

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, 2018

Lecture: Tu/Th 10:00-11:15 am

Room 3C27

Lab: Tu/Th 8:30-9:45 am

Room 1C16B

Instructor: Melissa Novecosky

Office: 4T06

Phone: 204-997-6245

E-mail: melissa.novecosky@gmail.com

Office Hours: Available upon request

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

The Stage Manager's Toolkit: Templates and Communication Techniques to Guide Your Theatre Production from First Meeting to Final Performance (second edition) by Laurie Kincman

Social Studies by Trish Cooper

EVALUATION**For THFM-3802-001**

Term Assignments (due Sept 26, Oct 22, Nov 5, Nov 19 – 4x10%).....	40%
Final Assignment (due Dec 5).....	25%
Final Examination (TBA)	25%
Class Participation	10%

TOTAL 100%

For THFM-4802-001

Term Assignments (due Sept 26, Oct 22 – 2x10%; Nov 5, Nov 19 – 2x7.5%)	35%
Final Prompt Book Assignment (due Dec 5).....	20%
Final Examination (TBA)	20%
Final Research Paper (due Dec 5)	15%
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%.

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. Assignments should be typed/completed in the appropriate computer program unless specified otherwise.

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 – subject to change, all topics may not be covered due to time restrictions.

Tuesday, September 3	Thursday, September 5
NO LAB	LAB - INTRO TO DOCUMENT DESIGN
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
Tuesday, September 10	Thursday, September 12
LAB - EXCEL & WORD Templates	LAB - Blocking Pages
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
Tuesday, September 17	Thursday, September 19
LAB - Preliminary Lists	LAB - Actor Calendar, Company List, Contact List
Prep Week – Paperwork - Department paperwork	Prep Week – Setting up the Hall - SM Kit - Callboard & Room Set Up
Tuesday, September 24	Thursday, September 26
FLOOR TAPING	FLOOR TAPING
Prep Week - Taping the Floor - Reading Plans - Intro to Floor Taping	Taping the Floor - Taping the Floor Activity ASSIGNMENT #1 DUE – September 26, 2019
Tuesday, October 1	Thursday, October 3
LAB - Props Paperwork	LAB - Wardrobe Paperwork
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
Tuesday, October 8	Thursday, October 10
BLOCKING ACTIVITY	LAB - Daily Schedule
Rehearsals – Blocking - Different styles of blocking - Blocking Key	Rehearsals – Blocking - Blocking Activity

READING WEEK – Oct 13-19	
Tuesday, October 22	Thursday, October 24
LAB - Rehearsal Notes	LAB TBA
Rehearsals – Notes & Other - Department check-ins - Taking notes and writing notes - Being on Book/Line Notes - Production Meetings - Fittings - Run Throughs ASSIGNMENT #2 DUE – October 22, 2019	Rehearsals – Moving to the stage - Spike Chart - Moving to the stage - Media and Interview Requests - Paper Tech - Updates to Paperwork
Tuesday, October 29	Thursday, October 31
LAB TBA	LAB TBA
Technical Rehearsals – Levels & Spacing - SM roles during levels - Putting cues into prompt script - Spacing for plays vs. musicals	GUEST LECTURE TBC
Thursday, November 5	Thursday, November 7
LAB TBA	LAB - Cue Placement
Technical Rehearsals – Q to Q - Work Through vs. Q to Q - Quick Change Rehearsal - Calling cues ASSIGNMENT #3 DUE – November 5, 2019	Technical Rehearsals – Road to Opening - Calling a Show - Media Call - Dress Rehearsals - Work Bits
Tuesday, November 12	Thursday, November 14
LAB - Running Lists & Scene Change Paperwork	LAB - Preset Lists
After Opening - Giving Notes - Maintenance Rehearsals - Understudies & Swings	Closing - Archiving - Strike

Thursday, November 19	Thursday, November 21
CALLING ACTIVITY	WORK SESSION
What if it's not a play? Stage Managing non-traditional work - Theatre for Young Audiences - New Work ASSIGNMENT #4 DUE – November 19, 2019	What if it's not a play? Stage Managing non-traditional work - Musicals - Opera
Tuesday, November 25	Thursday, November 27
WORK SESSION	WORK SESSION
What if it's not a play? Stage Managing non-traditional work - Dance GUEST LECTURE	Career in Stage Management - Next steps after school - Making a living as a stage manager - Getting the next job

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 Cue List)
- Props List & Tracking
- Pre-set Lists and Running Notes

PARTICIPATION RUBRIC

Contribution to discussions of readings, lectures and assigned activities is an important means of learning for this course. Particular importance is placed on timeliness and respect to fellow students. Open and **respectful** discussions are expected during the class.

Outstanding (9-10%): Demonstrates consistent on-time attendance, preparation, and constructively contributes to all class activities and discussions; consistently demonstrates insight by asking questions, making statements that add to and facilitate the class discussion, or building upon others' comments. Consistently demonstrates respect for professor and other classmates.

Very Good (7-8%): Demonstrates consistent on-time attendance, preparation, and constructively contributes in all class activities and discussions; demonstrates insight by asking questions or making statements that are relevant, add to, and facilitate the class discussion.

Fair (5-6%): Demonstrates consistent attendance and preparation; occasionally contributes to class discussions, regularly participates in other class activities; may occasionally arrive late to class. Generally demonstrates respect for professor and other classmates.

Poor (3-4%): Demonstrates inconsistent attendance/timeliness/contribution in class activities; may occasionally be unengaged in class activities and/or is disruptive/distracting or disrespectful in class; is frequently not prepared, regularly arrives late to class; falls asleep or uses laptop/cell phone, etc. during class.

Fail (0-2%): Demonstrates consistently poor attendance and consistently poor preparation; is unengaged or fails to contribute in class activities; may be disruptive/distracting or disrespectful in class to others; falls asleep or uses laptop/cell phone, etc. during class.

Note: Permission to distribute this rubric was granted by the Faculty of Business and Economics: Business and Administration Department.

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 to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

"THE REAL THING" LECTURE SERIES

The Department of Theatre and Film presents 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**:

September 18th (Yvette Nolan, playwright/director/author/arts administrator)
October 30th
November 13th
January 22nd
February 12th
March 4th

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, and THFM-3801 Production II**. Penalties for absence may be assigned by individual instructors.

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

2019 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 11th, 2019, 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. Activities organized by TAFSA include regular **Performance Jams, Department parties** and **Socials** as well as **DioFest** (a new play festival featuring student written and produced plays), and **24/7** (an event in 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, tentatively scheduled for Mon Sept 16th, 12:30-13:20 pm, Room OT10. 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 to 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.

All studios and labs are locked outside of building hours. Evening and weekend access can be added to your student card by visiting Melinda in the Department office, 3T03.

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.
- When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via uwinnipeg email (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms. ***Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***
- 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>).
- Detailed information regarding these policies can be found at the following:
 - Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>
 - Non-Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf>

- *Misuse of Filesharing Sites.* Uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves “aiding and abetting” plagiarism. Students who do this can be charged with Academic Misconduct.
- *Avoiding Copyright Violation.* Course materials are owned by the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor/presenter before photographing or recording slides, presentations, lectures, and notes on the board.
- 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.
- 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://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

VOLUNTARY WITHDRAWAL DATES (all courses)

The voluntary withdrawal dates for each term, without academic penalty, are:

- **FALL TERM COURSES:** November 12, 2019 for Fall courses which begin September 2019 and end December 2019
- **FALL/WINTER TERM COURSES:** February 14, 2020, for Fall/Winter courses which begin September 2019 and end April 2020
- **WINTER TERM COURSES:** March 13, 2020, for Winter courses which begin January 2020 and end April 2020

Please note that withdrawing before the VW date does not necessarily result in a fee refund.

STUDENT PARTICIPATION POLICY & COURSE CONTENT

Theatre & Film are communal art forms 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, meetings or shoots both within and outside of class times; and, in short, 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.