THTR 370.01: Stage Management I

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Stage Management I (70038): U THTR 370 Section 01
2 Credits, Fall Semester 2017, Mon./Wed. 10:00-10:50am
LA 205 & various locations (dependent on schedule)
School of Theatre & Dance

Instructor: Jason McDaniel  Email: jason.mcdaniel@umontana.edu  Phone: 243-2874
Office: PARTV 204 (thru the MT Theatre north lobby stairs)
Office Hours: TTh 10:00am-10:50am

Course Description
Beginning study of the duties of the stage manager, concentrating on the production process in a non-professional theatre situation.

Prerequisites
THTR 102A, 202, 203

Course Objectives
- To introduce the student to the fundamental skills required of a theatre stage manager from pre-planning through the end of the final performance, with an emphasis on current standards, practices, and technologies.
- How to (including but not limited to): analyze scripts, create paperwork, make decisions, run meetings and rehearsals, and successfully communicate with people.
- At the end of this course, students should feel confident in their skills of disseminating information, time management, communication, supervising, and using critical thinking to adapt to various production scenarios.

Attendance and Promptness
Class meets twice a week for 50 minutes, so your active attendance is required for the duration of every class. Active attendance is defined by being present and engaged, participating in discussions, and asking questions. One private warning will be given regarding a lack of active attendance. Discussion & Participation is directly linked to Attendance, be aware that missing or being late will impact your grade. If you foresee yourself having difficulty with this policy, see me now, not later—before, not after. Please, just be here.

Class Format
This class will be a combination of lectures, discussions, interaction with guest practitioners, hands-on exercises, quizzes, projects, and a final. Every class session will require outside prep work.

Required Text & Materials
The Effect, script by Lucy Prebble A copy is available at umtheatredance.vcallboard.com and on Moodle.

Suggested Reading
The Back Stage Guide to Stage Management by Thomas A. Kelly
Stage Management by Lawrence Stern
The Art and Craft of Stage Management by Doris Schneider

Grading Policy
Discussions & Participation – 50%
Quizzes & Homework – 20%
Outside-Class Activities – 10%
Final Project – 20%
**Special Notes**
The homework and projects will require you to complete some assignments in Excel, Microsoft’s spreadsheet software. If you are not yet comfortable with Excel, don’t worry! We will be covering the basics, including page setup and formatting, during a class meeting.

Homework that needs to be uploaded, must be submitted by 8am of the next scheduled class day. Grades for late assignments will automatically be reduced by 50%.

**Show Attendance**
You are required to see all of the School of Theatre & Dance’s mainstage productions this semester: *As You Like It*, *Dance Up Close*, and *Peter and the Star Catcher*. Please attend these productions during their first weeks of performance. Not being able to take part in the discussion will have a significant impact on your grade. Other productions you might want to see are Theatre & Dance non-mainstage, Montana Rep, other entities in the community, as well as the National Theatre Live broadcasts at the Roxy Theatre.

**Practical Assignment—Meeting & Rehearsal Attendance (Outside Activity)**
You are required to attend the following:
- One Production Meeting (Fridays 9-10am or 10-11am)
- One 1H segment of a theatre rehearsal in the rehearsal hall
- One 1H segment of a technical rehearsal in the theatre
- One D&T Talkback
- One P&P Response

There will be a practical exercise to correspond with each of the events. The sign-up schedules and guidelines for these will be issued Sep 25th.

**D&T Talkbacks and P&P Responses** (Reminder)
As per School of Theatre & Dance policy, BFA/MFA theatre majors are required to attend the sessions in their area of emphasis following each of the mainstage shows. The D&T-T is the Monday of the second week of performances. The P&P-R is the Monday after the show’s closing. Attendance will be taken. (Both of these feedback sessions are open to all T&D students; your attendance is always encouraged.)

**Final Project**
Compile a Stage Manager’s Prompt Book for the play *The Effect*, utilizing the skills and document templates from this class. A full set of guidelines will be issued Sep 18th. The project will be at the final. (There will be group and individual reviews of each of these elements throughout the semester; it is expected that you will revise your documents along the way.)

**Final**
The final will be an evaluation and discussion of the student’s new skills. There is not a Final Exam, Attendance. Participation in this is required.

**Stage Management Assignments**
- *BFA Design & Technology* and *BA Education Endorsement Preparation Majors* (others as determined) are required to serve as SM or ASM for a production/practicum to be assigned by the Design & Technology Program. With this assignment, the student should sign up for THTR 371: Stage Management Practicum I. The credit hours are as follows: SM theatre season production (3 cr.); ASM theatre season production or SM Montana Rep or theatre studio production (2 cr.); SM dance production (1 cr.). The course syllabus for THTR 371 will outline the responsibilities and expectations of such a Practicum.
- Any other students interested in gaining more practical experience should contact the instructor to request an assignment; production assignments are based on available slots and a student’s aptitude.
Class/School Policies

Academic Misconduct and the Student Conduct Code
All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://www.umt.edu/vpesa/Dean%20of%20Students/default.php

All Theatre & Dance students must have an in-depth knowledge of the practices and procedures outlined in the School of Theatre & Dance Student Handbook. The Handbook is available online at http://www.umt.edu/umarts/theatredance/About/handbook.php.

There is inherent risk involved in many Theatre & Dance classes as they are very physical in nature. Please proceed through class, shop time, or rehearsal with caution. Always be mindful of your personal safety and the safety of others. Students participating in class/shop/rehearsal/performance do so at their own risk.

Due to safety considerations, at no point during a student’s time spent in class or serving on a production (in any capacity) should non-enrolled persons be guests of that student without my consent. Presence of such unauthorized persons in a class, shop, or any backstage/off-stage area will negatively affect a student’s grade.

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). “Reasonable” means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult http://life.umt.edu/dss/.
<table>
<thead>
<tr>
<th>DATE/SPACE</th>
<th>Class Meeting Topics – Homework (“HW”)</th>
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</thead>
</table>
| Sep 6<sup>th</sup> / LA 205 | **Class #1 Introductions, review syllabus, and discuss SM traits/duties**  
HW:  
  - Read *The Effect (E)*, script by Lucy Prebble  
    - It is located in the file share at umtheatredance.vcallboard.com (*UMVCB*) in the production *Stage Management Class Fall 2017 (SMF17)* > folder Scripts/Books |
|                 | **Class #2 Introduction to VirtualCallboard (VCB)**  
HW:  
  - Update your (*UMVCB*) profile information and enter your conflicts for the semester.  
  - Read (1<sup>st</sup> edition pp. xiii-xvi and 1-10) (2<sup>nd</sup> edition pp. 1-22) |
| Sep 13<sup>th</sup> / LA 205 | **Class #3 Individual departments and communication**  
HW:  
  - Read (1<sup>st</sup> pp. 11-26)(2<sup>nd</sup> pp. 23-42).  
  - Collect at least two examples of theatrical documents/forms (there are many examples online):  
    1. One that you like as-is  
    2. One that could use some help.  
    - Upload them to (*UMVCB*); be prepared to discuss in class. See the assignment discussion for details. |
| Sep 18<sup>th</sup>/ LA 205  | **Class #4 Principles of document design; review document/form examples**  
HW:  
  - Reply to the *Theatrical Document* discussion to make notes on your additional discovery.  
  - Make sure you are able to open Excel or another spreadsheet program on your laptop. Bring your laptop to class. |
| Sep 20<sup>th</sup>/ LA 205  | **Class #5 Introduction to Spreadsheets: Excel. In-class hands-on exercises**  
HW:  
  - Complete the Spreadsheet exercise. Upload it to (*UMVCB*)  
  - Read (1<sup>st</sup> pp. 27-35 thru the end of “… thoughts about calendar programs.”) (2<sup>nd</sup> 43-51).  
  - Collect one theatrical calendar; it can be one that you like or one you think could use some help. *THIS SHOULD NOT BE THE T&D PRODUCTION CALENDAR.*  
    - Upload them to (*UMVCB*); be prepared to discuss in class. See the assignment discussion for details. |
| Sep 25<sup>th</sup>/ LA 205  | **Class #6 Scheduling Part 1; review examples and an intro to the VCB Schedule**  
HW:  
  - Use the information that is provided in class to create a “Preliminary Rehearsal Calendar”  
    - Upload them to (*UMVCB*); be prepared to discuss in class. See the assignment discussion for details.  
  - Read (1<sup>st</sup> pp. 35-49 thru the end of “Distribution.”)(2<sup>nd</sup> pp. 52-65)  
  - Be prepared to work on the Character/Scene Breakdown in the next class. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Class #</th>
<th>Summary</th>
<th>HW:</th>
<th>Details</th>
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<tbody>
<tr>
<td>Sep 27th</td>
<td>Class #7</td>
<td>Analyzing the production; review and work with your Production Analysis</td>
<td>Add two new sheets to your (E) workbook:</td>
<td>HW:</td>
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<tr>
<td>LA 205</td>
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<td>and the Character/Scene Breakdown</td>
<td>1. Production Analysis</td>
<td>• Add two new sheets to your (E) workbook:</td>
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<td>2. Character/Scene Breakdown</td>
<td>• Fill out your script Analysis &amp; Breakdown through pp. 55.</td>
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<td>o Upload them to (UMVCB); be prepared to discuss in class.</td>
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<td>HW:</td>
<td>- Upload them to (UMVCB); be prepared to discuss in class.</td>
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<tr>
<td>Oct 2nd</td>
<td>Class #8</td>
<td>Review of Analysis and Character/Scene Breakdowns, In-class revisions</td>
<td>Read (1st pp. 52-55)(2nd pp. 68 The Props List-77 thru Specialty Charts).</td>
<td>HW:</td>
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<tr>
<td>LA 205</td>
<td></td>
<td></td>
<td>Revise your Production Analysis and the Character/Scene Breakdown, continue to work the</td>
<td>• Read (1st pp. 52-55)(2nd pp. 68 The Props List-77 thru Specialty Charts).</td>
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<td>rest of the script.</td>
<td>• Revise your Production Analysis and the Character/Scene Breakdown, continue to work the</td>
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<td>o Upload them to (UMVCB); be prepared to discuss in class.</td>
<td>rest of the script.</td>
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<tr>
<td>Oct 4th</td>
<td>Class #9</td>
<td>Continued Analysis and Charting</td>
<td>Add two new sheets to your (E) workbook:</td>
<td>HW:</td>
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<tr>
<td>LA 205</td>
<td></td>
<td></td>
<td>1. Prop List</td>
<td>• Add two new sheets to your (E) workbook:</td>
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<td>2. Language Breakdown</td>
<td>• Add two new sheets to your (E) workbook:</td>
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<td>o Record the information for both of these.</td>
<td>• Add two new sheets to your (E) workbook:</td>
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<td>• Upload them to (UMVCB, print all pages and insert them in your prompt book.</td>
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<td>o Be prepared to discuss in class. See the assignment discussion for details.</td>
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<tr>
<td>Oct 9th</td>
<td>Class #10</td>
<td>Review of Props List and Language Breakdown</td>
<td>Read (1st pp. 49-51)(2nd pp. 66-68 thru the end of Meeting the Production Team).</td>
<td>HW:</td>
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<td>LA 205</td>
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<td>• Be prepared to discuss with our guest the Director’s relationship with the SM—</td>
<td>• Be prepared to discuss with our guest the Director’s relationship with the SM—</td>
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<td>the first meetings. Upload three relevant questions to the Guest discussion. (by 8a</td>
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<td>10/10).</td>
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<td>Oct 11th</td>
<td>Class #11</td>
<td>Special Guest: Director (TBD)</td>
<td>Read (1st pp. 56-60)(2nd pp. 72 Auditions-80 thru the end of Organizing Auditions.</td>
<td>HW:</td>
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<tr>
<td>LA 205</td>
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<td>• Create a list of things that are specifically important to the auditions for a</td>
<td>• Read (1st pp. 56-60)(2nd pp. 72 Auditions-80 thru the end of Organizing Auditions.</td>
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<td>production of The Effect. Be prepared to discuss in class.</td>
<td>• Create a list of things that are specifically important to the auditions for a production</td>
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<td>of The Effect. Be prepared to discuss in class.</td>
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<td>Oct 16th</td>
<td>Class #12</td>
<td>Auditions; Preparing &amp; Running</td>
<td>Add new sheet to your (E) workbook:</td>
<td>HW:</td>
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<tr>
<td>LA 205</td>
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<td>1. Audition Checklist</td>
<td>• Add new sheet to your (E) workbook:</td>
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<td>2. Audition (Information) Form</td>
<td>• Add new sheet to your (E) workbook:</td>
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<td>3. Production Detail sheet (to pass out at Auditions)</td>
<td>• Add new sheet to your (E) workbook:</td>
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<td>• Upload the entire workbook, print pages and insert in your prompt book.</td>
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<td>• Read (1st pp. 61-through the end of the chapter)(2nd pp. 80-thru the end of the chapter).</td>
<td>• Read (1st pp. 61-through the end of the chapter)(2nd pp. 80-thru the end of the chapter).</td>
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<tr>
<td>Date</td>
<td>Class #</td>
<td>Homework Details</td>
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</table>
| Oct 18th     | Class #13        | **Callbacks & Casting**  
  HW:  
  - Add new sheet to your (E) workbook:  
    1. Callback Posting  
    2. Cast List  
    3. Cast Contact Sheet  
  - Upload the entire workbook, print pages and insert in your prompt book.  
  - Read (1st pp. 65-81)(2nd pp. 87-111)                                                                                                                                                                                                                       |
| Oct 23rd     | Class #14        | **Organizing the show information: The Prompt Book, review and discuss various examples**  
  HW:  
  - Add one new sheet to your (E) workbook:  
    1. Table of Content  
  - Upload the entire workbook, print pages and insert in your prompt book.  
  - Read 1st pp. 83-95 thru the end of *Preparing the Rehearsal Room* (2nd 113-127 thru the end of *Preparing the Rehearsal Room*).                                                                                                                                                                    |
| Oct 25th     | Class #15        | **Preparing the Rehearsal Room 1: the facility and yourself**  
  HW:  
  - Add two new sheets to your (E) workbook:  
    1. First Rehearsal Checklist.  
    2. First Rehearsal Agenda.  
  - Upload the entire workbook, print pages and insert in your prompt book.                                                                                                                                                                  |
| Oct 30th     | Class #16        | **Preparing the Rehearsal Room 2: Preparing taping the floor**  
  HW:  
  - Review the Scale Ruler handout, complete exercises, and bring it to class  
  - Be prepared to tape out the floor next class                                                                                                                                                                                                            |
| Nov 1st      | Class #17        | **Floor Taping: Practical Exercise**  
  - Read (1st pp. 95-100)(2nd pp.127-139)  
  - Be prepared to take blocking notes at the next class; Prompt Script pages will be provided.                                                                                          |
| Nov 6th      | Class #18        | **Blocking notation**  
  HW:  
  - Create your own blocking key, print pages and insert in your Prompt Book.  
  - Create your own Backer page/blocking script.  
  - Read pp/ 101-104)(2nd pp. 140-144)                                                                                                                                                                                                                   |
| Nov 8th      | Class #19        | **Rehearsal: Scheduling Part 2**  
  HW:  
  - Create the three Daily Rehearsal Schedules based on the information provided.  
    - Upload the above items, print pages and insert in your prompt book.  
  - Read (1st pp. 105-113 thru the end of *Meeting Minutes.*)(2nd pp. 148 start with *The Rehearsal Report*-157)                                                                            |
<table>
<thead>
<tr>
<th>Date</th>
<th>Class #</th>
<th>Title</th>
<th>HW:</th>
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</thead>
<tbody>
<tr>
<td>Nov 13th / LA 205</td>
<td>#20</td>
<td>Reporting &amp; Open Lines of Communication</td>
<td>• Complete the Reporting exercise, submit it via email to the instructor by 8pm Nov 14th, print and insert in your prompt book. &lt;br&gt;• Read (1&lt;sup&gt;st&lt;/sup&gt; pp. 104 The first Run-through, 113 starting with Scene Work-114 thru The ASM Point of View)(144 starting with The first Run-through -148 thru Line Notes, and 158 The ASM Point of View )</td>
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<tr>
<td>Nov 15th / LA 205</td>
<td>#21</td>
<td>Rehearsal: Line notes</td>
<td>HW:</td>
</tr>
<tr>
<td>Nov 20th/ LA 305</td>
<td>#22</td>
<td>Preparing for Tech: Transitioning to the Theatre</td>
<td>HW: Have a great break!</td>
</tr>
<tr>
<td>Nov 22nd</td>
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<td>THANKSGIVING TRAVEL DAY; NO CLASS</td>
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<tr>
<td>Nov 27th / Montana Stage</td>
<td>#23</td>
<td>Tour of Backstage; with a Stage Manager’s perspective</td>
<td>HW:</td>
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<tr>
<td>Nov 29th / LA 205</td>
<td>#24</td>
<td>Preparing for Tech; Paperwork</td>
<td>HW:</td>
</tr>
<tr>
<td>Dec 4th / LA 205</td>
<td>#25</td>
<td>Preparing for Tech, cue notation, Paper Tech and calling</td>
<td>HW:</td>
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<tr>
<td>Dec 6th / LA 205</td>
<td>#26</td>
<td>Paper Tech Practical &amp; Calling the show</td>
<td>HW:</td>
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<tr>
<td>Dec 11th / LA 205</td>
<td>#27</td>
<td>Performance and Maintaining the show</td>
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<tr>
<td>Dec 15th / LA 205</td>
<td>#28</td>
<td>FINAL: Friday, December 15th, 2017: 8-10am</td>
<td>The final Project is Due at 8am.</td>
</tr>
</tbody>
</table>

Order of events subject to change.