

# THEA 2311: STAGE MANAGEMENT

Course Syllabus  
Fall, 2016

Instructor: Dona Roman  
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Office Hours: MW 11:00-12:00  
TR 3:30-5:00 or by appointment  
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## TEXT:

The Stage Management Handbook, Paperback. Daniel Ionazzi (1992). Betterway Books.

## DESCRIPTION:

An analytical and pragmatic study of rehearsal and production management with practical application.

## GOALS:

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 SRSU theatre season.

## CLASS MEETINGS:

Attendance is highly recommended. The classroom is the only opportunity to fully learn the practical and pragmatic approach to effective stage management. Two (2) absences of any class session will lower overall grade 9 pts., and each subsequent absence of session will lower grade an additional 5 pts. Nine (9) absences, of any kind, may result in a WF.

Rehearsals are required and can **ONLY** be excused with permission from the director and the instructor. **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.**

Students with disabilities needing academic assistance or other accommodations should contact Counseling and Prevention Services, Ferguson Hall 112, Box C-117, Alpine, Texas 79832 (432-837-8203).

## 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).

## **COURSE SCHEDULE**

Week One	Review Syllabus and Stage Manager assignments Getting Acquainted with Your Theatre and Preparing for Auditions
Week Two	Feedback: Expediting Auditions and First Readings Rehearsal Procedures
Week Three	Getting the Play and Understanding It. Scheduling and Company Rules.
Week Four	Getting the Play and Understanding It: Practical Application (plots and plans due)
Week Five	Blocking and rehearsal management
Week Six	Working with a crew and actors
Week Seven	Preparing your prompt book
Week Eight	Running the Show
Week Nine	Running the Technical Rehearsals
Week Ten	Working with the House Manager Keeping the Show in Hand
Week Eleven	Closing and Moving Touring Production Post-Mortem
Week Twelve	Stage Managing a Musical
Week Thirteen	Calling a Musical Working with an Orchestra
Week Fourteen	Working in a Hazardous Environment
Week Fifteen	Production Prompt Book Review

**Final Exam: Monday, December 5 @ 10:15 a.m. PROMPT BOOKS DUE**

### **GRADES:**

A=100%-90%

B=89%-80%

C=79%-70%

D=69%-60%

F=below 60%

## **BFA in Theatre**

### Program Learning Outcomes (required)

The graduating student will demonstrate :

1. A knowledge of eras and contributions made throughout Theatre History and Musical Theatre History.

Additionally the graduating student with a concentration in Acting/Directing will demonstrate:

2. The ability to express themselves creatively through appropriate theatrical performance.
3. The ability to analyze script.
4. The ability work creatively with actors and technicians in mounting a laboratory theatrical production.
5. The ability to apply standard requirements to all aspects of technical production.

Additionally the graduating student with a concentration in technical/design will demonstrate:

6. The ability to apply all approaches to theatrical design and rendering of the design.
7. The ability to address all technical aspects of a theatrical production.