

The Strollers

Community Theatre Since 1932

Stage Manager 2014 - 2015

GUIDELINES

1. Attend auditions:
 - a. Obtain audition forms from Producer
 - b. Distribute audition forms to be filled out
 - c. Collect audition forms for Director
 - d. Call on people to read as requested by Director
 - e. Make sure all appropriate parties are informed of callbacks.
2. Coordinate rehearsal schedule with Director, Producer, etc.
3. Prepare copies of rehearsal schedule for cast and committee chairs
4. Prepare contact sheet of cast members and committee chairs; distribute same to all.
5. For musicals, keep a record of who got which script and music libretto in order to track down that person when the scripts and librettos need to be returned.
6. Attend production meeting; take notes on who is responsible for what.
7. Attend all rehearsals
 - a. Obtain key to BCC – lock and unlock all doors for all rehearsals
 - b. Keep cast informed of changes to rehearsal schedule
 - c. “Prompt” cast members as necessary
 - d. Read parts for absent cast members
 - e. Include “pick-up” rehearsals on schedule
 - f. Create “Prompt” book to include, but not limited to, light cues, sound cues, blocking cues, props needed, scene changes.
8. Keep all committee chairs informed of any changes (additions or deletions) from what was discussed at the production meeting.
9. Encourage the cast to attend Set-up Saturday/Sunday.

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10. Remind the cast constantly to purchase tickets as soon as they are available.
11. Coordinate with Costume Chair to schedule the cast for “Costume Parade” on Set-up Saturday.
12. Organize cast to attend the “Pick-up” rehearsal scheduled for between weekends of the performances
13. Supervise, coordinate, and be responsible for all activities backstage during tech week and performances.
14. Post sign-in sheet for cast to sign during tech week and performances.
15. **Call the show**; Utilize headsets to coordinate with House Manager and technical staff (lights/sound) throughout the show.
16. Notify cast of Strollers Rules:
 - a. No visitors backstage
 - b. No smoking in the building
 - c. No flushing backstage during performances
 - d. No parking in the front of the BCC during performances
 - e. Do not go into the House to greet family and friends in costume.
17. Keep backstage area clean. Remove trash during rehearsals. Collect trash and place in designated area outside building for pick up at end of each performance weekend. Install clean bags in all waste baskets. Secure toilet paper and towels for each bathroom backstage. Report any plumbing problems to Strollers Production Director immediately.
18. At strike, clean up backstage – bag and remove trash as stated above. Coordinate with Props, Costumes, and Make-up to insure total clean-up of the backstage and downstairs areas.
19. For musicals: collect all scripts and librettos from cast members and return them to Production Director.
20. Return BCC key to Producer.