

THEA 2311 – Stage Management

THEA 2311-001
11:00 am-11:50 am
Marshall Auditorium

Lawrence Lopez
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Office Hours:
10:00-10:50 MWF
9:00-12:00 TR
Or by appointment
FAB 203B

Course Description

Stage Management will be an in depth investigation into the function of the stage manager. We will cover the relationship of the stage manager with the rest of the creative team, what a stage manager is and is not responsible for. This is intended to be a survey class, in which we will have discussion, lecture, and practical work as a stage manager. You will be required to serve as either the stage manager, or assistant stage manager for one of our productions this year.

Course Requirements

Textbook: Lawrence Stern and Alice R. O'Grady *Stage Management* 10th edition
Materials:

- 1) A working e-mail account
- 2) A working blackboard account
- 3) A binder to create a promptbook.
- 4) Pencils, pens, highlighters...whatever you need to keep orgaized

Primary Learning Objectives: The student will be able to

- Demonstrate an understanding of the function of a stage manager and their relationship to the rest of the cast and crew of a theatrical production
- Demonstrate the ability to create and maintain a promptbook for a production
- Demonstrate a basic knowledge of scenic, sound and light design and how the stage manager should interact with the respective designers.
- Have an understanding of how to manage a rehearsal.

- Demonstrate the ability to communicate effectively with a cast, crew members, directors, producers and audience.

COURSE OBJECTIVES

By the end of this class, students will:

- Gain knowledge and understanding of the key requirements of effective stage management.
- Learn to analyze a script and prepare a prompt book
- Develop strong interpersonal communication skills and team management application.
- Participate in management rehearsals and calling a production for the 2014-2015 season.

CLASS MEETINGS:

Attendance is required. The classroom is the only opportunity to fully learn the practical and pragmatic approach to effective stage management. Three unexcused absences will result in the reduction of your final grade by a full letter. Five tardies will count as one unexcused absence. Excused absences will only be given for sufficiently severe reasons such as personal illness, doctor's appointments (with a note) or weddings/funerals or both.

Rehearsals are required and can **ONLY** be excused with permission from the director and the instructor. Lateness is unacceptable in a stage manager. You should be there before anyone else and leave after them. **Performances are mandatory: No Exceptions. Failure to comply with both of these requirements will result in an F regardless of hours and work completed.**

Assignments not completed or turned in on time, will receive one half credit of grade up to two (2) days after the due date. Papers and assignments will not be accepted after two days. All written assignments must be typed. **Students are responsible for unattended classes.**

UNIVERSITY RULES/REGULATIONS:

Rules and regulations regarding plagiarism, dishonesty, and other issues concerning classroom participation can be found in the University Rules and Regulations and Student Handbook.

EVALUATION:

Grades will be based on the following criteria:

30% of overall grade will be based on written assignments.

20% will be based on completion of assignments in class and classroom discussion.

Prompt book and management of production will complete 50% of grade (25% each).

Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartz, M. Ed., L.P.C., in Counseling and Accessibility Services, Ferguson Hall, Room 112. P.O. Box C-122, Sul Ross State University Alpine, TX 79832 (432-837-8203) Email: mschwartz@sulross.edu

CLASS DATES: Assignments and Deadlines

Note that these dates and the details of each class are subject to change at the instructor's discretion All reading assignments are due on the date indicated

Class Date Topics and Assignments

1 Aug 24: Introduction and Review Syllabus: Discuss Expectations

2 Aug 26: What makes a good stage manager? **READ Stern Chap 1 and 2**
Assign Stage Managers

3 Aug 28: Weekly class discussion: Personal evaluations **Self Evaluation DUE**

4 August 31: Helping the Audition process, things to do. **READ Stern Chap 6**

5 Sep 2: Rehearsal procedures. **READ Chap 8**

6 Sep 4: Rehearsal Procedures discussion day **Rehearsal Report Template DUE**

7 Sep 7: **No Class: Labor Day**

8 Sep 9: Technical Rehearsals **READ Chap 12**

9 Sep 11: Running Technical Rehearsal: Discussion day First Tech vs. Cue to Cue

10 Sep 14: Supervision of Shifts **READ Chap 11**

11 Sep 16: Supervision of Shifts

12 Sep 18: Tech Rehearsal and Calling Cues Discussion Day **DUE Scene Shift Chart**

13 Sep 21: Running the Show **READ Chap 13**

14 Sep 23: Running the Show

15 Sep 25: Running the Show Discussion Day: calling cues **DUE Cue breakdown**

16 Sep 28: Working with the House Manager **Read Chap 14**

17 Sep 30: Keeping the Show in Hand. **Read Chap 15**

18 Oct 2: The Show is Yours: Discussion Day

19 Oct 5: Getting the Play and Understanding it: Practical applications **READ Chap 3**
20 Oct 7: Getting the Play and Understanding it: Practical applications
21 Oct 9: Prompt book round table: what you gotta have **DUE prompt book w/ script**
22 Oct 12: Production Post-Mortem
23 Oct 14: **ACTF:** Work on your books
24 Oct 16: **ACTF:** Work on your books
25 Oct 19: Getting acquainted with your theatre **READ Chap 5**
26 Oct 21: Getting acquainted with your theatre
27 Oct 23: Theatre tours: looking at the space **DUE organizational chart**
28 Oct 26: Organizing Information **Read Chap 19**
29 Oct 28: Scheduling and Company Rules. **READ Chap 4**
30 Oct 30: Maintaining organization
31 Nov 2: Working with the House Manager
32 Nov 4: Working in a Hazardous Environment
33 Nov 6: Fire/Evacuation **Read Chap 17**
34 Nov 9: Closing and Moving Touring **Read Chap 16**
35 Nov 11: Calling a Musical
36 Nov 13: Working with an Orchestra
37 Nov 16: Dept Management and Property Management **Read Chap 10**
38 Nov 18: Production Prompt Book Production
39 Nov 20: Production prompt Book Review
40 Nov 23: Production Post-Mortem
41 Nov 25: **Thanksgiving: No Class**
42 Nov 27: **Thanksgiving: No Class**
43 Nov 30: Prompt Book review: Completed scripts and plots due
44 Dec 2: Prompt Book Feedback
45 Dec 4: Dead Day
46 Dec 9: Final Exam (10:15 PM – 12:15 PM)