

DRA 102 Theatre Workshop: Special Activities: Stage Management. Spring 2002

Instructor: Rebecca Britton; MFA University of Tennessee; BA Samford University

Course Description: Practical experience in theatre areas other than acting and technical production May be repeated for a maximum of three hours.

Prerequisite: Permission of department chair. **1 hour credit**

Times: TBA . A weekly appointment will be set with the instructor/director at which rehearsal schedule and other activities will be set.

Course Goals: The purpose of DRA 102- Stage Management is to give the student practical hands-on experience as a stage manager for a theatrical production

Course Objectives: Student will be exposed to and demonstrate:

- # organizational skills as they relate to the audition & rehearsal process for a production.
- # organizational skills as they relate to the technical process for a production.
- # competency in developing and keeping a prompt book for a production.
- # the leadership role of the stage manager in a production
- # competency in running and calling a show

Text: The Stage Manager's Handbook (See Pat for copy)

Course Requirements:

1. Attend auditions, all production meetings, rehearsals and performances.
2. With Director, work up all rehearsal schedules and publish for actors, designers, technicians, choreographer, musical director and musicians as applicable.
3. Arrive at theatre at least 20 minutes before actor call. Set up the stage for whatever is needed in rehearsal.
4. Keep a Prompt book. To include:
 - a. Script: with all blocking, lighting cues, sound cues, music cues, and scene changes noted. In pencil.
 - b. Cast list including phone numbers of actors and production staff
 - c. Rehearsal roll to keep up with absences and tardiness.
 - d. Scene breakdowns (see text)
 - e. Rehearsal schedule
 - f. copies of rehearsal reports
 - g. copies of any lists generated for the production staff; i.e. prop list, costume accessories, etc. And copies of any lists or notes from the production staff.
 - h. Minutes from the production meetings
5. Development of a Prop list for the Technical Director with set placing and scene needed. Due date to be set by Director and TD early in rehearsal process.
6. Generate Rehearsal Reports. (See Text) To be given to the production staff & posted on the call board daily.

7. Set weekly production meetings, preside over the meetings and keep minutes of meetings to be given to all production staff members.
8. Check with Costume Director DAILY for fitting schedules; And to check on actor compliance.
9. Keep the Production Call Board up to date, including rehearsal schedule, fitting lists, etc.
10. Generate and post Sign-In Sheet for all actors and running crew.
11. Call the show. (See Text and Technical Director/ Lighting Designer)
12. Open up and lock up theatre and dressing rooms when used for each rehearsal and performance.

Evaluations:

Attendance		10%
Rehearsal Process	(Evaluation by Director)	20%
Technical Process & Rehearsals	(Evaluation by T.D. & Costume Director.	20%
Performance	(Evaluation by Director, T.D., & Costume Director	20%
Prompt Book		<u>30%</u>
Total		100%

Appropriate Dress for Performance: You must wear black clothing backstage during the show. This includes soft soled black shoes and socks if back stage at all.

Office Hours: MTWR - 9:00AM - 11:00* LPAC 1040; Phone:460-6305

It is sometimes necessary to shop for costume materials during these hours, so appointments are suggested.

Any one with a qualified handicap should contact the Instructor immediately so that accommodations can be made.