

INTRODUCTION TO STAGE MANAGEMENT SAMPLE COURSE OUTLINE

(Note- this is for a course that meets three days per week, starting the week of Labor Day.)

Week One

- 9/4 INTRODUCTION
Assignment Given: Course Survey
- 9/6 OVERVIEW OF SM JOB DESCRIPTION & THEATRE HEIRARCHY
Reading Due: Kelly pp. 20-27
Assignment Given: Observation Paper
Assignment Due: Course Survey (if not already returned)

Week Two

- 9/9 PREPARING TO WORK ON A SHOW
Reading Due: Kelly pp. 28-36
Three Days of Rain (entire play)
Assignment Given: Production Analysis
- 9/11 THE DIRECTOR AND THE DESIGN PROCESS
Reading Due: Kelly pp. 36-50
- 9/13 THE PLAY VERSUS THE MUSICAL
Reading Due: none
Assignment Due: Show choice for your observation paper

Week Three

- 9/16 PAPERWORK AND OTHER COMMUNICATION TOOLS
Reading Due: Kelly pp. 56-63
Assignment Due: Production Analysis
- 9/18 THE AUDITION PROCESS
Reading Due: Kelly pp. 54-56
- 9/20 AUDITIONS PART TWO & CASTING
Reading Due: none

Week Four

- 9/23 PREPARING FOR REHEARSALS PART ONE
Reading Due: Kelly pp. 50-54, 75-89
Assignment Given: Character/Scene Breakdown
- 9/25 PREPARING FOR REHEARSALS PART TWO
Reading Due: Kelly pp. 64-75
Assignment Given: Finish measuring TDR ground plan

9/27 TAPING OUT A FLOOR (in Rehearsal Room)
Reading Due: None
Assignment Due: Bring your measured TDR ground plan back to class

Week Five

9/30 THE STAGE MANAGEMENT TEAM
Reading Due: Kelly 206-211

10/2 THE REHEARSAL PERIOD AND THE REHEARSAL ROOM
Reading Due: Kelly pp. 90-112
Assignment Due: Character/Scene Breakdown
ALSO DUE: Part One of paper if you have chosen *Romeo and Juliet*

10/4 BLOCKING
Reading Due: none
Assignment Given: In-Class Blocking Exercise

Week Six *Romeo and Juliet tech and opening week*

10/7 BLOCKING PART TWO (in Rehearsal Room)
Reading Due: none
Assignment Due (at the end of class): In-Class Blocking Exercise

10/9 COMMUNICATION DURING REHEARSALS
Reading Due: none

10/11 DETAIL AND SPECIFICITY
Reading Due: none

Week Seven

10/14 EXAM #1

10/16 ADDING THE ELEMENTS PART ONE
Reading Due: Kelly pp. 113-122

10/18 ADDING THE ELEMENTS PART TWO
Reading Due: none

Week Eight

10/21 PREPARING FOR TECH REHEARSALS
Reading Due: 123-140

10/23 TECH REHEARSALS- THE ASM POINT OF VIEW
Reading Due: none
Assignment Given: Preset List
Assignment Due: Part One of paper if you have chosen *Church and State*

10/25 TECH REHEARSALS- THE ASM POINT OF VIEW (in Toland Theatre)
Reading Due: none

Week Nine *Church and State tech and performance week*

10/28 TECH REHEARSALS- THE SM POINT OF VIEW
Reading Due: Kelly pp. 140-149
Assignment Due: Preset List

10/30 TECH REHEARSALS- THE SM POINT OF VIEW
Reading Due: none
Assignment Given: Prompt Script Pages

11/1 Prompt Script In-Class Work Day
Assignment in Progress: bring your blank script pages to write cues

Week Ten

11/4 CALLING A SHOW
Reading Due: none
Assignment Due: Prompt Script Pages

11/6 CALLING A SHOW CONTINUED
Reading Due: none
Assignment Due: Prompt Script Pages

11/8 DRESS REHEARSALS
Reading Due: Kelly pp. 150-156

Week Eleven

11/11 PREVIEWS AND PERFORMANCES
Reading Due: none

11/13 EXAM #2

11/15 MAINTAINING A SHOW

Week Twelve

11/18 UNDERSTUDIES
Reading Due: Kelly pp. 157-170

11/20 POST PRODUCTION AND TOURING
Reading Due: Kelly pp. 171-178

11/22 ACTORS EQUITY ASSOCIATION
Reading Due: Kelly pp. 250-259

Week Thirteen

11/25 OTHER UNIONS
Reading Due: handout on Unions

11/27 TBA
Assignment Due: Part One of paper if you have chosen *Middletown*

11/29 NO CLASS- HAPPY THANKSGIVING

Week Fourteen *Middletown tech and opening week*

12/2 WORKING IN DANCE

12/4 WORKING IN OPERA
Reading Due: Kelly pp. 179-194

12/6 WORKING IN OPERA PART TWO
Reading Due: none

Week Fifteen

12/9 STAGE MANAGER Q & A
Assignment Due: Observation Paper

12/11 FINAL REVIEW

FINAL EXAM: FRIDAY DECEMBER 13- 2:30-4:30 PM