



STAGE MANAGER

(as of July 24, 2019)

The Stage Manager works with the Director, Producer and others to prepare the show for production and runs the show once it opens. Some responsibilities may be delegated to an Assistant Stage Manager or other members of the Production Crew

PRE-PERFORMANCE RESPONSIBILITIES:

- At the outset, discuss and agree on the specific responsibilities of the Stage Manager with the Director and Producer.
- Attend, help the producers organize, assist and provide input at auditions.
- Compile cast contact list including email and phone numbers and including parent/guardian emergency contact information for children under 16.
- Become familiar with the script, particularly the possible technical requirements.
- Attend all rehearsals working closely with the director and assisting as needed.
- Attend production meetings and other meetings as required.
- Run the rehearsal in the absence of the director.
- Open the rehearsal space (unlock doors, turn on lights etc.) before cast arrives.
- Take roll call and call anyone that has not arrived by the call time.
- Spike locations for set pieces and furniture.
- Set up any furniture, props etc. Prior to each rehearsal. *
- Create the prompt/production book (3-ring binder). Record script changes, blocking, note "run time" of each scene/act/performance, sound and lighting cues, required props, notes re scenery, costume notes, etc. in the prompt book. Pass notes on to appropriate members of the production crew.
- If there is no prompter present, prompt, as necessary. *
- Ensure appropriate behaviour during rehearsals.
- Prepare tea for break. *
- Know location of first aid kit. (in the Women's' Dressing Room and at SL ASM workstation).
- Look after complimentary vouchers for cast/crew (as required).



- Report any concerns of cast or crew to Director and/or Producer.
- Encourage Production Crew (especially Set Designer, Set Décor, Lighting & Sound Designers and Operators, Props, Costumes etc.), to attend rehearsals, as necessary.
- Encourage lighting and sound effects to be included in rehearsals as early as possible.
- In conjunction with the Director, schedule, organize and run:
 - "Paper Tech" – appropriate production crew sit around a table and go through the technical cues
 - "Dry Tech" – appropriate production crew go through the technical cues in the hall/stage, without the cast
 - Technical Rehearsal with cast (may be cue-to-cue)
- Choreograph/organize/supervise scene changes. These may require a specific/separate rehearsal(s) - with or without the cast. *
- Close the hall (See Appendix for details).

RESPONSIBILITIES DURING THE PERFORMANCE RUN:

- The Stage Manager is in charge, not the Director, and has overall responsibility for running the performance.
- Open the theatre (unlock doors, turn on lights etc.) before cast and crew arrive.
- Help with set-up/preparations: auditorium, props, scenery, lights/sound, etc. Make sure that all sound and lighting cues are checked as soon as the equipment is set up so that any problems can be fixed before the house opens. Ensure set, furniture and props are correctly positioned on the stage and required props are on props table. *
- Ensure cast and crew have arrived by the determined "call time" (sign-in sheet for large cast) and contact those who haven't arrived.
- Organize the warm up.
- Ensure there is sufficient light back stage, so actors and crew can move about safely. *
- Provide cast (and crew) with periodic "calls" (time to curtain).
- Make sure that all sound and lighting cues are checked as soon as the equipment is set up so that any problems can be fixed before the house opens.
- Make sure that preshow lighting and sound are in "preshow" and the curtain is set for the start of the show before asking front of house (FoH) to open the house.



- Check with the ASM that actors are in place for their entrances (especially for panto), assist as needed. *
- Call the show: curtains, lighting, sound cues, etc.
- Ensure appropriate behaviour in dressing room and green room and remind the ASM that there must be silence in the wings. *
- Remind cast/give notes if they are “straying” from blocking, script, direction etc. given by director
- Notify appropriate production person of required costume repairs, broken or lost props, problems with scenery etc.
- Close the hall following the directions in the appendix.

AFTER RUN HAS FINISHED:

- Provide feedback for improvements for future productions.
- Assist with strike/tear down.
- Return keys to SLP president.



CHECKLIST WHEN LEAVING ST LUKE'S HALL – AFTER A REHEARSAL OR PERFORMANCE.

It is the responsibility of the Stage Manager to ensure that the hall is left properly after a rehearsal or performance. During the run of the show, many of these tasks can be delegated to, and shared by, the Front of House Manager

Basement/Dressing Rooms and Green Room area:

- Lock the basement door to the parking lot. For the last performance, check that, if used, the Live Theatre sign has been stored in the “glory hole” opposite this door.
- If required, empty the garbage cans, turn off the lights and lock the dressing room doors (2).
- Leave tables clear (unless weekend or Preschool is on vacation).
- Ensure that washrooms are clean and stocked and turn off the lights.
- Turn off all the lights in the basement including the green room area and stairs.
- Ensure that any black out window covering is removed from the door at the top of the SL stairs from the basement.

Kitchen:

- Make sure the kitchen is clean and tidy and all cupboard doors and drawers are closed.
- Unplug kettles and wind cord around kettles.
- Stools to under island counter.
- Make sure the floor is clean (mop is behind the door if everyone has gone and you have to do this 😊).
- Empty sanitizer/dishwasher and make sure it is turned off.
- Lock the Dutch door into the auditorium, turn off the light and lock the kitchen door.

Stage

- Lock stage right door to Synod Street.
- Lock stage left door to basement stairs.



- Turn off SL, SR & US wall lights. The wall switches are beside doors from stage.
- Turn off the working lights on stage. Switches are by SL proscenium and door to Synod Street.
- Close the stage curtains.

Auditorium:

- Ensure chairs are stacked (not more than 5 high) along sides of auditorium (unless we have permission to leave them out).
- Open window curtains in auditorium (unless we are the next users of the hall).
- Close all windows in auditorium.
- Make sure all SLP "stuff" (mask for window between auditorium and lobby, cushion boxes etc.) are on the stage, behind the closed curtains.
- Make sure the black lighting console and SM/sound table have been moved to the back of the auditorium and covered. Permission from Church Secretary needed to leave these out for final rehearsals and performances.
- Ensure that floor has been swept. Wet mop areas, if necessary.
- Return garbage can and long mop to bottom of SL stairs from stage.
- Check that both exit doors (2) from auditorium to Synod Street are properly closed/locked.
- Turn off the auditorium lights and lock the door from auditorium to lobby.

Lobby:

- Make sure the lobby display boards have been taken down and stored (usually in the hall coat closet or on the stage).
- Ensure that the FOH table has been taken down and is (usually) stored in the lobby closet.
- Lock the lounge door.
- Check that the washrooms are clean and stocked. Lights turn off automatically.



- Turn off the lights in the lobby (one light has no switch and stays on all the time).
- Exit through the front door from the lobby to the parking lot and lock this door. Alternatively, you can lock the main entrance door from the lobby on the inside and exit to Synod Street by pulling the exit door closed.