

Appendix O:
Stage Management Checklist
Organization and Communication are the Keys

Many of these duties should be assigned to or assisted by the assistant stage manager(s).

General

- The Stage Manager (SM) is ultimately responsible for facilitating communication between everyone involved in the production.
- Stage Management is responsible for running production meetings.
- To stay as knowledgeable as possible, the Assistant Stage Managers should plan attend all meetings and rehearsals, if possible.

Prior to Auditions

- Sign out the stage manager's kit. Check inventory for missing items.
- Familiarize yourself with the script.
- Attend design meetings when possible.
- Consult the director to establish the audition procedure.
- Assemble the necessary materials (*audition forms, pencils, chairs, piano, etc.*)
- Assist the Director during the auditions.

Prior to Rehearsals

- Referencing the Promptbook Tabs file, assemble the prompt script using the Promptbook Page Template. See the set designer for an 8 1/2 x 11" plan of set if available.
- Get the rehearsal report and production meeting report templates.
- Get a copy of the production calendar.
- Get the rehearsal schedule from the director and post a physical copy on the call board. Distribute the calendar electronically, but if the schedule changes, notify the faculty/staff designers personally.
- Get a dimensioned copy of the floor plan and tape the plan on the floor of the rehearsal space. Stage Management is responsible for removing the tape when it is no longer needed.
- Create a preliminary prop list and coordinate gathering rehearsal props with the properties master.
- Visit the rehearsal space and familiarize yourself with the locations of the first aid kit and fire extinguishers. Check that the emergency numbers list is posted.
- Discuss with Director and Theatre Arts faculty/staff: safety protocols, the location of emergency equipment and emergency list, procedures for evacuation or lockdown.

First Rehearsal

- Arrive early and take a safety "safety stroll" through the rehearsal space. Do a sniff-test as you stroll.
- Arrive early to set up any tables, chairs etc. before rehearsal begins.
- Pass out materials to the cast:
 1. standards of conduct,
 2. safety protocols: location of emergency equipment and contact list, procedures for evacuation or lockdown.
 3. conflict information sheet,
 4. contact information sheet,
 5. rehearsal schedule,
 6. scripts,
 7. musical libretti and scores must be signed out and returned in the original condition – no pens or highlighters and all pencil marks must be erased.
- The first rehearsal is usually a read through.
- Create and distribute Rehearsal Report #1 before the next rehearsal.
- Before the second rehearsal, prepare the contact sheet with phone numbers and email addresses of the production staff, cast and crew. Hand out a proof copy at the second rehearsal. Correct and email to everyone.

Rehearsals

- Stage Management is responsible for keeping the director on schedule as civilly as possible. Stage Management reminds the director of start times, break times and end times.
- During the entire rehearsal process, plan to arrive 30-45 minutes early to take your safety stroll, sniff test, and prepare the rehearsal space for rehearsal. Set out appropriate rehearsal props according to the rehearsal schedule. As show props are incorporated, they become your responsibility.
- Any changes or additions made to any technical area must be recorded on the rehearsal report. You are responsible for the coordination of the various production areas.
- Using the Promptbook Blocking Notation page, record all blocking (*and blocking changes*).
- Record the sound cues in the prompt book. Incorporate sound cues verbally to learn their precise timing.
- Help anticipate problems related to technical elements.
- Stay “on book” during the entire rehearsal to modify blocking notations or cue actors.
- Time run-throughs of acts and scenes during each rehearsal.
- Begin noting lines inaccuracies and pass them along to the actors and director.
- At the end of each rehearsal, store any rehearsal props, return the rehearsal area to its original condition and secure the area.
- Record and distribute the rehearsal report before the next rehearsal.
- Set a time each day to tour the crews and answer questions regarding the rehearsal report.

One Day prior to Technical Rehearsals

- Prepare the control booth: lighting & sound stations as well as clear-com set up.
- Check with the appropriate supervisor as to the status of all equipment: sound, lights, intercom, monitor, special effects, etc. – No surprises!
- Check with all supervisors to make sure nothing has changed since the production meeting.
- Post and monitor a sign-in sheet (*include all cast and crew*).

Paper Tech

- Participate in the Paper Tech to record preliminary cues and plan technical rehearsal.
- Record each preliminary cue in the prompt book. (*These cues may be changed during technical rehearsal or dress rehearsals - record them in pencil until the show is set*)

Cue-to-Cue (Q2Q)

- Conduct a safety walk thru for the cast. This may be done by the Technical Director.
- Using the Industry Protocol for Calling a Show, set all cues with the artistic, technical staff and actors present, skipping to each cue warning in the script.
- Begin finalization of cue locations and timing.

First and Second Technical Rehearsals

- Monitor the sign in sheet and call late cast or crew BEFORE call time.
- Make sure all production crews and performers are ready.
- Make sure that each member of the crew (*stage management and running crew*) understands their duties by requiring them to create comprehensive “to-do” checklists.
- Call the show and finalize cue locations.

Final Dress Rehearsals and Performances

Because final dress rehearsals are run as performances, protocol is the same.

- Refer to the SM Preshow Checklist
- Run show.
- When show is over wait until the house is empty, then allow stage crew and props crew to clear the stage, the light and sound board operators can close down at this point as well.
- Do the SM Preshow Checklist in reverse (within reason).
- Use the agreed upon dismissal method to release cast and crew.

Strike

- The TD will organize and supervise the strike.
- Clean up booth and stage management areas.
- Inventory the Stage Manager's kit and the first aid kits for needed items.
- Sign in the Stage Manager's kit.
- Participate as required.
- Make final inspection, then release the company for the last time.