

THA 290- STAGE MANAGEMENT

Assignment #1: Production Analysis

THE ASSIGNMENT:

Using the form in on the back side as a guide, prepare a detailed production analysis of *Three Days of Rain*.

THE DETAILS:

- ◆ Create an entry for each page with specific information on sets, props, costumes, lights, sound, special effects, the cast, or anything else—including questions you find yourself asking. Record both large, general information and small specific details. Do not lump a group of pages together (like a French scene) and include the information all together. Do not list items that may well be preset at the top of the act on the first page, if they are not mentioned on that page.
- ◆ If you are unsure which department might be responsible for a particular item/event, it is best to list it under all departments that might be affected.
- ◆ Be careful not to make assumptions about how a technical element of the show will be handled. (At this point in your process, you have not met with the director or designers.) Also do not make design decisions. You may know from the script that someone needs a sweater, but probably not a blue cardigan.
- ◆ You are not expected to answer the questions or solve the problems that may be raised by these entries—this is an opportunity for you to play detective and find all the information given to you by the script so that you can ask questions of your director and designers.

THE FORMAT

- ◆ This assignment should be formatted as a chart like the sample on the back side of this assignment.
- ◆ Please do not actually complete the assignment on this sheet! The chart is provided as a layout sample and does not have enough rows for you to thoroughly complete your analysis.
- ◆ A copy of the form will be posted on the Stage Management page of my faculty website in the event you would like to use it as the base instead of creating your own chart.
- ◆ Please refer to the guidelines for written assignments in the syllabus if you have questions about the general parameters regarding work to be turned in.

THIS ASSIGNMENT IS DUE ON MONDAY SEPTEMBER 16

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Assignment #2: Character/Scene Breakdown

THE ASSIGNMENT:

Please create a character/scene breakdown for *Three Days of Rain*, formatted to denote individual characters present on each page of the play for both Act One and Act Two.

(As opposed to the production analysis where it is okay to skip pages with nothing new, this document should not skip over pages, even if the same people are still onstage.)

THE DETAILS:

Please use an X to indicate a character is onstage on that page, +X to indicate the character enters on that page, X- to indicate the character exits on that page, and (X) to indicate an actor talking offstage on that page. Outside is not offstage.

Because this play does not have clearly defined scenes denoted by the playwright (ie: no “Scene 1, Scene 2, etc) and no major location changes, you will want to invent some scene nicknames to help you subdivide the script into smaller segments in which you might work—most logically divided by entrances and exits.

THE FORMAT:

Please format the breakdown as a chart. The chart must contain entries for each page in the play.

You should include a key at the bottom so that someone unfamiliar with the notation could read this document and access the information

A sample is shown below. This sample also helps to see where to notate French scene or nickname information. You can create your own nicknames for this assignment.

A sample chart is included at the bottom of this page, and a blank form can be found online on the stage management website. Please look on the page for assignments.

		<i>Use this space to indicate Act, (French) scene, location, time of day, etc.</i>													
Character	Actor	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Walker	Cal Adams	+X	X	X	X	X	X	X	X	X	X	X	X	X	X-
Nan	Celia Montoya			+X	X	X	X	X	X	X	X	X	X	X	X-
Pip	Ron Thompson														

This assignment is due on Wednesday October 2

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Assignment #3: Preset List for *Three Days of Rain*

THE ASSIGNMENT:

- ◆ Using the prop information you have (in this case from your production analysis), and the rehearsal information you have (in this case from the groundplan), create a chart to document the starting position for all props & furniture.
- ◆ FOR PURPOSES OF THIS ASSIGNMENT WE ARE PRETENDING THE PLAY IS ONLY ACT TWO!

THE DETAILS:

- ◆ List items both onstage and offstage. Remember that furniture is a prop and it should be included.
- ◆ Based on our groundplan, figure out where people will enter and put the things they enter with on that side.
- ◆ Assume there are drawers and sufficient counter space in the kitchen, drawers in desks or file cabinets, etc. **You can make this up to fit your needs.** For example, you might decide a knife is in a drawer, or in a knife block on the counter. Either would be acceptable. But your entry should be this specific!
- ◆ If someone drinks out of a bottle, there should be liquid in it.
- ◆ Present the information so that someone who didn't know anything about the play would know where to put things at the beginning of the show.
- ◆ The most important part of this assignment is to be thorough and specific. I'm less concerned about if everyone's preset exactly matches.
- ◆ Organize the document in a logical order to help your crew preset and to help you check the preset efficiently. This includes grouping items together that are set together.

THE FORMAT:

- ◆ Create this preset list as a checklist like the sample shown in class (and posted on the website). The forms library also includes additional samples in both Word and Excel. Do not choose to create the checklist in software you don't know well. The point is to organize the details, not get trapped in a formatting nightmare.
- ◆ **Remember that for this assignment only we are IGNORING ACT ONE.** Treat Act Two as the only act in the play, and pretend that you are setting up for Act Two at the top of the show.

This assignment is due on Monday October 28