GUIDELINES for STATEMENT OF INTENT
Also known as a “concept statement”
Taken loosely from the KCACTF website

- Be clear and concise. Keep your statement to a page or less.
- Check your work for spelling, punctuation, and grammar. At all costs avoid misspelling the title of the play and the playwright’s name!
- State WHAT has to be accomplished. State the obvious briefly — the given circumstances of the play; outline of the plot; production objectives from the director; the type of space in which the play will be produced.
- Explain WHY you made these decisions. These are often less obvious, and more subjective, but are essential to articulate.
- Describe HOW you will accomplish your goals. These details may well be incorporated in “why.”

A sample stage management statement follows; it is a guideline rather than a template. You may compose your statement in any fashion that works for you, as long as you include the basic components that define and explain your approach.

Festival 2010: Disturbing the Peace
Production Stage Management Statement of Intent
Katie Rooney

One of the best opportunities for students to show their talents at my college is during the Festival of Short Plays. This festival is completely student designed and acted, and is directed by the senior theatre majors as part of their seminar class. This year’s festival is comprised of five different texts, and is directed by three different people. During Festival, the stage management team is constructed differently than what is traditionally done for our other productions. There is a Stage Manager for each director, and the Production Stage Manager coordinates them in order to make the process go as smoothly as possible.

I have a few different goals for this project as the Production Stage Manager. My first goal, and probably the most important, is to make this process go as smoothly as possible for all involved. Obviously I want to maintain a professional attitude, but I think it’s even more important to be flexible and to have a sense of humor in order to make this experience positive for everyone involved. As far as duties go, I will collect all rehearsal reports and put them into one document to send out each night. I will also run all meetings and coordinate between the directors, designers, and producer.

My second goal is to use this project as a transition into practicing digital stage management. I think this is important for a few reasons. First, because we are in an age where technology changes daily, I believe that it’s imperative to keep up with these changes. Next fall, I’m stage managing a show that I plan to execute in a totally digital form in order to keep up with these changes, and I thought it would be useful if I tried to implement some of these changes during Festival. Another reason I think it is important to go digital is to save the environment. My college has signed the President’s Sustainability Contract in order to make the campus more environmentally friendly, and I wanted to comply with this. Instead of wasting paper on printing out rehearsal reports, production meeting notes, and numerous other documents, I want to keep them on a flash drive in order to save paper.

The Festival of Short Plays is an amazing opportunity for all students, and I plan to take full advantage of it. I want to use this production to not only practice my stage management skills, but to take steps toward advancing the protocol and materials that I use as a stage manager.