

THFM-3802-001 and THFM-3802L-070

STAGE MANAGEMENT

Course Information

Fall, 2013

Lecture: TR 10:00-11:15 Room 2C06, Lab: TR 8:30-9:45, Room 2C15

Instructors:

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Office Hours: TuTh 9:30-11:00 am and by app't

COURSE DESCRIPTION

The students in this course and THFM-4832/6 Problems in Stage Management are combined into a single class for the Fall term. Students in the General Program will finish this course with the exam in December. Those students in the Honours Program will continue with the practical component in the winter term.

The objective this course is to provide the student with the basic concepts in stage management. The student will be exposed to an introduction to the responsibilities of the stage manager as they relate to a given production after which a discussion of specific procedures and techniques will provide practical guides to the successful undertaking of those responsibilities.

At the conclusion of this course the student will have a solid theoretical grasp of production organisation and the rehearsal process and the stage manager's role as it relates to these.

The course is primarily composed of lecture sessions. The scheduled lectures (approx 39 hours), will offer a formal training ground wherein the tools and responsibilities of the stage manager will be presented and discussed.

An examination of the basic structure of the theatrical organization will provide an important platform from which the role of the stage manager can be examined. This offers an excellent introduction to the theatre in general and should prove valuable to any student with an interest in any aspect of the business.

From this point the student will be taken through the stage manager's duties from the first audition to closing night with practical class simulations wherever possible. Discussion of the computer as a tool of stage management will be included along with some related lab work.

TEXT

Stage Management, by Lawrence Stern

EVALUATION

Term Assignments (due Sept 26, Oct 10, Oct 31, Nov 21) (4 x 10%)	40%
Final Assignment (due Dec 5, 2013).....	25%
Final Examination (Dec 16, 6:00-9:00 pm).....	25%
Class Participation.....	10%

TOTAL	100%

CONVERSION SCALE

For the calculation of the final grade the following conversion table will be used:

A+	90 – 100 %	GPA	4.5	C+	65 – 69.9 %	GPA	2.5
A	85 – 89.9 %	GPA	4.25	C	60 – 64.9 %	GPA	2.0
A-	80 – 84.9 %	GPA	4.0	D	50 – 59.9 %	GPA	1.0
B+	75 – 79.9 %	GPA	3.5	F	below 50 %	GPA	0.
B	70 – 74.9 %	GPA	3.0				

Work not submitted will be graded as 0 %.

POLICY ON LATE ASSIGNMENTS

Assignments must be submitted or completed on time. Late materials will **NOT** be accepted unless prior arrangements have been made with the instructor concerned.

MINIMUM WORKLOAD

Lectures 2.5 hrs/week
 Research/Readings 1 hr/week (estimated as a minimum guideline)

Time allocation of lab sessions will vary but may be estimated at approximately twenty hours for the term. All work for this course will be completed by the exam date in December.

The responsibilities of stage management are such that punctuality, attendance, and preparation are mandatory. The student will be expected to perform in accordance with professional standards in these respects.

TENTATIVE SCHEDULE

September

Definition Of The Stage Manager's Responsibilities
 - personal skills and aptitudes

Role Of The Stage Manager Within the Theatre Organization in Large and Small Theatres

The Stage Management Team

- roles and responsibilities of the Stage Manager, Assistant Stage Manager, and Apprentice Assistant Stage Manager.

Pre-Production Work

Facilitating Auditions
 Setting Up The Office
 Setting Up A Filing System
 Reading & Digesting The Script in Prep Week
 Constructing The Prompt Script
 Plots & Lists
 Scene Breakdown
 Sound List
 Prelim Props List
 Prelim Wardrobe List
 Prelim Costume Q/C Chart
 Rehearsal Costumes List
 Effects List (pyro, flying, fog, traps, mechanical FX)
 Hanging Schedule

- Fly Cue List
- Revolve/Automation Cue List
- Contact List
- Cast List
- Sc. Timing Chart
- Health/Safety

October

- First Contact With The Director
- First Contact With The Cast
- Personal Equipment Of The Stage Manager
- Preparation Of The Rehearsal Hall
- Preparing Rehearsal Schedules

November

Running Rehearsals

- Writing Rehearsal Notes
- Updates To Documentation
- Daily Rounds (prior to rehearsal)
- Revise/Create Documentation
- Set-Up Of Rehearsal Room
- Blocking Notes
- Pre-Set Diagrams
- Spiking Set Pieces & Props, Actors Positions
- Production Meetings
- General Rehearsal Procedures

The Final Week In The Rehearsal Studio

Running Technical Rehearsals In The Theatre

- First Day Onstage
- The Role of The Stage Manager re: Stage Weapons and Combat
- Sound/Lighting Equipment from the Stage Manager's Perspective
- Calling Cues
- Headset Protocol

Running Performances

- Show run and maintenance
- Running Lists
- Crew Notes
- Timing Sheet
- Brush-Up Rehearsals
- Understudy Rehearsals

Closing The Show

- Archival Information
- The Strike

Considerations Of A Career In Stage Management.

Lab Work

- generation of documentation using both Word and Excel
 - Rehearsal Notes
 - Rehearsal Schedule
 - Petty Cash Form
 - Prelim Lists/Plots (Sound, Props, Wardrobe)
 - Cast Contact List
 - Running Notes

Pre-Set Lists

"THE REAL THING" LECTURE SERIES

The Department of Theatre and Film is presenting a series of six lectures which will be held on Wednesdays during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW**: Sept 18, Oct 23, Nov 13, Jan 15, Feb 12, Mar 12. This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. These speakers will specifically address issues related to "the business of the business."

Attendance for potential Theatre Honours/majors and for Film majors is optional but highly recommended.

ORIENTATION ASSEMBLY

Each year in September we hold an *Orientation Assembly* to introduce our new students to faculty and other students; to provide information about the department, its various activities and those of its professors; and to provide news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 11, 2013, 12:30-13:20 in Theatre, 1T15. ATTENDANCE IS COMPULSORY** for all Majors and Honours students. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

SERVICES FOR STUDENTS WITH DISABILITIES

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., access to volunteer note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or email accessibilityservices@uwinnipeg.ca to discuss appropriate options. Specific information about AS is available on-line at <http://www.uwinnipeg.ca/accessibility>. All information about a student's disability or medical condition remains confidential.

BUILDING SECURITY

The Asper Centre for Theatre and Film (which houses the Department of Theatre and Film) is open from 8:00 a.m.-5:30 p.m. weekdays. Students are permitted to be in the building between 8:00 a.m. and 10:00 p.m. seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE**: outside of regular building hours, it is **MANDATORY** that everyone in the building **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes MUST have an access card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

ELECTRONIC COURSE OUTLINE ADDENDA

Students must check our website at <http://theatre.uwinnipeg.ca/tbooking.htm> and read the menu items called *Access Card/Building Use Policy* **AND** *Room Booking Instructions*. The link to the electronic *Online Room Booking Form* is also found at this location. Please read and note all instructions carefully.

GENERAL NOTES

This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.

Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, s/he should withdraw from this course immediately.

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of fellow classmates and the instructor by avoiding the use of scented products while attending lectures. Exposure to perfumes and other scented products (such as lotion) can trigger serious health reactions in persons with asthma, allergies, migraines, or chemical sensitivities.

Cellular phones **MUST** be turned off during classes and examinations; texting is **NOT** permitted in class.

Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.

Students are strongly advised to read the section of the *University of Winnipeg Calendar* (found on-line at <http://www.uwinnipeg.ca/index/cms-filesystem-action/pdfs/calendar/RegulationsandPolicies.pdf>) for information on Registration, Grading, Academic Misconduct including plagiarism, and Appeals.

THURSDAY, OCTOBER 24, 2013 is the final date to withdraw without academic penalty from courses which begin in September and end in November, 2013 (Fall 2013 Term).

STUDENT PARTICIPATION POLICY

Theatre is a communal art form in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals both within and outside of class times; and, in short, to exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

COURSE CONTENT NOTE

All Theatre and Film Classes

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.

Performance-Related Classes

Much of an actor's work is based upon actual experiences of life which become translated into fictional circumstances. Because of this, the teaching of acting may involve encouraging the student to examine personal and even intimate areas of life to help him or her access life experiences appropriate to the demands of the work.

Dramatic literature depicts a wide range of human actions, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. Acting students must learn to simulate life truthfully in interaction with other students in the safety of the acting class and the rehearsal hall through exercises, discussions, and directions which address rather than avoid truthful, particularized, personalized action.

Performance classes often require strenuous physical activity. Classes may also involve physical interaction between students as part of class exercises or character development and occasional physical contact by instructors for purposes such as the demonstration of a technique or to make a posture correction. Students are responsible for wearing clothing appropriate to these activities.

Students who have concerns about dealing with the full range of actions and subject matter involved in drama are urged to discuss these concerns with their course instructor.