters and all scenes.
4. If there are make-up changes *during* the show, prepare a make-up plot showing all characters and all scenes.
5. Confer with director on exact requirements.
6. Check inventory of make-up and hair supplies. Organize if necessary!
7. Submit a list of additional supplies needed.
8. Make a list of all cast members who intend to do their own make-up and hair.
9. Delegate make-up application duties to all crewmembers. If an actor must have a make-up touch-up done during an act, delegate a crewmember to that job.
10. Arrange practice sessions with actors and make-up crew for particularly strange or difficult characters.
11. Remind all make-up crew of times that they need to arrive at dress rehearsals and performances.
12. Keep all make-up areas neat and clean at all times.

At Dress Rehearsals and Performances:

1. Arrive at theatre when cast members do.
2. Distribute necessary make-up to cast doing own make-up and crew applying make-up to cast members not doing own make-up.
3. Be responsible for assisting cast members doing their own make-up as needed.
4. **During dress rehearsals, sit with the director to check all make-up from the house.** Makeup will always look different under stage lights.
5. Check each character at intermission in case any touch-ups are necessary. Have powder, sponges, etc. handy.
6. Clean and put away all make-up supplies each rehearsal/performance as soon as they are not needed.
7. Supervise cast in clearing of make-up areas; wipe down counters and mirrors as needed.
8. Dress nicely and bring an apron for performances.

At Strike:

1. Return all make-up and supplies – cleaned – to storage.
2. Submit a written report to the Stage Manager, including problems, solutions, suggestions, and expenditures.

REHEARSAL DATES REQUIRED:

PERFORMANCE DATES:

PROPERTIES MASTER

1. Read the script.
2. Prepare a complete list of props as called for in the script. (Check to see if script already contains a list. This is often in the back.)
3. Confer with the director to discover additional props needed, or listed props that will not be needed. This will become the “master” list. Make several copies and hand them to the Stage Manager.
4. Create a place near stage that will serve as your “prop table.”
5. Begin pulling props from storage that match list. Check off props agreed upon by you and director as appropriate.
6. Begin pulling at least something from storage that will serve as a “substitute” prop until an appropriate prop appears that you and the director agree upon.
7. Post and announce a list of props we still need in a place where cast and crew can see or hear it. Be sure to scratch off items as they are found.
8. Prepare a list of props that will be best if purchased. (ex. food eaten on stage) Include with your list where the prop will be purchased and the cost.
9. Prepare a list of props that will have to be manufactured by us. Construct these props yourself to ensure that they are built.
10. Prepare a properties plot sheet with a list of props, page number in script, and location of prop placement. Give a copy of this to the Stage Manager and director to check over and use. Make a copy of this for prop crew.
11. Before dress rehearsals begin, supply cast members with show or substitute props.
12. Stand offstage by your prop table or storage area. Set up props for each scene using your prop plot sheet as a guide. Carry a small flashlight. Give hand props to actors as they enter and take hand props from actors as they exit. Props crew – not you, should grip any props that need to be set onstage!
13. Working with the Stage Manager, prepare shifting schedules as needed.
14. Keep accurate records of borrowed props; make sure they are not lost or damaged.
15. You and your crew should wear black clothes and soft-soled shoes.
16. Return all props to table after each rehearsal. Lock up valuable props.

At Tech and Dress Rehearsals and Performances:

1. Arrive at least one hour before curtain.
2. Set the stage for the first scene.
3. Locate, clean and store all props after each performance.
4. Maintain silence and order backstage.

At Strike, and after:

1. Return our props – cleaned – to permanent storage.
2. Return borrowed props, cleaned and accompanied by a written thank-you note.
3. Submit a written report to the Stage Manager, including problems, solutions, suggestions, and expenditures.

REHEARSAL DATES REQUIRED:

PERFORMANCE DATES:

SOUND TECHNICIAN

1. Read the script.
2. Confer with director on all sound cues in script. Some original cues may be cut and some new cues may be added. Create cue sheet by _____.
3. Check inventory for supplies, materials, equipment and available sounds including ALL microphones needed for production. Typically, all equipment is stored in the control booth.
4. Submit a written request for additional materials, including costs.
5. Prepare a sound plot (or list) for the show, including for each sound: the sound or song used, the source required (ipod, cd player, etc.), and the page number in script. Make copies of this and give it to the Stage Manager and the Director.
6. Ask Stage Manager who could perform any live sounds from offstage. (ex. Actors)
7. Once all cues are agreed upon, including house music before show and curtain call music after show, create a Master cd or playlist for the show that combines all songs and sounds in order.
8. Always handle equipment with care. Keep control booth area clean and neat. Do not eat or drink around equipment.

At Tech and Dress Rehearsals:

1. Watch first Tech Rehearsal to get a feel for the show.
2. Show up one hour before rehearsals begin to set up any equipment.
3. Immediately report any malfunctions or potential problems in equipment.
4. Working with director, set volume levels for all sounds during Dry Tech on April 30.
5. Once Dress Rehearsals begin, be ready to open the house 30 minutes before curtain with House music.
6. Keep in constant communication with the Stage Manager.
7. Be calm and as quiet as possible in the control booth.
8. After Rehearsals, always strike any microphones.

At Strike:

1. Return all cds borrowed. Prepare written thank-you notes if necessary.
2. Submit a written report to the Stage Manager, including problems, suggestions, and expenses.

REHEARSAL DATES REQUIRED:

PERFORMANCE DATES:

COSTUME SUPER

General Duties:

1. Read the script.
2. Make notes on every character in the script.
3. Prepare a costume plot showing all characters and all scenes.
4. Confer with the director on exact requirements and approval of purchases.
5. Speak to make-up and props heads about any overlapping items.
6. Fill out a costume measurement card for each cast actor.
7. Pull from stock any costume that might be used.
- 8. Email every cast member's parents. Describe their costume needs.**
9. Prepare a list of items that may need to be purchased or rented.
10. Assign needed sewing responsibilities.
11. Create a labeling system to identify each cast member's costume.
12. Create an area in dressing room or off stage where show costumes may be stored.
13. Remind actors of importance of costume management.
14. Arrange fittings of costumes with actors.
15. Keep all wardrobe areas clean and neat.

At Dress Rehearsals and Performances:

1. Caution cast members to bathe and wear deodorant, to apply make-up before costumes are on (or with smocks to cover costumes), and not to smoke, eat, drink or get sweaty while wearing costumes.
2. Assign costume crew members to help with any necessary changes.
3. At dress rehearsal, sit with director to check all costumes from the house.
4. Check with each cast member at intermission. Have brush, safety pins, straight pins, needle and thread handy.
5. Dress nicely for performances.

At Strike, and After:

1. Return all accessories (shoes, hats, gloves, etc.) to storage or director (if rented).
2. Make sure cast members take their own clothes home.
3. Consider what costumes may need to be cleaned and take them home.
4. Borrowed costumes must be returned clean with a thank-you note.
5. Return rented costumes to director promptly covered in plastic.
6. Submit a written report to the Stage Manager including problems, solutions, suggestions, and expenditures.

REHEARSAL DATES REQUIRED:

PERFORMANCE DATES: