

THFM-3802-001 and THFM-3802L-070 (3 credit hours)  
**STAGE MANAGEMENT**  
and  
THFM-4802-001 and THFM-4802L-070 (3 credit hours)  
**HONOURS STAGE MANAGEMENT -THEORY**  
Course Information

Fall, 2017  
Lecture: Tu/Th 10:00-11:15 am  
Room 4C83  
Lab: Tu/Th 8:30-9:45 am  
Room 1C16B

Instructor: Melissa Novecosky  
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Phone: 204-997-6245  
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Office Hours: Tu/Th 11:30-12:00pm

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**COURSE DESCRIPTION**

These courses are combined into a single class in the Fall term. Both classes conclude with a final exam in December. Those students in the Honours Program have an option to take THFM-4803 Honours Stage Management – Practicum upon completion of this course.

This course is designed to provide students with the basic concepts of stage management and provide an understanding of the roles and responsibilities of the stage manager. Instruction will follow the process of preparing, rehearsing, and opening a theatrical production. Students will participate in theoretical lecture based classes as well as in-class activities to strengthen skills. Lab work will focus on the data processing skills and paperwork that must be generated by a stage manager. Strong emphasis will be placed on the rules and guidelines of the Canadian Theatre Agreement (CTA).

At the conclusion of this course the student will have a solid theoretical grasp of the skills and processes involved in stage managing a theatrical performance.

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 course offers an excellent introduction to the theatre in general and should prove valuable to any student with an interest in the business.

**TEXT**

*Stage Management* by Lawrence Stern

**EVALUATION**

**For THFM-3802-001**

Term Assignments (due Sept 26, Oct 20, Nov 7, Nov 23 – 4x10%).....	40%
Final Assignment (due Dec 7).....	25%
Final Examination (TBA) .....	25%
Class Participation .....	10%
<b>TOTAL .....</b>	<b>100%</b>

**For THFM-4802-001**

Term Assignments (due Sept 26, Oct 20 – 2x10%; Nov 7, Nov 23 – 2x7.5%).....	35%
Final Prompt Book Assignment (due Dec 7).....	20%
Final Examination (TBA) .....	20%
Final Research Paper (due Dec 14).....	15%
Class Participation.....	10%
<b>TOTAL .....</b>	<b>100%</b>

**CONVERSION SCALE**

For the calculation of the final grade the following conversion table will be usedL

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%.

**LATE ASSIGNMENTS**

Assignments must be completed and submitted 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: 1hr/week (minimum estimate)

Time allocation of lab session 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**

Defining Stage Management - Supporting the Artistic Process - Types of theatres/colleagues - Roles of the SM, ASM, and Apprentice Stage Manager	The Business of Stage Management - Introduction to CAEA and the CTA - Health and Safety for Stage Management
Prep Week – Information Gathering - Prep Week Checklists - The Script - Beginning a Prompt Script	Prep Week - Paperwork - Prep Meetings - Intro to SM paperwork - Division of Labour
Prep Week – Paperwork - Department paperwork	Prep Week – Setting up the Hall - SM Kit - Callboard & Room Set Up
Prep Week - Taping the Floor - Reading Plans - Intro to Floor Taping	Taping the Floor - Taping the Floor Activity  <p style="text-align: center;"><b>PREP WEEK ASSIGNMENT DUE – September 26</b></p>

**OCTOBER**

Rehearsals – Running a Rehearsal - SM/ASM/Apprentice Roles in the hall - Daily tasks/typical rehearsal day	Rehearsals – Daily Schedule - Creating the daily schedule - Different styles of schedules
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READING WEEK	
Rehearsals – Blocking <ul style="list-style-type: none"> <li>- Different styles of blocking</li> <li>- Blocking Key</li> <li>- Blocking Activity</li> </ul>	Rehearsals – Rehearsal Notes <ul style="list-style-type: none"> <li>- Department check-ins</li> <li>- Taking notes and writing notes</li> </ul> <p style="text-align: center;"><b>REHEARSAL ASSIGNMENT #1 DUE - October 20</b></p>
Rehearsals – Other <ul style="list-style-type: none"> <li>- Being on Book/Line Notes</li> <li>- Production Meetings</li> <li>- Fittings</li> <li>- Run Throughs</li> </ul>	Rehearsals – Prepping to move to the stage <ul style="list-style-type: none"> <li>- Spike Chart</li> <li>- Moving to the stage</li> <li>- Media and Interview Requests</li> <li>- Paper Tech</li> <li>- Updates to Paperwork</li> </ul>

**NOVEMBER**

Rehearsals – Musicals <ul style="list-style-type: none"> <li>- Stage Managing for Musicals</li> </ul>	Rehearsals – New Work/Independent Theatre/TFYA <ul style="list-style-type: none"> <li>- Stage Managing for New Work, Independent Theatre and TFYA</li> </ul>
Technical Rehearsals – Levels & Spacing <ul style="list-style-type: none"> <li>- SM roles during levels</li> <li>- Putting cues into prompt script</li> <li>- Spacing for plays vs. musicals</li> </ul> <p style="text-align: center;"><b>REHEARSAL ASSIGNMENT #2 DUE - November 7</b></p>	Technical Rehearsals – Q to Q <ul style="list-style-type: none"> <li>- Work Through vs. Q to Q</li> <li>- Quick Change Rehearsal</li> <li>- Calling cues</li> </ul>
Technical Rehearsals – Road to Opening <ul style="list-style-type: none"> <li>- Calling a Show</li> <li>- Media Call</li> <li>- Dress Rehearsals</li> <li>- Work Bits</li> </ul>	Technical Rehearsals – Other <ul style="list-style-type: none"> <li>- Stage Combat/Fight Calls</li> <li>- Work Bits</li> <li>- Paperwork Updates</li> <li>- Pre-set</li> <li>- Working with the Crew</li> </ul>
After Opening <ul style="list-style-type: none"> <li>- Giving Notes</li> <li>- Maintenance Rehearsals</li> <li>- Understudies &amp; Swings</li> </ul>	Closing <ul style="list-style-type: none"> <li>- Archiving</li> <li>- Strike</li> </ul> <p style="text-align: center;"><b>TECH REHEARSAL ASSIGNMENT DUE - November 23</b></p>
Different Types of Theatre <ul style="list-style-type: none"> <li>- Fringe Theatre</li> <li>- Commercial Theatre</li> <li>- Dance</li> <li>- Opera</li> </ul>	Career in Stage Management <ul style="list-style-type: none"> <li>- Next steps after school</li> <li>- Making a living as a stage manager</li> <li>- Getting the next job</li> </ul>

**Lab Work** – students will generate paperwork discussed in class that is relevant to Stage Management – including but not limited to:

- Contact List/Company List
- Daily Schedule
- Rehearsal Notes
- Wardrobe Paperwork (Doff/Don, Costume Plot)
- Scene Change Paperwork (Scene Changes, Fly Q List)
- Props List & Tracking
- Pre-set Lists and Running Notes

**FRIDAY, NOVEMBER 10, 2017** is the final date to withdraw without academic penalty from courses which begin in September 2017 and end in December 2017 (2017 Fall Term).

## **HEALTH AND ACCESSIBILITY SERVICES**

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential <http://www.uwinnipeg.ca/accessibility>. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them.

## **"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 20 (playwright Judith Thompson), Oct 18, Nov 15, Jan 17, Feb 28, Mar 14. 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 at **ALL** lectures is **MANDATORY** for **ALL Honours students in Theatre (4000-level courses, all areas), as well as students in: THFM-3101 Acting III: General, THFM-3201 Styles in Design, THFM-3801 Production II, and THFM-3920 Musical Theatre**. Penalties for absence may be assigned by individual instructors.

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

## **2017 ORIENTATION ASSEMBLY**

Each year in September we hold an *Orientation Assembly* to welcome students to the new term, introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 13, 2017, 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.

## **TAFSA**

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. We are looking forward to regular **Performance Jams, Socials, DioFest** (an exciting new play festival featuring student written and produced plays), and the very popular **24/7 Event** during which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours! Please join TAFSA to find out more at its organizational meeting: Mon Sept 18, 12:30-1:20, Room 0T10. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

## **BUILDING SECURITY**

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am and 5:30 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm 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://uwinnipeg.ca/theatre-film> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film*, *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.

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 sections 8, 9, and 10 of the *Academic Calendar* for information on Academic Misconduct including plagiarism, and Appeals, (found on-line at: <http://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>).

Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/research/human-ethics.html> for submission requirements and deadlines.

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at [www.uwinnipeg.ca/respect](http://www.uwinnipeg.ca/respect).

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://www.uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

## **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**

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.