

The SM Paper Trail Rides Again

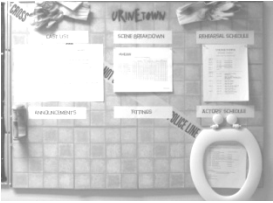
How To Document Almost Anything

Laurie Kincman

Erin Joy Swank



OVERVIEW

- 
- Paperwork Philosophy
 - Samples throughout the Show
 - More Resources

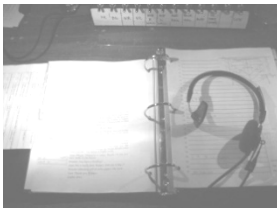
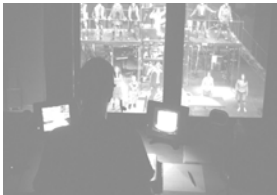
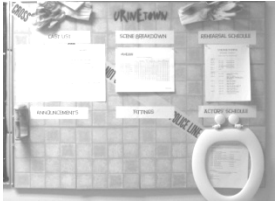
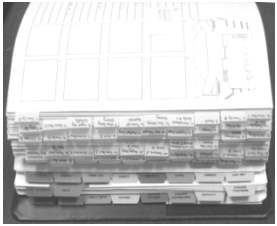


<http://rmusitt.org/resources/stagemanagers>



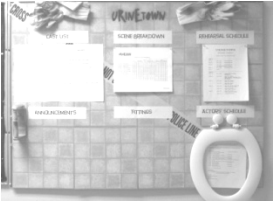

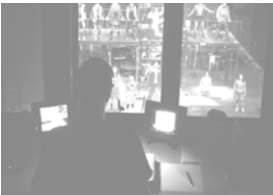

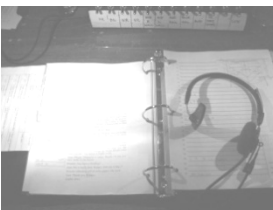
FACILITATING 101

- What does your show need?
- What are the resources of the SM team?
- When can you do it?
- What is the best way to organize it all?
- How and when are people reading what you send?



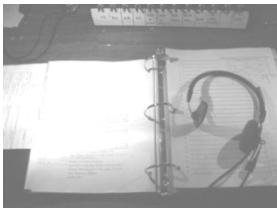
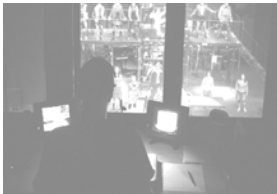
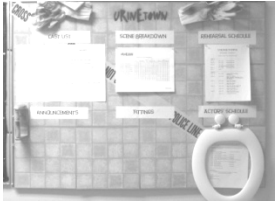
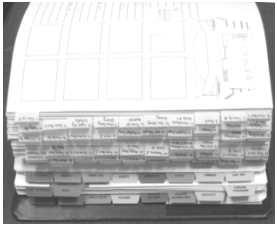


GENERAL THOUGHTS ON FORMAT

- 
- 
- 
- 
- 
- Make sure everyone can open it
 - Spell check and proofread
 - Is there a key? And a date?
 - Who is reading this and what do they need to be able to do with it?

PREP WEEK

- Organizing yourself and the SM team
- Wrangling the existing production information
- Collecting schedules and conflicts



Home By Dark

Preliminary Script Analysis

DEPARTMENT	PAGE	WHAT	NOTES
SOUND	3	Clock Ticking	
SCENERY	3	Two large windows	At both ends of loft
SCENERY, PROPS	3	4 Bunk beds	All have drawers built underneath. Three are made up in various fashions with quilts and afghans. Fourth is a mess with large comforter thrown on top of many blankets and sheet. Sheet will be "worn" by Mark.
PROPS	3	Drafting Table	
LIGHTS, PROPS	3	Low hanging Overhead Light	Over Drafting Table
PROPS	3	Several large overstuffed chairs	
SCENERY, PROPS	3	Throw rugs	"Everywhere"
SCENERY	3	Bathroom Door	Off to one corner, wooden door
SCENERY, PROPS	3	Bathroom Décor	Partially seen - sink, mirror, shower with curtain
SCENERY, PROPS	3	Bookcase	Built into one wall from floor to ceiling and loaded with a great many books and framed pictures
SCENERY, PROPS	3	Small Kitchen Area	Attempt is built into one wall next to one of the beds, complete with...
PROPS	3	Fridge	Small
PROPS	3	Stove	Small
SCENERY	3	Cupboards	Kitchen Area
PROPS	3	Skis	A pair stands in one corner
SCENERY	3	Small shelves	Built near the ceiling that also hold books and pictures

PRELIMINARY REHEARSAL CALENDAR

Thanksgiving Break

RENT

Revised Character / Scene Breakdown

Act One		1- Tune Up A		1a- Voice Mail #1		2- Tune Up B				3- Rent						4- Xxmas Bells #1	5- You Okay, Honey?			6- Tune Up Reprise
	Score Pages	1-2		3		4-7				8-25						26	27-31			32-33
	Libretto Page	1	2	2	3	3	4	5	6	6	7	8	9	10	11	11	11	12	13	
Justin Cooke	Mark	+X	X	X	X	X	X	X	X	X	X	X	X	X	X	(X)	(X)	(X)	X-	
Zachary Keenan	Roger	+X	X	X	X	X	X	X	X	X	X	X	X	X	X	(X)	(X)	(X)	X	
Brandon Harris	Tom Collins					+X	X	X	X	X	X	X	X	X	X	X	X	X	X-	
Paul Hibbard	Angel									+X	X	X	X	X	X	X	X	X	X-	
Lance Newton	Benny						+X	X	X	X	X	X	X	X	X-					
Samantha Pauley	Mimi									+X	X	X	X	X	X-					
Hope Parow	Joanne										+X	X	X	X	X-					
Katie Bakalars	Maureen									+X	X	X	X	X	X-					
Mark Sopchyk	Gordon/Rest Man/Season Solo/Cop/Ens									E	E	E	E	E	E					
Sarah Shervey	Ali/Ensemble									E	E	E	E	E	E					
Lindsay Van Norman	Pam/Seasons Solo/Ensemble									E	E	E	E	E	E					
Elizabeth Metz	Sue/Ensemble									E	E	E	E	E	E					
Austin Hernandez	Steve/The Man/Ensemble									E	E	E	E	E	E					
Jake Voss	Homeless/Junkie/Ensemble									E	E	E	E	E	E					
Laura Tracy	Homeless/Ensemble									E	E	E	E	E	E					
Donnie Mezera	Blanket Person/Junkie/Ensemble						+H-			E	E	E	E	E	E					
Margaret Teshner	Homeless/Ensemble									E	E	E	E	E	E					
Dan Liska	Homeless/Bells Solo/Ensemble						+H-			E	E	E	E	E	E	+H-				
Matthew Matuseski	Paul/Vendor 1/Pastor/Ensemble									E	E	E	E	E	E					
Shannon McDonald	Vendor 2/Mrs. J/Moon Backup/Ens									E	E	E	E	E	E					
Christine Walth	Coat Vendor/Mrs. Cohen/Ensemble			+MC	MC-					E	E	E	E	E	E					
Nicky Hilsen	Alexi D/Moon Backup/Mimi Mom/Ens									E	E	E	E	E	E					
Andrew Kelly	Mr. Jefferson/Cop/Mr. Grey/Ensemble									E	E	E	E	E	E					
Amy Nelson	Roger's Mom/Cop/Ensemble									E	E	E	E	E	E					

Character Breakdown

DENVER version

	Sc. 1a - Train Station	SHIFT	Sc. 1b - "Small Town Life"	SHIFT	Sc. 2a - Variety Store Back Room	SHIFT	Sc. 2b - Variety Store	SHIFT	Sc. 3a - Inside Ben Franklin	SHIFT	Sc. 3b - Outside Ben Franklin	SHIFT
	p. 4-7		p. 7-8		p. 9		p. 9-14		p. 15-16		p. 16-20	
			"Small Town Life"				"Nylons!"				"Nothin' Beats Winning"	
	1942		1942-1947		1947		1947		Spring 1947		Spring 1947	
BRAD EVANS (AEA) <i>Walt/Dexter</i>	Walt (ex SL p. 7)		Walt (en SL p. 8)	X	CHANGE SL to <i>Blue Plaid</i>		Walt (en SL after song p. 10, ex p. 14)	X	Walt (en SR p. 15, ex SR p. 16)	X	Walt (en SL p. 17)	X
MARCUS WATERMAN (AEA) <i>Benton/Howard</i>	Sailor's Father (ex SR p. 6)		Sailor's Father	QC SR	Benton (en SR p. 9, ex SR p. 9)	X	Benton (en SR after song p. 13, ex SR p. 14)	X			Benton (en SL p. 17, ex SL p. 18)	
MEGAN VAN DE HEY <i>Verna/Lydia</i>	WAC/Alma (ex SL p. 6)		QC SL	X	Verna (en SL p. 9)	X	Verna (ex SL p. 14)	X	Verna (en SR / ex SL p. 15)	X	EX SHIFT SL	X
JENNIFER DUNNE <i>Ella/Harriet Jean</i>	Ella		Ella (ex SL p. 8)	X	EX SHIFT SL, CHANGE			X	Ella - Pregnant (en/ex SR p. 15)	X	Ella - Pregnant (en SR p. 19)	X
MICHAEL MORGAN <i>Chuck/Various</i>	Chuck (en SL p. 5 ex SL p.6)		Chuck (en SL p.8 ex SL p. 8)	X	EX SHIFT, CHANGE in <i>Dressing Room?</i>			X	Chuck (en SR p. 15)	X	Chuck (en SL p. 17, ex SR p. 17)	X



MORE ABOUT PREP

For Others

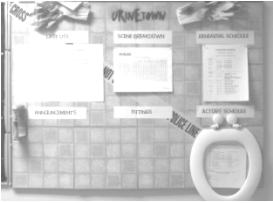
- Contact Sheets
- Actor Packets
(with company mgmt)
- Wallet Cards
- Sign-In Sheets
- Fitting Requests
- Prop List
(from Script Analysis)


For the SM

- Prep Week and First Rehearsal Checklists
- Blocking Key
- SM Log Book
- Mini Groundplans
- Music Breakdown
(page numbers of score, libretto, vocal book)



DURING REHEARSALS

- 
- Documentation
 - Blocking in your script
 - Communication to the cast
 - Daily/Weekly Schedules
 - Line Notes
 - Communication to the production team
 - Rehearsal Reports
 - Script Changes



Presenting the problem not offering the solution

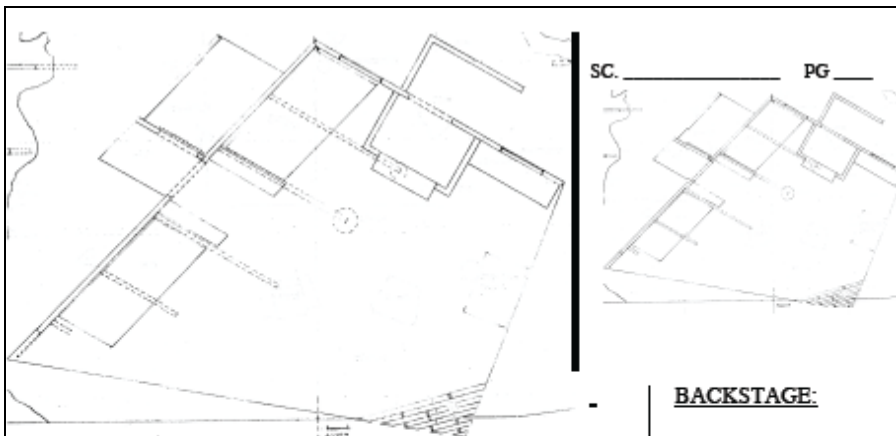


Tactful, timely and specific



CROSS 	ENTER 	EXIT 	STOP 	PICK UP 	PUT DOWN 	GIVE 	TAKE 
LOOK 	SIT 	RISE 	GO UPSTAIRS 	GO DOWNSTAIRS 	JUMP 	KNEEL 	CIRCLE AROUND 
UPSTAGE OF (above) 	DOWNSTAGE OF (below) 	TO (toward) 	ON TOP OF 	UNDERNEATH 	BETWEEN 	PUT ON 	TAKE OFF 
TABLE 	CHAIR 	SOFA 	STOOL 	WINDOW 	DOOR 	LAMP 	TABLE LAMP 
TRASH CAN 	DRAFTING TABLE 	BED 	BOOK 	SKETCH 	TV 	DRESSER 	ROCKER 
PALM TREE 	CRADLE 	SUITCASE 	SINK 	BOOKSHELF 	DESK 	TENT 	CORNER 

- PLUS: abbreviating the cast/characters, the set, props or furniture not in your stock key, areas of the theatre



BLOCKING:

DIRECTING NOTES:

BACKSTAGE:

COSTUMES:

PROPS:

**TIMING BOTTOM OF
THIS PAGE:**

ONSTAGE:
☐ MARK/Jake
☐ DALE/Michael

ONSTAGE TECH:

insert ground plan here!

PROPS

COSTUMES

OTHER

A

B

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

16 _____

17 _____

18 _____

19 _____

20 _____

C

D

E

F

G

H

Central City Opera

Daily Schedule

Wednesday, June 9, 2010

PRODUCTION:

9:00a	Production Staff Meeting	SM Office/ Foundry	Astafan, Baril, Barnes, Barnett, Bradley, Catovic, Faircloth, Federling, Ginzberg, Jacques, Kenney, Lin, Maldonado, Malfitano, Manich, Mizerski-Hanks, Pearce, Stickann, Thompson, Tosetti, Turner
(10:00a)			

Classes:

10:00a – 11:15a	Diction	Sopranos, Tenors	GILMAN	Moriarty
10:00a – 11:15a	Combat	Mezzos, Baritones, Basses	DANCE	Moss
11:30a – 1:00p	Movement	Apprentice & Studio Artists	DANCE	Sullivan, Getty

Rehearsals / Performances: **Unavailable: Worth**

10:30a	Orpheus Staging	Campana	MINOR	André, Astafan, Faircloth, Rebhun
	Pg. 6			
-11:00a	Pg. 7-8	ADD Mongiardo REL Campana		
-12:00p		ADD MacPherson		
(1:00p)				
2:00p	Butterfly Staging	Tutti Principals,	GILMAN	Halls, Malfitano, Stickann, Altenbach, Kozak
	Act I, Pg. 46-123	Tutti Young Artists & Studio, Super girls: Brinkhuis, Marshall		
-3:30p	Act I, Pg. 4-46	REL Lee, Super girls: Brinkhuis, Marshall, Tutti Apprentices & Studio except Gillespie, Agpalo, D.Anderson, Irvin, McDevitt, T.Miller, Owens, Dorn		
(5:00p)				

COSTUMES / FITTINGS:**Butterfly Fittings**

10:00-11:00a	Youngblood
11:00-12:00p	Gaines
11:45-12:45p	Lee (wig)
12:00-1:00p	Shigematsu

Orpheus Fittings

1:30p-2:30p	MacPherson
2:30-3:30p	Campana
3:45-4:45p	Kopzcynski
4:45-5:45p	L.Anderson

CHARACTER_____

PAGE_____

Dropped Line

Paraphrased

Jumped/Missed Cue

Called for Line

Dropped Words

Sequence of Lines

Added:_____

LINE:_____

Line Notes

Show: Home By Dark	KEY: A=Added D=Dropped J=Jumped L=Called for Line P=Paraphrased T=Transposed
Character: MARK	
Date: Wednesday Dec 30	

Page	Key	Notes
4	A D	(cutting him off) No*...I'm here ...I'm here....Just a minute....Jesus, would you just answer the door....I'm here....Who is it?
5	P	<u>Claudia's</u> in California.
6	D	Daddy what's wrong?
7	D	No, <u>not at all</u> . When Carolyn graduated and left, Claudia...went..
8	A	* Well, I could, but I'm not. I'm alone. I'm alone. Trust me...
8	P	<u>That's okay</u> . Don't worry about it.
8	D	Yeah, I've heard you mention his name.
8	P	When are you <u>supposed to meet him</u> ? Here, let me get <u>some of this</u> out of your way.

REHEARSAL REPORT

Production: Twelfth Night
Date: Wednesday November 3
Stage Manager: Laurie Kincman
Assistant Stage Managers: Melissa Heller, Quinn Masterson
Guests: none
Call Began: 6:30pm Breaks: 8:15 (5) Ended: 9:35 pm
Late: none Absent: none

DEPARTMENT OF THEATRE ARTS



Rehearsal Breakdown		
Time	What	Who
6:30 pm	Finish Blocking II-5	Toby, Maria, Andrew, Malvolio, Fabian
9:05 pm	Block III-1	Toby, Andrew, Feste, Olivia, Viola, Maria

Next Rehearsal Thursday November 4		
Time	What	Who
6:30 pm	Block IV-1	Sebastian, Toby, Olivia, Andrew, Fabian <i>Melissa for Andrew, Quinn for Fabian</i>
7:30 pm	Block IV-2	Toby, Malvolio, Feste, Maria
8:30 pm	Block IV-3	Sebastian, Olivia, Priest

Scenery/Technical Direction (Mandy and Ron):

55. Walter would like to make a change to the shift from III-1 A to III-1 B. Rather than go to the full garden configuration, he is interested in flying in the colonnade, not using the urns, and placing the fountain DR (about where the shrine lives in I-5) to imply a different part of the garden from where we were in II-5.

56. If it does exist, it would be ideal if someone could sit on the side of the fountain.

Lights (Nick):

Please see scenery note #55

Costumes (Michelle):

57. Suzanne Chun will be in at 2:30 Thursday to talk about her costume. Laurie is still working to schedule Shelby.

58. Feste should be wearing his hat in III-1. He will remove it when he sits down to play, and Viola will drop a coin into it.

59. Viola (Cesario) is carrying three coins in III-1. Does her coat have a pocket?

60. Our ideal list of rehearsal costumes at this point would include: coats for Sebastian, Antonio, Sea Captain, Toby, Andrew, Viola as Cesario; a dressing gown for Maria, sunglasses for Antonio, and any shoes that are available

61. When do you anticipate wanting to begin scheduling actors for fittings?

Props (Mandy and Laura):

62. Please ADD a pair of gardening gloves and a small pair of pruning shears for Fabian in II-5.

63. Please ADD a third coin for Viola in III-1.

64. Please CUT the tabor (drum). Feste will just play his ukulele

65. Walter says thanks very much for the work on the rapiers.

Sound (Brent):

66. Do you have a planned speaker location for the clock in III-1?

Miscellaneous:

Nothing else tonight, thank you

Thanks everyone, Laurie Kincman SM

Home by Dark

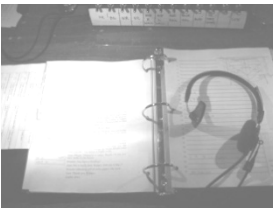
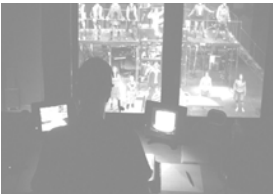
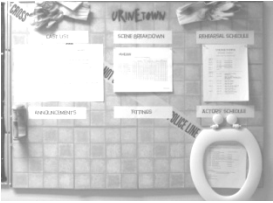
Script Changes

38	CHANGE (x3)	MARK: <u>Kitty could have kids.</u> Then you'd have your grandkids. DALE: <u>Kitty is not blood.</u> MARK: <u>You want blood. You're right.</u> Do you know how much praying and deception that would take....	12/16/09
38	CORRECTION	MARK: You want blood. You're right. Do you know how much praying...	12/17/09
39	CHANGE	MARK: (small laugh) My thought on <u>this?</u> When this property was just a single-family...	12/15/09
39	CHANGE	MARK: Only better. I mean look at it. <u>Then</u> the whole place became student living 'cause it's six blocks from campus. <u>So they had to modify it a little,</u> for code.	12/15/09
41	CHANGE, CUT, ADD, CUT, CUT	NOTE: This paragraph is included in the script pages for today, but only replaces one paragraph, not the entire page. MARK: I spent many a night together in that tree-house. <u>Playing cowboys with Mike. Hiding from the neighborhood. On constant lookout for wagon trains. Counting the constellations. Pretending who I was going to be and become.</u> On Those warm Pueblo summer nights. Those were great. I think I was happiest in that tree house. Truly. MARK: we were in 6th grade. It was grade-school. There may have been the occasional hard-on.	12/16/09
41	CHANGE, CUT	DALE: (cutting him off) <u>Mark --</u> MARK: No, I didn't sleep with my best friend in grade school. (cringes at the thought) DALE: Mark, I didn't mean anything by it: I was just thinking.....that...that...	12/15/09
41	RESTORE	DALE: Mark, I didn't mean anything by it. I was just thinking.....that...that...	12/17/09
42	CHANGE	DALE: Yeah, <u>you liked her.</u>	12/20/09
42	ADD	DALE: <u>So, you find Sissy Spacek beautiful?</u>	12/15/09
43	CORRECTION	MARK: ..Charles Starkweather and Caril Fugate....	12/15/09
43	CHANGE	MARK: See, it could be worse. I didn't kill anyone. I'm not a killer. Boy, Martin sheen -- DALE: What? MARK: Martin Sheen is very... DALE: What? He's very what?	12/15/09
43A	NEW PAGE	NEW PAGE 43 A (dated 12/16/09), replacing top half of 43. Original page 43 becomes page 43B.	12/16/09



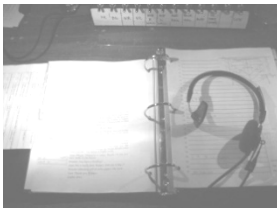
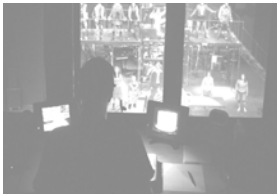
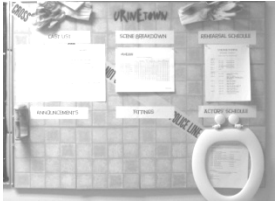
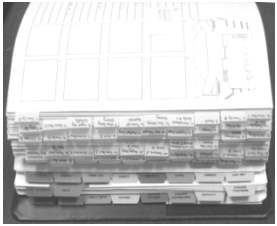
REHEARSAL CONSIDERATIONS

- How often do you update?
- Is it clear what you have added or changed?
- Who needs updates? How often?
- What do you need in rehearsal to efficiently move scene to scene (*not necessarily in order*)



THE TECH PROCESS

- Crew Paperwork
- Cues in your script

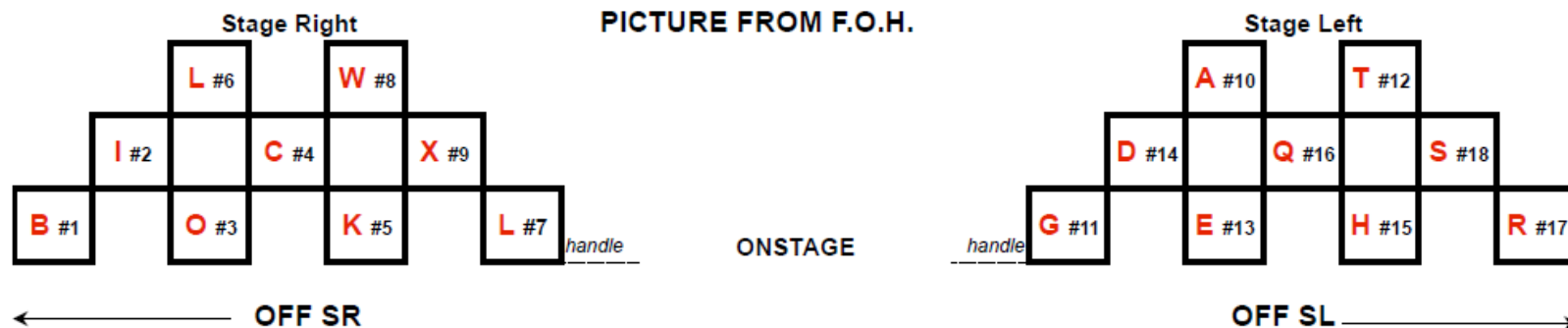


RUM & COKE**PRESET LIST**

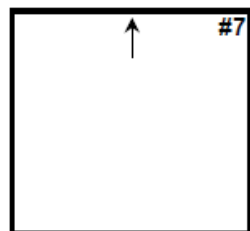
Issue #5 6-10-09

Item	Notes	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun
SR DECK						
Juke Box	Navy Blue Spike					
Bamboo Hut	Navy Blue Spike					
SR PROP TABLE						
Jake's 2 Handkerchiefs (1 Bloody)						
Jake's Sunglasses						
Jake's Rock						
Wooden Stick						
1 Egg	Consumable					
4 Fake Rocks						
Throwing Knife						
White Candle Holder						
Baseball						
Castro's Cigar	Consumable, w/ Rick					
Castro's Pistol	Locked in Firesafe Container					
Castro's Zippo Lighter						
Larry's Zippo Lighter						
Checkbook with Check						
American Dollar						
Envelope of Money						
Box of Cigarettes						
Fedora						
Jake's Radio	Under Prop Table					
Paperback Book for Miguel						
Notepad w/ Pencil for Miguel						
Toy Train						
SR BACKSTAGE						
CIA Desk Chair						
CIA Desk						
IN Box with Papers						
Silver Lamp	Attached to Desk					
Pencil Cup with Pencils/Pens						
Name Plate "Thomas Tanner"	Name Facing Out					
3 Ashtrays						
2 Table Lighters						
Cigar Box with:						
4 Cigars	Consumable, Separated					
Thallium Salts File						
Mob File	Includes Glossy Photo					
Scrap Paper	Consumable					
CIA Sofa						
CIA Coffee Table	Upside Down, Ontop of Sofa					
Remote with Cord	On Top of C.T., attached to Sofa					
Jeep, with:	On Loading Platform					
6 "Soviet Union" Crates	Stacked in back					

RAGDOLL BLOCKS SET UP WHEN STAGE RIGHT END ROCKETTE IS UPSTAGE



Overhead view of block



Arrow is centered on block and points UPSTAGE

Number is in the UL corner of the block when the arrow is pointing US.



SR US VIEW



SR DS VIEW



SL US VIEW



SL DS VIEW

Twelfth Night

Revised Shift Plot

Shift #	Time	Crew	Lineset	Unit	Move	Spike	Notes
During I-1 "Orsino is a Mess"							
		Katie		Olivia's candle	STRIKE		take off shrine, move to SR prop table
		Courtney, Anastasia		Small barrel and heavy crate	MOVE		set closer to entrance for quick pickup in shift
Shift I-1 to I-2: After "Orsino is a Mess"							
2A	5:45	Katie, Ashlynnne		Wicker settee	OFF		SR
		Courtney		Wicker table	OFF		SL
		Anastasia		Wicker chair	OFF		SL
		<i>don, antonio</i>		<i>SR railing</i>	<i>OFF</i>		
		ASM-R		Curved Legs R	PAGE		
		Meghan, Amanda		SL railing	OFF		SL
		ASM-L		Curved Legs L	PAGE		
2B		Katie, Ashlynnne		SR flotsam	ON	Yellow ■	park wheeled piece, take off and place loose pieces
		ASM-R		Curved legs R	PAGE		
		Courtney, Anastasia		SL flotsam	ON	Yellow ■	park wheeled piece, take off and place captain's crate
		ASM-L		Curved legs L	PAGE		
During I-2: "Viola Washes Ashore"							
	6:15	Ashlynnne		(2) Portfolios	RESET		cross under to SR to reset on prop table and return
		Courtney, Anastasia		Bottle/food clumps	SET		place on kitchen table for shift (chip bag on US side!)
Shift I-2 to I-3: After "Viola Washes Ashore"							
3A	10:45	<i>brian, luke</i>		<i>SR all flotsam</i>	<i>OFF</i>		
		Ashlynnne		Curved Legs R	PAGE		SR
		<i>Austin, Amanda</i>		<i>SL all flotsam</i>	<i>OFF</i>		Matt come onstage in black to catch/help with flotsam
		ASM-L		Curved Legs L	PAGE		
3B		Hans	LS 22	Gate	IN	white	RED RAIL
		Courtney, Anastasia		Kitchen table with props	ON	Grey X	SL- Set table then place bottle/food clumps
		Meghan		Kitchen chair	ON	Grey X	SL
		Katie		HL Door	PAGE		SR- for Maria entering with tray

Page	Timing	Where	What
PRESHOW			DIMMER CHECK SOUND CHECK LAMB TO CURIOUS Plug in Fridge; SL, SR, booth works off; blues on Prop/Stage Preset per list
ACT ONE			PLACES: LIZ: SR - WESLEY (John), ERYN: SL - ELLA (Dee) w/ alarm clock
1	1:10	SR	LIZ: Cue WESLEY (John)
1	"	SR	WESLEY enters
1	2:04	SL	ELLA enters (with alarm clock)
4	5:05	-	SOUND: <i>Parls, TX</i> Track 7
5	9:13	SR	LIZ: HOTPLATE ON
6	11:16	SR	WESLEY exits with wheelbarrow and debris; <i>ADD URINATION RIG</i>
6	"	SR	LIZ & ERYN: RECEIVE wheelbarrow, strike to greenroom.
6	"	MDR	LIZ: help WESLEY (John) with urination rig.
6	11:41	SL	EMMA (Joanna) enters with charts and marker
9	14:32	SR	EMMA exits (STILL HAS LINES)
9	15:14	SL	WESLEY enters with urination rig
10	15:42	SR	LIZ: HOTPLATE OFF
11	16:06	Off SR/On SL	EMMA has offstage lines/ Urination happens onstage
12	16:51	SR	EMMA enters
12	17:18	SR	EMMA exits; <i>CHANGE TO MUDDY UNIFORM</i>
12	"	SR	LIZ & ERYN: ASSIST EMMA quickchange to muddy outfit. She has lines during it. Also, any offstage clean-up needed.
14	19:30	Off SR	EMMA's voice (<i>may still be quickchanging</i>)
15	19:43	Off SR	EMMA's voice stops
19	23:58	SR	WESLEY exits (has 1 more line) - <i>REMOVE URINATION RIG</i>
20	25:18	SR	EMMA enters with muddy rope halter, in muddy uniform
23	27:09	-	SOUND: <i>Parls, TX</i> Track 4
24	28:52	-	SOUND: FADE OUT

Running Time	Character	Exit Location / Costume		Re-Enter Costume / Location		Length	Notes
After Music #22 "Over the Moon"							
1:11:00	Angel	SR	Drag Santa	Remove Santa Coat	SR		Red Dorothy Pumps
	Jake V.	SL	Homeless	Ensemble Costume	SL		For all homeless - drop off costume pieces in backstage bins and pick up furniture for scene shift. Costume crew to clear costume pieces after change.
	Laura T.	SR	Homeless	Ensemble Costume	SR		
	Donnie M.	SL	Homeless	Ensemble Costume	SL		
	Margaret T.	SL	Homeless	Ensemble Costume	SL		
	Dan L.	SR	Homeless	Ensemble Costume	SR		

ACT II						
After Music #24 "Seasons of Love A"						
3:00	Maureen	SR	White Coat	Cat Suit	SR	0:45 REMOVE coat, add ears, PROP BAG
	Angel	SR	Street Clothes	Pussy Galore	SR	1:45 ADD wig, dress, coat, heels, BLOW TORCH
	Christine W.	SL	Ensemble Costume	Mrs. Cohen	SL	ADD coat, glasses, PROP PHONE
	Nikky H.	SR	Ensemble Costume	Alexi Darling	SL	ADD wrap, turban, PROP PHONE

After Music #27 "Voice Mail #4"						
7:15	Christine W.	SL	Mrs. Cohen	Ensemble Costume	SL	REMOVE coat, glasses
	Nikky H.	SL	Alexi Darling	Ensemble Costume	SR	REMOVE wrap, turban

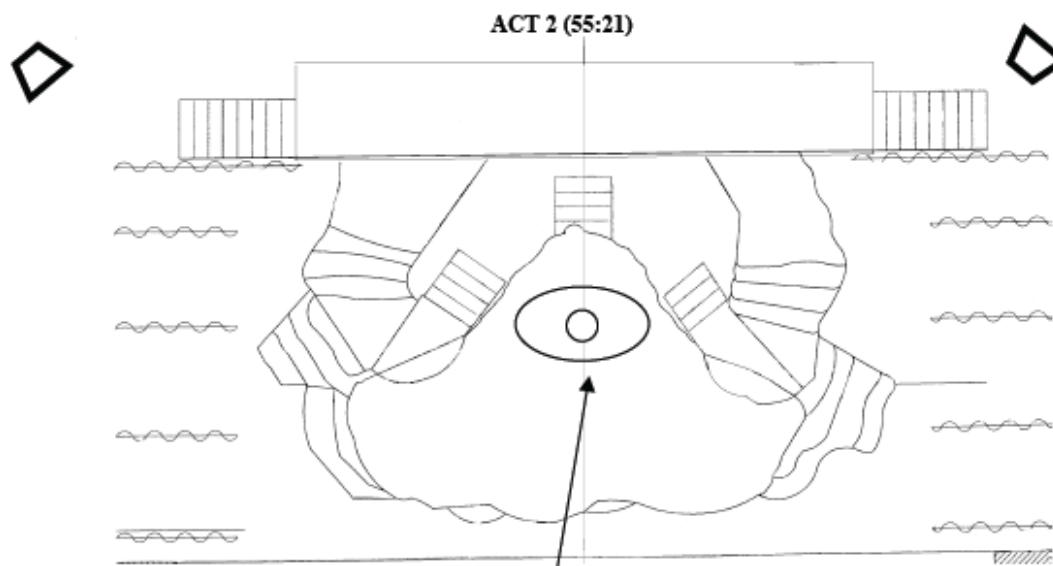
After Music #28 "Happy New Year B"						
11:10	Angel	SL	Pussy Galore	Pajamas	SL	Barefoot, makeup off
	Joanne	SR	Leather Coat	Remove Leather Coat	SR	

During Music #32 "Without You"						
17:30	Nikky H.	SL	Ensemble Costume	Alexi Darling	SL	ADD wrap, turban, PROP PHONE

After Music #32 "Without You"						
22:15	Maureen	SR	Cat Suit	Modified Cat Suit	SR	0:43 ADD tank, vest, pants

Macbeth

Deck Electrician Running



Platform as Cauldron – Smoking effect rigged US TBD.

USL Monitor Set so visible from USL Microphone. Spike TBD during tech.

INTERMISSION

Time into Act	Who	What	Notes
Intermission	Deck Elec	TURN: USL Monitor so visible from Apparition Mic. PRESET: When round platform is preset (after fight call), place tubing, etc for witches' cauldron effect.	Time for Change: ? :00 Minutes







ACT II Running Notes

Time into Act	Who	What	Notes
8:30	Deck Elec	TURN: USL Monitor back to Act I spike so visible from Upstage Entrances. (When 3 rd apparition finished with mic use.)	USL
14:00	Deck Elec	(When panels IN) STRIKE: Cauldron effect	ONSTAGE
46:00	Deck Elec	Possible USR monitor move for Offstage Singing. TBD.	USR

RENT

CALLING KEY

ABBREVIATIONS

LX	Light Cue 
SQ	Sound Cue 
SHIFT	Scenic move onstage  (call standby only- ASM gives crew cue to go)
SNOW	Snow drops onstage  LITTLE SNOW is partial stage drop- LS 3; BIG SNOW is full stage drop- LS 5
VIDEO	Projected video at end of show 
DOUSER	Open or close manual lever on projector douser 
S/B	Standby for one or a series of cues- listed in small yellow post-it, always in above order!


PLACEMENT WITHIN SCRIPT

A cue drawn to a line of text with a box placed around a single word or syllable means the GO is called on that word

A cue drawn to a line of text with an X at the beginning or end of the line means the GO is called immediately before or after that line/lyric

A cue drawn along a line/lyric with no specific box or X but with an action written to the right of the cue means the GO is called on that specific action of the character, which generally occurs during the line or lyric underlined

A cue drawn to one in a series of numbers means the GO is called on that specific beat

A cue drawn to the symbol  means the cue is called with the conductor on the downbeat of the music

Cues which are bracketed together should be called simultaneously with a single GO

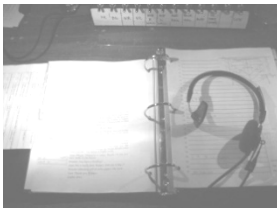
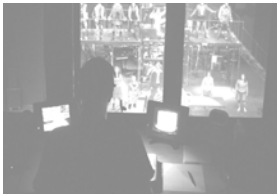
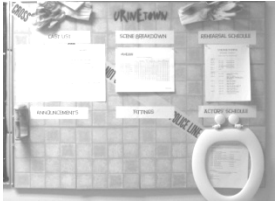
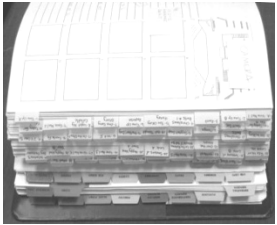
Descriptions of cue action or sound effect are provided within cue box whenever possible

SAMPLE

SQ 5	Left Phone	I'M WITH YOU ONE GREAT SONG--	ROGER
			MARK
	The phone rings.		ROGER
	Yikes!		MARK
LX 11		WE SCREEN	
SQ 6	ANSWER	ROGER & MARK'S ANSWERING MACHINE.	

PERFORMANCES

- Adding new recipients to reports- and new details
- Making sure you are “bus proof”
- Planning for emergencies



Curse of the Starving Class

Report - Performance #16
 Stage Manager: Erin Joy Swank
 Date: Sunday, October 5, 2008

House Open: 7:29 PM

House Manager: Danielle

Weather: Nice to start, rained during Act Two.

House Count 63

Talkback: 19, led by Kathryn

Add'l House Info: See below

NEXT SHOW Thursday at 8 pm

ACT/SCENE	TIMINGS		ELAPSED
	START	STOP	TOTAL
Speaker (Kathryn)	2:08 PM	2:09 PM	0:01
Act One	2:09 PM	3:29 PM	1:20
Act I Total			1:21
Intermission	3:29 PM	3:43 PM	0:14
Act Two	3:43 PM	4:39 PM	0:56
Bows/Post Show Announce	4:39 PM	4:40 PM	0:01
Act II Total			0:57
Total Running Time (start to finish inc. bows and speech):			2:32

GENERAL:

- 1) Another good show, with even more new choices. During the talkback, an audience member who had seen the show a couple weeks ago remarked how much it had changed...for the better. And she had loved it before.

ACTORS:

- 1) I could see John offstage while Weston was at the refrigerator with the artichokes. I don't think any of the audience could see, but will remind him.

TECH NOTES:

HOUSE/FACILITIES

- 1) Held top of show for some late arrivals, but finally went ahead when I couldn't see anyone else. There were still quite a few unclaimed tickets at that point, and later we wondered if some of those were duplicate printed tickets, which were hard to tell.
- 2) The exit light was definitely dimmer today, for both the scene shifts and my trying to see actors in the blackouts.

SCENERY

- 1) I just noticed today that liquid (both "urination" and mop water) has been seeping through the DS lip onto the audience floor. We mopped it after the show, but there may be some residual gray splatters there now (hard to tell when wet).

COSTUMES

- 1) ANNETTE – The Fresh Scratch is still dry. Should we add more Ben Nye stage blood to it?

PROPS

- 1) Mold has started to develop in the Camelback tubing. We have tried both a soak of 1/3 hydrogen peroxide which didn't do much and a different soak with baking soda that helped more, but didn't remove it all. Do you have any suggestions for us, or do we have more of the tubing left? The mold hadn't developed for a long time, but has now started with a vengeance.
- 2) For next week we will need bananas, radishes, tomatoes, and celery. There is a package of green beans in the refrigerator that is not the same type as we've had before, so are unsure if those are ours; if not, we also need green beans. Additionally we need a new "eaten" turnip, as it landed in the lamp poop today. We believe there are enough carrots.

Thanks, Erin

Twelfth Night

SM RUN SHEET

PRESHOW

5:15 pm	Arrive at theatre Unlock doors: -back of house left and right -stage door left and right -lower house door left -dressing rooms and makeup room -starage: open and place stage weight in door -green room -room 70 Unlock booth and turn on lights- TURN ON CUE LIGHTS
5:45 pm	Check for crew arrival
6:10 pm	Check in on video setup Check glo tape onstage and replace any missing pieces Check cue lights Confirm headset check
6:15 pm	Check sign in sheet for actors- look for missing folks
6:30 pm	Stage Open
6:35 pm	Fight Call setup- colonnade, 2 urns, bench
6:40 pm	Fight Call: Antonio, Sebastian, Fabian, Andrew, Viola, Toby ** keep ASM and rail on standby to fly out colonnade/strike urns after sword fight
6:55 pm	Close stage Final check of onstage preset (shrine on- candles ok, pit at orchestra with steps, pit power on, rail lights low, run lights on, shop work lights off, wine corked, swords wrapped, Go into Lights 1 and Sound .5
7:00 pm	Open House Announce half hour dressing rooms

She Loves Me

Understudy Plot

OUT:	Jearmy Trigsted	Arpad	phone
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	Costume Changes	Prop Changes	To Rehearse	Notes
IN: Jess Turtz AS: Arpad phone		None		
IN: Ryan Durham AS: Busboy phone	None	None	Romantic Atmosphere Dance	Call Elizabeth Oates -1 customer in II-4 -1 Crew Member

OUT:	Jesse Turtz	Busboy/XMAS Customer	phone
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	Costume Changes	Prop Changes	To Rehearse	Notes
IN: Ryan Durham AS: Busboy phone	None	None	Romantic Atmosphere Dance & café scene with props	Call Elizabeth Oates -1 customer in II-4 -1 Crew Member

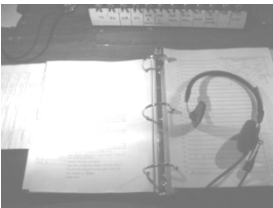
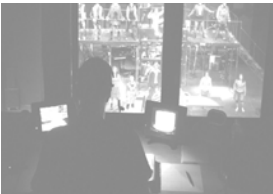
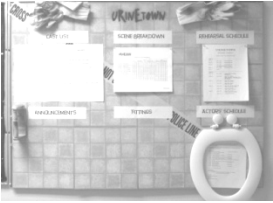
OUT:	Chris Violet	Kodaly	phone
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	Costume Changes	Prop Changes	To Rehearse	Notes
IN: Jeff Guilfoyle AS: Kodaly phone	None	None	"Ilona" Sarah Spigelman: phone "Grand Knowing You"	Call Elizabeth Oates -1 customer in II-4
IN: Chris Redondo AS: Headwaiter phone	None	None		Who will play Viktor in I-4? What customer will Chris play in II-4?



FINAL THOUGHTS

- Be open to what your show needs, not just what you've done before
- Work smart
- Collect samples, accept suggestions, embrace technology
- *And for more from us...*



Rocky Mountain usitt

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Stage Management Resources

Sample Stage Management Paperwork

 Saturday, 12 February 2011 21:17 |  Written by Erin Joy Swank |  |  | 

This is page is intended as reference material for the USITT 2011 Charlotte Conference Session "SM Paper Trail Rides Again: How to Document Almost Everything."

Co-presenters Laurie Kinckman and Erin Joy Swank

Paperwork really varies from production to production and there is no "one way" to do your paperwork. Musicals need different paperwork from theatre, which needs different paperwork from opera, though many of the formats can be adapted across genres and productions. Please take a look at our numerous samples, see what might work for you particular production, and "make them your own."

Please note that all "Samples" are PDFs or JPEGs of real production paperwork; usable forms are listed as "Templates."

The Pre-Production Process:

Character-Scene Breakdown

Character Breakdown by Page - [\[Sample 1\]](#) [\[Template 1\]](#) [\[Sample 2\]](#)

Character Breakdown by Scene [\[Sample\]](#)

Musical Character/Scene Breakdown - [\[Sample\]](#) [\[Template\]](#)

Music Breakdown - [\[Sample\]](#) [\[Template\]](#) To keep everyone literally on the same page, from musician to actor.

Calendars and Schedules

Monthly/Overall Schedules with very general hours [\[Sample\]](#)

Conflict Calendar [\[Sample\]](#)

Weekly Schedule [\[Sample\]](#)

Daily Schedule - [\[Sample\]](#) You may only use for multiple shows in production at once

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UPCOMING EVENTS

✖ University of Wyoming -
BOXED SET
March 05, 2011 (2:00 pm)

✖ Metro State - MAJOR
BARBARA
March 05, 2011 (7:30 pm)

✖ University of Northern
Colorado - FOOTLOOSE
March 05, 2011 (7:30 pm)

✖ University of Wyoming -
BOXED SET
March 05, 2011 (7:30 pm)

✖ University of Northern
Colorado - FOOTLOOSE
March 06, 2011 (2:00 pm)

[View full calendar](#)

◀ March 2011 ▶

<http://rmusitt.org/resources/stagemanagers>