Rehearsals

During the rehearsal process the Stage Manager should do the following:

- Prepare and distribute a contact sheet via e-mail.
  - The contact sheet should include you, the director, the ASMs, and cast/crew.
  - Phone numbers, e-mail addresses and the person’s role/duty should all be included on the sheet.
- Arrive at the rehearsal space a minimum of 20 minutes prior to the beginning of each rehearsal. Be sure it is clean and set up for the first scene. The space should be swept/mopped before each rehearsal.
- Take role as actors arrive. 5 minutes prior to go, if actors aren’t present you should contact them immediately.

Rehearsal Report

- Each night you should keep a rehearsal report documenting all activities at the rehearsal. It is important to make sure that you are as detailed and thorough as possible. Remember the people reading the report were not likely at the rehearsal so it important that you clearly communicate each note.
  - The rehearsal report should include any problems, additions, or changes for each area of the production that occurred at rehearsal.
  - Include any running time.
  - Note who was absent or late.
  - Distribute the report as an e-mail attachment to all production staff before Noon the following day.
- Spike the stage as discussed with the director.
- If problems arise within rehearsals, discuss the problem with the individual personally. If the problem continues, the SM should discuss appropriate action with the director. The SM should not, however, discuss the problem with any other company member.
- After rehearsal, you are responsible for making sure that the space is clean, props and set pieces are put away, building lights are off, and doors are locked. The Stage Manager is the last person to leave the building each night.
- Make sure you have the SM box with you at all times. If the supplies in the Stage Managers Box become depleted it is crucial that you communicate what supplies need to be ordered to the Production Assistant.