

STAGE MANAGER MEETING PLAN DAY 1:  
-EMMA'S IDEAS

## BEGINNING OF MEETING:

### Goal:

- To understand the roles of a stage manager
- To understand the stage manager's professional job
- To understand the stage manager's job (generally)

### ACTIVITY 1:

- Go to light booth; all sit in circle and try to answer the following questions openly.

Q1: What is the stage manager responsible for?

Q2: What is the "definition" of a stage manager?

Q3: What is "calling the show"?

Q4: What is a stage manager's kit? What's in it?

Q5: What is a production manager?

Q6: What are some "real-world" jobs for a stage manager?

- Opera, dance performances, tv shows, Broadway, teacher, etc.

Q7: What is a prompt book? How is it organized?

Q8: What is blocking? How does this relate to the SM's job?

Q9: How does the SM interact with the acting and technical director during a production?

Q10: How does the SM interact with actors and technicians during a production?

### \*ACTIVITY 2:

- Take out black drawstring bag with technical supplies. Go around circle and try and have people take out an object (volunteered) and describe what it is and how it's used in SM kit. (First guesses without seeing object only feeling).

### OBJECTS:

- MagLite: In case you're in dark areas and in case someone else needs to borrow it.
- Wrench: To hang lights
- Mints: Gum is not allowed for actors; in case kissing, etc.
- Pads: Actresses needs, and female technicians need.
- Flash drive: download sound and lighting cues
- Black socks: a common forgotten thing from actors

- Gloves: hanging lights
- Book light: For the prompt book and script

### ACTIVITY 3:

- Everyone heads down to the stage in big circle. Count off 1,2,1,2, etc. Group 1 with me other with Kelsey. Explain to groups that we are here to help give “hints” and will each follow our groups.

#### GROUP A (1) SCAVENGER PROMPTS:

1. The SM begins their day by communicating with someone very important to the show. They meet in a “dark” room and discuss what they are going to do during the rehearsal.
2. The stage manager has to sweep the stage to make sure no actors get injured while rehearsing. Where can the SM get the supplies to clean the stage? (1 object)
3. The stage manager for the show has to set up their script and supplies. Where is the head stage manager located during the show?
4. The stage manager has to use a headset to call the show. The current headset they are using is out of order. Where can the SM get a working headset?
5. It is now 15 minutes until show. The stage manager must go around to the actors dressing rooms to alert them of the time. Where is the MAIN dressing room that the SM should check on first?
6. The stage manager must next talk to the technicians in the show to see if everything is prepared for the show. The most important to check is the prop table to make sure that all the props are sitting on the table. Go to the area where the stage manager would check.
7. The house is now open. The stage manager should make sure that the grand drape is closed.
8. The stage manager should now make sure that the drops are properly labeled and secure. Where should the stage manager go?
9. The stage manager is very close to the show beginning and should make sure the door that the actors use to cross from SR to SL is clear and won't hit anything when opening. Where is this door?
10. The stage manager now must go to the area where they will be calling the show to begin!

GROUP A (1) SCAVENGER PROMPT ANSWERS:

1. The stage manager goes to the black box to see Ms. Schneider.
2. The broom in the cage.
3. The light booth.
4. The sound booth closet.
5. The Narnia dressing room.
6. The SL prop table.
7. The grand drape pulleys.
8. The fly rail.
9. The crossing door next to the magic door.
10. The light booth.

### GROUP B (2) SCAVENGER PROMPTS:

1. The stage manager begins by calling the show. Where is the head stage manager located?
2. Intermission begins, and the SM has to go tell the actors how much time they have for intermission. How does the SM go to the actors? \*They cannot go into the audience!
3. The SM has to go to which main dressing room to tell the actors when show is starting?
4. The SM has to make sure the deck crew, fly crew, costumes, and props are ready to be set up. The stage manager decides to go to props first. Where is the main prop table located?
5. The SM has to get a microphone for Mrs. Kellogg to make her announcements during intermission. Where does the SM go to get a microphone?
6. The SM must check in with their assistant stage managers. Where does the SM have to go to do this?
7. The stage manager must check a very important location to make sure cast members are not hanging around OUT here. \*This is not inside the building
8. The SM has to check to make sure no costumes have been broken during the show. Where can the SM get this information from? \*It's a room!
9. The SM has to make sure that the proper actors are microphoned up for the next act. Where does the SM go to check this? \*It's a room!
10. The SM is ready to head back to their location for calling the show. \*Remember, you cannot go into the audience!!

GROUP B (2) SCAVENGER HUNT PROMPT ANSWERS:

1. The light booth.
2. The fly rail door in the booth.
3. Narnia dressing room.
4. The SL prop table.
5. The sound booth closet (the mic with the neon tape on it).
6. The SM should check SR and SL (next clue is SL).
7. Outside-the Narnia hallway through to almost courtyard. (Should be on bench outside)
8. The wardrobe room.
9. The mic room (Narnia hall).
10. The light booth.