



Online High School Technical Theater Course

Intro to Stage Management

Discover the intricate, detail-oriented, and rewarding world of Stage Management. We will learn how stage managers approach the job from first rehearsal to final curtain and why this is one of the most important positions for any show.

For full course video: <https://www.youtube.com/watch?v=oJbNmzySv3E>

For full course materials: <https://www.basshall.com/techcoursestagemanagement>

For questions and comments: <https://www.basshall.com/techquestions>

Timecodes:

The Role of the Stage Manager: [0:00](#)

Stage Manager Responsibilities: [0:50](#)

Stage Management Equipment: [2:06](#)

The Prompt Book: [4:08](#)

Calling and Cues: [6:59](#)

Intercom and Headsets: [8:23](#)

Calling a Show Example: [10:13](#)

Glossary

Blocking - The precise staging of actors to facilitate the performance of a play, ballet, film or opera.

Blocking Script - A script detailing the actors' movement on stage.

Call Board Signs - A bulletin board that is located in a general area for all backstage workers that lists all announcements and important details for the run of the show.

Call Desk - A narrow podium/lectern used for calling a show by a stage manager. Often attached to monitors and other communication devices within arm's reach.



Cast List - A list of all performers in the show.

Com or Clear Comm - A wired radio communication used in a party line style to communicate cues between the theater staff.

Contact Sheet - A list of all members of the cast and crew that contains their phone number, address or housing location, and email addresses.

Costume Breakdown (Script) - A detailed list consisting of the actors, costumes, props and makeup needed at each location for each character in every scene.

Deck Run Sheet - A detailed scene change list that specifies exactly what time each department and specific crew members will need make changes on or off stage in preparation for each scene.

Flyrail Run Sheet - A detailed list for taking line sets in or out during a performance. They may be listed by cue number and cue light color, as well as which line set to move with a description of that item, what speed is preferred by the designer, and also if there are any particular notes to consider when moving the item.

Master Run Sheet - A combination of the blocking script, the calling/prompt script, the deck run sheet, and the flyrail run sheet all together in one comprehensive document.

Performance Report - A general report that is created after each performance that may list any incidents, injuries, missed cues, malfunctions, or may highlight any special occurrences that may have taken place during the performance.

Prompt Book - The master copy of the script or score, containing all the actor moves and technical cues, and is used by the stage manager to run rehearsals and later, control the performance.

Properties List - A list of all of the props used in the performance with the show and designer at the top of the list. It will name each prop used, which Acts/Scenes it is used in and the script pages, where the preset location is, a description of the item, where the prop ends up after it is used, and any other special notes regarding each item.

Rehearsal Report - A general report that is created after each rehearsal that may list any incidents, injuries, missed cues, malfunctions, or may highlight any special occurrences that may have taken place during the rehearsals.

Sign-In Sheet - A document placed on or near the call board that each performer uses to sign in at their designated call times.

Weekly Calls - A document placed on or near the call board that lists any rehearsals, fight calls, physical therapy, catering, and other pertinent information for the run of the show.

Links

[Wicked Stage Management Teams](#)

[Center Theater Group - Working in Theatre: Stage Manager](#)

[Radio City Stage Manager](#)

[Hamilton Stage Managing on the streets](#)

[Backstage at the Opera - Stage Managers](#)