

ADVANCED STAGE MANAGEMENT- PRODUCTION MANAGEMENT SAMPLE SYLLABUS OUTLINE

Students purchased a text for the course: *The Production Manager's Toolkit* by Cary Gillett and Jay Sheehan

Note: this topic is accessible beyond stage managers. I opened enrollment to other design & technology students who had completed the introductory design and production courses in our major.

[Like the musicals syllabus, this outline is based on a course that meets twice each week.](#)

Date	Topic of Class	Assignment/Reading
9/5	Intro and Syllabus	
9/10	What is a Production Manager	Reading Due: Chapter 3
9/12	Starting the Production Process	Reading Due: Chapter 5 AND <i>Dinner With Friends</i> Assignment Given: Script Evaluation
9/17	Communication	Reading Due: Chapters 1 & 2 Assignment Due: Script Evaluation
9/19	Royalties 1	Assignment Given: Royalties Treasure Hunt
9/24	Work Day	
9/26	Royalties 2	Assignment Due: Royalties Treasure Hunt
10/1	Scheduling 1	Reading Due: Chapter 4
10/3	Scheduling 2	Assignment Given: Schedule
10/8	Work Day	
10/10	Scheduling 3	Assignment Due: Schedule
10/15	Casting and equity	Reading Due: Chapter 7
10/17	Budgeting Actors	Assignment Given: Cast Costs
10/22	Hiring Staff	Assignment Due: Cast Costs
10/24	Other Budgeting	Reading Due: Chapter 6

Date	Topic of Class	Assignment/Reading
10/29	Safety 1	Reading Due: Chapter 8
10/31	Safety 2	Assignment Given: Safety Table of Contents
11/5	Our safety book	Assignment Due: Safety Table of Contents Assignment Given: UWL Safety Directory
11/7	Safety Research	
11/12	Safety Research/Work Day	
11/14	Safety Research/Work Day	
11/19	Research Check In & Help	
11/21	No Class	
11/26	Safety Research/Work Day	
11/28	Safety Research/Work Day	
12/3	Writing & Consolidation	
12/5	Writing & Consolidation	Assignment Due: UWL Safety Directory
12/10	Class Critique of Site	
12/12	Final Work Day	

We will present our final safety directory to selected members of the department during the final exam period:
Friday December 14 at 10:00 am