

The University Theatre

Stage Manager's Preparation Check Sheet

All items on this check sheet must be taken care of prior to the Paper Tech and FRT. Mark date of completion in front of each item.

- _____ 1. Stage manager's keys have been picked up in 317 Murphy Hall.
- _____ 2. Stage manager's station is set up with the following stock supplies:

___ Gaffers' Tape	___ First Aid Supplies	___ Note Cards
___ Spike Tape	___ Chalk	___ Sharpies
___ Glow Tape	___ Scissors	
___ Flashlight	___ Pencils	
- _____ 3. All hazardous areas located offstage have been marked with glow tape.
- _____ 4. All appropriate production personnel have been notified about paper tech no later than 24 hours in advance.
- _____ 5. All crew members have been contacted one week prior to FRT as well as the day before. They have been notified about the first reporting date.
- _____ 6. All notations have been made in the script during Paper Tech including all sets and properties shifts, lighting cues, sound and special effects cues.
- _____ 7. I am knowledgeable of the technique of calling cues.
- _____ 8. Props check in /out sheets filled out and posted in Props Boxes.
- _____ 9. All fire and emergency instructions have been reviewed. I know the location of fire extinguishes and how to use them.
- _____ 10. Stage manager forms have been picked up from the Technical Director.
- _____ 11. Insurance Information forms have been downloaded or picked up from the University Theatre Secretary in 317 Murphy Hall.

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Final Run Through Check Sheet

- _____ 1. Have all crew members read and sign the Injury Insurance Information form at FRT. Return all forms to the University Theatre Secretary in 317 Murphy Hall.
- _____ 2. Announce times for the remainder of the rehearsals and performances.
 - Call for technical crews is one hour before curtain unless more time is needed for a particular crew to prepare.
 - Call for actors is one hour before curtain through 1st Dress. Starting with 2nd Dress, it is 1.5 hours before curtain.

Performance Note

Before calling “places” and/or starting the show, you must have approval of the house manager. Various circumstances may dictate a “hold” being placed on the start of the show. Inform your cast and crew of “holds.” The same procedure applies to restarting the show after intermission. A series of three chimes should be rung at 3, 2, and 1 minute before starting the show and before restart after intermission. It may be that the house manager will do this. Check with the Technical Director.

Post Production Check Sheet

- _____ 1. Return supplies and equipment to appropriate locations.
- _____ 2. Write down any questions you have regarding your duties and deliver these notes to the Technical Director. This will help us better prepare stage managers who come after you.
- _____ 3. Turn in your completed check sheets to the Technical Director.