NOTE: Examples of many of the following duties are more clearly explained in the subsequent pages of this handbook.

PRE REHEARSAL DUTIES:

- Informational Meetings and Contract Discussion with the Department and Production Assistant
- Pre Production Analysis
- Meet with the Director of the Show
  - Discuss their expectations
  - Set up a tentative schedule for the process
  - Talk about the when and what of auditions
- Set up your prompt book
  - Obtain a copy of the script that you can Xerox in a workable format.
  - Mark the scene/act divisions with tabs or dividers
  - Divide the book into sections for the other information. The layout is a personal preference but you should have the following:
    - Contact sheet
    - Audition forms
    - Rehearsal reports
    - Script
    - Prop list
    - Technical drawings
    - Blank paper
    - Minutes from production meetings
    - Anything else that you find useful
    - Stage Managers Handbook
- Organize the Call Board
  - Pre Auditions
    - Make sure the call board is set up for your show
    - Post audition information when you receive it
  - Rehearsal Requirements
    - Post rehearsal schedule (Make sure that you also post all updates/changes)
    - Post contact sheet
    - Leave space for announcements from other production areas
  - Tech Week
    - Post tech schedule (Make sure that you also post all updates/changes)
    - Have crew heads post any adjusted call times
✓ Develop (with the Director) a production calendar
   ✶ Begin putting together a production calendar. This calendar should be completed on the computer and printed. Some of these dates will be on the departmental calendar and others you can obtain from the technical staff. Important dates that should appear on this calendar:
   ▪ Audition dates
   ▪ Design meetings
   ▪ Rehearsal and build target dates
   ▪ Design due dates
   ▪ Rehearsal props complete
   ▪ Final props complete
   ▪ Lighting, Sound, and Set Complete
   ▪ Costumes complete
   ▪ Lobby complete
   ▪ Production meetings
   ▪ Work call
   ▪ Tech week
   ▪ Run schedule

✓ Run auditions and callbacks for the show.
   ✶ Auditions
     ▪ Reserve audition spaces
     ▪ Copy audition forms
     ▪ Arrive at audition site at least 30 minutes prior to audition time.
     ▪ Set up space as instructed by director, and be sure you have the following:
       ▪ Audition forms
       ▪ Pencils
       ▪ Cold readings
       ▪ Audition sign up schedule – One copy for you and one copy for the director
     ▪ Send actors into audition at the appropriate time
   ✶ Callbacks
     ▪ Set up space as director instructs
     ▪ Have a list of callbacks and schedule.
     ▪ Make sure you have scripts or scenes ready

✓ Set up a meeting with the Production Assistant and Assistant Stage Manager(s).
   ✶ Discuss division of duties
     ▪ Blocking – use a pencil for changes, and make sure you record all blocking
     ▪ Taking line notes
       ▪ See example
       ▪ Email to actors and director
     ▪ Prompting actors
- Timing scenes and acts as needed for the director.
- Take out and put away props each night.
- Call breaks and start times.
- Calling actors who are late. Start calling 5 minutes before start time.
- Developing and updating props list
- Tracking props
- Filling out rehearsal reports
- Be flexible as duties may change depending on the show.

❖ Meet with the director about the rehearsal schedule and staffing.
❖ Meet with the assistant stage managers to discuss the division of duties.

❖ Prepare the rehearsal space
  ▪ Reserve rehearsal space with the Production Assistant for all rehearsal designated to take place in BPAC
  ▪ Spike the space
  ▪ Familiarize yourself with space and equipment

❖ Check out the SM box from the Production Assistant

❖ Check out the SM keys from the Assistant Technical Director.

REHEARSAL DUTIES:

❖ First Rehearsal
  ▪ Prepare and distribute a contact sheet.
    ▪ The contact sheet should include the entire company.
    ▪ Phone numbers, box numbers, and e-mail addresses should all be included on the sheet.
  ▪ Distribute rehearsal schedule at the first rehearsal. Inform actors that they are to be dressed and ready to rehearse no later than 5 minutes prior to starting time, so you will be able to begin on time.

❖ Ongoing Rehearsal Duties
  ▪ Arrive at the rehearsal space 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 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.
    ▪ 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.
- 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.
- Make sure you have the SM box with you at all times.
- The stage manager should be the last person to leave the building.

OUTSIDE REHEARSAL DUTIES:
- Design and production meetings
  - Set a time for the meeting. Be sure you coordinate times with tech staff, designers, and director so as many people as possible can be in attendance. Then set a standing time for the duration of the process.
  - E-mail a reminder of the meeting to everyone a few days before the meeting, and post a reminder on the call board.
  - Set up tables and chairs for everyone in the space.
  - The SM should run the meeting. The function of a production meeting is to make sure everything is on track in the process and to answer any questions that have developed since the last meeting.

- Stage Manager’s Box
  - An inventory of the SM box is taken at the time you check it out from the Production Assistant. Be sure to report all injuries and keep track of the inventory in this box so that replenishments can be requested when necessary.

- Company Meeting
  - Send a notice to all company members a week in advance and e-mail a reminder 2-3 days in advance. Post date and time on call board. Check with individual department heads before the meeting to see if they have business for the meeting.
  - Establish an agenda in coordination with the production team.
  - Take attendance at the meetings. Have the company introduce themselves. Keep the meeting on track.
  - Send all materials that need to be sent to all company members to the department secretary to be forwarded.

TECH WEEK AND PRODUCTION:

- Preparation
  - Set up headsets before cue to cue.
  - Set up tech table. Make sure there is a power strip and lighting.
  - Meet with director and designers for a paper tech. Write all cues in your book, making sure you use pencil so you can make changes. When writing cues, find a method that is most beneficial to you.
Meet with all crew heads and ASMs.
Discuss the duties that each crew member is responsible for.
Discuss all scene and costume shifts that will need to take place and make a shift schedule.
Make up tech schedule, put all call, house open, warm up, and go times on the schedule.
Set up running lights and glow tape backstage.
Post check in sheet.

Tech Rehearsals
Be sure call times and go times are followed as much as possible. Note, however, that there may be delays due to unforeseen directing or design difficulties.
Meet with your tech crew prior to the first tech and explain each of their duties to them.
Run tech rehearsals as close to show standards as possible, there will be a lot of starting and stopping at first. When you need to stop actors to rework a moment say “Actors, hold.” When you are ready to begin give the actors a line to start from and say “Actors, go.”

Calling Cues
Warn board operators of any upcoming cue a full page ahead by calling “Warning LQ1, SQ A”
Give a standby cue halfway down the page by saying “Standby LQ1, SQ A”
If cues are called separately, give warnings together clarifying that they are called separately. Give them as “LQ 1 GO” and “SQ A GO”
Your board operators should indicate to you that they have heard you by responding “Warned,” “Standing,” and “Complete.”

Running the show
Tech crew call should be 90 minutes prior to curtain. Actors call should be around the same time, but this may vary depending on complexity of makeup, costumes, and warm-needs. Call times should be discussed with the director.
Prior to house opening you must make sure actors have checked their props, crew has completed all set up, and light and sound levels have been set. Use your checklist and walk the set to make sure all presets are up.
Inform the actors when house is open.
Warn actors five minutes before warm ups.
Give company calls at 30 and 15 minutes before “places” five minutes to curtain. The ASM may need to call these if the SM is in the booth in Pote.
Stay in contact with the house manager and be prepared to hold the go if necessary. Keep company members informed if a hold is necessary.
If in Barnum you may ask the house manager to turn off the lights in the East and West foyers when you call house to half. (Breakers #5 and # 6) The ushers are responsible for turning off the entry lights to the house.
 Remain on headset at all times during the show. This is important in case of problems or emergencies that may arise. Keep conversation over headset to a minimum.
❖ Prepare a performance report each night and distribute to the company.
❖ Make sure that the booth is clean before leaving each night.
❖ The SM should be the last to leave the building. Make sure lights are out and all doors are locked.

❖ Strike
❖ Inventory SM box. Let the Production Assistant know of any supplies that need replenished.
❖ Put away the run lights.
❖ Clean booth.
❖ Turn in the SM box to the Production Assistant and your SM keys to the Assistant Technical Director.
### Pre-Rehearsal Duties

- Do SM training with the Production Assistant
- Obtain a copy of the SM Handbook
- Write a Statement of Intent
- Train ASM's
- Set up a time and place for production meetings with the Production Team
- Make a Production Team contact sheet at first Production Meeting
- Check out an SM Box
- Obtain the locker combination for the SM locker
- Check out the SM keys from the Assistant Technical Director
- Meet with the Director
- Prepare a prompt Script-look at the SM Handbook for an example
- Complete the Pre Production Analysis
- Create a Scenic Breakdown of the script
- Make copies of the Company Application form for auditions
- Run Auditions
- Organize the physical callboard-include a copy of the rehearsal schedule
- Develop a Production Calendar with the Director
- Prepare and distribute a Company Contact Sheet
- Check out rehearsal props from the rehearsal props closet--go over this process with the PA
- Spike the stage

### Rehearsal Duties

- Execute all Rehearsal duties as outlined by the SM handbook and the Director
- Sign out rehearsal spaces
- Complete and distribute Rehearsal Reports nightly
- Create a Costume Tracking List
- Create a Props Tracking List
- Take role nightly
- Clean up and lock the back door after each rehearsal

### Outside of Rehearsal Duties

- Prepare for and run all Production Meetings as outlined by the SM Handbook and the Director
- After the show has been cast, make a complete Company Contact sheet
- Send out a reminder email about the Production Meeting at least 3 days beforehand
- Complete and distribute Production Meeting Notes
- Send a reminder email about work call, company meeting, etc., at least 2 days before event
- Post signs concerning work call, company meeting, etc. 1 day before event
- Check in with the Production Assistant on a weekly basis
- Prepare for and run the Company Meeting

### Tech Week Duties
<table>
<thead>
<tr>
<th>Task</th>
</tr>
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<tbody>
<tr>
<td>Set up Props tables for Tech Week (usually done at Work Call)</td>
</tr>
<tr>
<td>Make a Tech Schedule (approved by Director) and distribute it</td>
</tr>
<tr>
<td>Post a check-in sheet at the Loading Dock Door</td>
</tr>
<tr>
<td>Have a Paper Tech to write all cues in your Prompt Book (include Warning, Standby, and GO)</td>
</tr>
<tr>
<td>Prepare for and run all Tech Rehearsals</td>
</tr>
<tr>
<td>Complete and distribute a Tech Report nightly</td>
</tr>
</tbody>
</table>

*This list is to be used as a guideline in your production process, and is therefore more than likely incomplete. Please use the SM Handbook diligently, and contact your director or the Production Assistant for further questions.*