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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 Stage Manager's Tool Kit 1st or 2nd edition: by Laurie Kinckman, 2013/2017. (ISBN 978-0415663199)

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

Laptop with a Microsoft Excel.

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/>.

Tentative Schedule

DATE/SPACE	Class Meeting Topics – Homework (“HW”)
Sep 6 th / LA 205	<p>Class #1 Introductions, review syllabus, and discuss SM traits/duties HW:</p> <ul style="list-style-type: none"> • Read <i>The Effect (E)</i>, script by Lucy Prebble <ul style="list-style-type: none"> ○ It is located in the file share at <i>umtheatredance.vcallboard.com (UMVCB)</i> in the production <i>Stage Management Class Fall 2017 (SMF17)</i> > folder <i>Scripts/Books</i>
Sep 11 th / LA 205	<p>Class #2 Introduction to VirtualCallboard (VCB) HW:</p> <ul style="list-style-type: none"> • Update your (<i>UMVCB</i>) profile information and enter your conflicts for the semester. • Read (1st edition pp. xiii-xvi and 1-10) (2nd edition pp. 1-22)
Sep 13 th / LA 205	<p>Class #3 Individual departments and communication HW:</p> <ul style="list-style-type: none"> • Read (1st pp. 11-26)(2nd pp. 23-42). • Collect at least two examples of theatrical documents/forms (there are many examples online): <ol style="list-style-type: none"> 1. One that you like as-is 2. One that could use some help. <ul style="list-style-type: none"> ○ Upload them to (<i>UMVCB</i>); be prepared to discuss in class. See the assignment discussion for details.
Sep 18 th / LA 205	<p>Class #4 Principles of document design; review document/form examples HW:</p> <ul style="list-style-type: none"> • Reply to the <i>Theatrical Document</i> 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 th / LA 205	<p>Class #5 Introduction to Spreadsheets: Excel. In-class hands-on exercises HW:</p> <ul style="list-style-type: none"> • Complete the Spreadsheet exercise. Upload it to (<i>UMVCB</i>) • Read (1st pp. 27-35 thru the end of “... thoughts about calendar programs.”) (2nd 43-51). • Collect one theatrical calendar; it can be one that you like or one you think could use some help. <i>THIS SHOULD NOT BE THE T&D PRODUCTION CALENDAR.</i> <ul style="list-style-type: none"> ○ Upload them to (<i>UMVCB</i>); be prepared to discuss in class. See the assignment discussion for details.
Sep 25 th / LA 205	<p>Class #6 Scheduling Part 1; review examples and an intro to the VCB Schedule HW:</p> <ul style="list-style-type: none"> • Use the information that is provided in class to create a “Preliminary Rehearsal Calendar” <ul style="list-style-type: none"> ○ Upload them to (<i>UMVCB</i>); be prepared to discuss in class. See the assignment discussion for details. • Read (1st pp. 35-49 thru the end of “Distribution.”)(2nd pp. 52-65) • Be prepared to work on the Character/Scene Breakdown in the next class.

<p>Sep 27th / LA 205</p>	<p>Class #7 Analyzing the production; review and work with your Production Analysis and the Character/Scene Breakdowns HW:</p> <ul style="list-style-type: none"> • Add two new sheets to your (<i>E</i>) workbook: <ol style="list-style-type: none"> 1. Production Analysis 2. Character/Scene Breakdown <ul style="list-style-type: none"> ○ Fill out your script Analysis & Breakdown through pp. 55. ○ Upload them to (<i>UMVCB</i>); be prepared to discuss in class. See the assignment discussion for details.
<p>Oct 2nd / LA 205</p>	<p>Class #8 Review of Analysis and Character/Scene Breakdowns, In-class revisions HW:</p> <ul style="list-style-type: none"> • Read (1st pp. 52-55)(2nd pp. 68 <i>The Props List</i>-77 thru <i>Specialty Charts</i>). • Revise your Production Analysis and the Character/Scene Breakdowns, continue to work the rest of the script. <ul style="list-style-type: none"> ○ Upload them to (<i>UMVCB</i>); be prepared to discuss in class. See the assignment discussion for details.
<p>Oct 4th / LA 205</p>	<p>Class #9 Continued Analysis and Charting HW:</p> <ul style="list-style-type: none"> • Add two new sheets to your (<i>E</i>) workbook: <ol style="list-style-type: none"> 1. Prop List 2. Language Breakdown <ul style="list-style-type: none"> ○ Record the information for both of these. • Upload them to (<i>UMVCB</i>, print all pages and insert them in your prompt book. <ul style="list-style-type: none"> ○ Be prepared to discuss in class. See the assignment discussion for details.
<p>Oct 9th / LA 205</p>	<p>Class #10 Review of Props List and Language Breakdown HW:</p> <ul style="list-style-type: none"> • Read (1st pp. 49-51)(2nd pp. 66-68 thru the end of <i>Meeting the Production Team</i>). • Be prepared to discuss with our guest the Director’s relationship with the SM—the first meetings. Upload three relevant questions to the Guest discussion. (by 8a 10/10).
<p>Oct 11th / LA 205</p>	<p>Class #11 Special Guest: Director (TBD) HW: r</p> <ul style="list-style-type: none"> • Read (1st pp. 56-60)(2nd pp. 72 <i>Auditions</i>-80 thru the end of <i>Organizing Auditions</i>). • Create a list of things that are specifically important to the auditions for a production of <i>The Effect</i>. Be prepared to discuss in class.
<p>Oct 16th / LA 205</p>	<p>Class #12 Auditions; Preparing & Running HW:</p> <ul style="list-style-type: none"> • Add new sheet to your (<i>E</i>) workbook: <ol style="list-style-type: none"> 1. Audition Checklist 2. Audition (Information) Form 3. Production Detail sheet (to pass out at Auditions) • Upload the entire workbook, print pages and insert in your prompt book. • Read (1st pp. 61-through the end of the chapter)(2nd pp. 80-thru the end of the chapter).

Oct 18 th / LA 205	<p>Class #13 Callbacks & Casting</p> <p>HW:</p> <ul style="list-style-type: none"> • Add new sheet to your (<i>E</i>) workbook: <ol style="list-style-type: none"> 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 23 rd / LA 205	<p>Class #14 Organizing the show information: The Prompt Book, review and discuss various examples</p> <p>HW:</p> <ul style="list-style-type: none"> • Add one new sheet to your (<i>E</i>) workbook: <ol style="list-style-type: none"> 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 <i>Preparing the Rehearsal Room</i>)(2nd 113-127 thru the end of <i>Preparing the Rehearsal Room</i>).
Oct 25 th / LA 205	<p>Class #15 Preparing the Rehearsal Room 1: the facility and yourself</p> <p>HW:</p> <ul style="list-style-type: none"> • Add two new sheets to your (<i>E</i>) workbook: <ol style="list-style-type: none"> 1. First Rehearsal Checklist. 2. First Rehearsal Agenda. • Upload the entire workbook, print pages and insert in your prompt book.
Oct 30 th / LA 205	<p>Class #16 Preparing the Rehearsal Room 2: Preparing taping the floor</p> <p>HW:</p> <ul style="list-style-type: none"> • Review the Scale Ruler handout, complete exercises, and bring it to class • Be prepared to tape out the floor next class
Nov 1 st / Location TBD	<p>Class #17 Floor Taping: Practical Exercise</p> <ul style="list-style-type: none"> • 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 6 th / LA 205	<p>Class #18 Blocking notation</p> <p>HW:</p> <ul style="list-style-type: none"> • 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 8 th / LA 205	<p>Class #19 Rehearsal: Scheduling Part 2</p> <p>HW:</p> <ul style="list-style-type: none"> • Create the three Daily Rehearsal Schedules based on the information provided. <ul style="list-style-type: none"> ○ Upload the above items, print pages and insert in your prompt book. • Read (1st pp. 105-113 thru the end of <i>Meeting Minutes</i>.) (2nd pp. 148 start with <i>The Rehearsal Report</i>-157)

Nov 13 th / LA 205	<p>Class #20 Reporting & Open Lines of Communication HW:</p> <ul style="list-style-type: none"> • Complete the Reporting exercise, submit it via email to the instructor by 8pm Nov 14th, print and insert in your prompt book. • Read (1st pp. 104 <i>The first Run-through</i>, 113 starting with <i>Scene Work</i>-114 thru <i>The ASM Point of View</i>)(144 starting with <i>The first Run-through</i> -148 thru <i>Line Notes</i>, and 158 <i>The ASM Point of View</i>).
Nov 15 th / LA 205	<p>Class #21 Rehearsal: Line notes HW:</p> <ul style="list-style-type: none"> • Read (1st pp. 114 <i>Adding the Elements</i>-124 thru <i>Technology for the Stage Manager</i>)(2nd pp. 158 <i>Adding the Elements</i>-174 thru <i>Technology for the Stage Manager</i>)
Nov 20 th / LA 305	<p>Class #22 Preparing for Tech: Transitioning to the Theatre HW: Have a great break!</p>
Nov 22 nd	THANKSGIVING TRAVEL DAY; NO CLASS
Nov 27 th / Montana Stage	<p>Class #23 Tour of Backstage; with a Stage Manager's perspective HW:</p> <ul style="list-style-type: none"> • Read (1st pp. 124 <i>Delegation</i>-140 thru the end of <i>Format Considerations</i>)(2nd pp. 174 <i>Delegation</i>-196)
Nov 29 th / LA 205	<p>Class #24 Preparing for Tech; Paperwork HW:</p> <ul style="list-style-type: none"> • Read (1st pp. 140 <i>Cueing</i>- 146 thru the end of <i>Calling Key</i>)(2nd pp. 197-201 thru the end of <i>Calling Key</i>)
Dec 4 th / LA 205	<p>Class #25 Preparing for Tech, cue notation, Paper Tech and calling HW:</p> <ul style="list-style-type: none"> • Create your own Cue Calling key for your Prompt Book. • Read (1st pp. 146-149)(2nd 201-209) • Be prepared for the Paper Tech next class session the script pages will be provided.
Dec 6 th / LA 205	<p>Class #26 Paper Tech Practical & Calling the show HW:</p> <ul style="list-style-type: none"> • Read (1st pp. 151-172)(2nd 210-235)
Dec 11 th / LA 205	Class #27 Performance and Maintaining the show
Dec 15 th / LA 205	<p>FINAL: Friday, December 15th, 2017: 8-10am The final Project is Due at 8am.</p>

Order of events subject to change.