**GLENBROOK PLAYERS INC.**

# STANDARD OPERATING PROCEDURESSTAGE MANAGER

### Rehearsals

In consultation with the Director, the Stage Manager (SM) ensures that all Technical positions are filled: Lighting; sound; set design; set construction; wardrobe and Props.

The SM ensures that rehearsals run as smoothly as possible, filling in where needed and endeavoring to ensure that the cast bring any problems they have to the attention of the Director or Producer before they develop into any bad feelings or unpleasantness.

The SM is responsible for taping out the set on the floor of the rehearsal room, if required by the Director.  After the rehearsal process, the SM is also responsible for removing all tape from the rehearsal floor.

The SM is responsible for gathering, storing, and returning all rehearsal props and rehearsal furniture.  A list of rehearsal props should be created by the Director and SM.

At the beginning of rehearsal, the SM notes who is there and immediately calls anyone who is late. Be aware of staggered calls - some performers may not be arriving until later

During the rehearsal the SM ensures the performers needed for the next scene are in the vicinity and call whomever is late.

The SM stays "on book" during the rehearsals, ready to read a line to a performer who calls for one. The SM may also be called upon to read the lines of a performer who is not at the rehearsal. The cast should be reminded to ask for a missed line by calling out ‘line’.

If the director gives notes immediately following a rehearsal, the SM gathers the needed personnel and, if necessary, asks them to be quiet.

### Prompt Copy

The SM compiles the Prompt Copy of the script. This consists of the script interleaved with clean pages on which all the technical details of the play are detailed.

The prompt book should contain the following items:

* The final copy of the script
* A contact list for cast, crew and production staff
* A rehearsal and production schedule
* A scene/character plot.
* Prop/Furniture lists. This should list all props in each scene with a description

Prop/Furniture preset checklists. This should identify where all props and furniture should be placed at the beginning of show.

A sound cue list - This will be provided by the Sound Designer.

Costume lists and a costume change plot. The costume designer will provide these.

Playing times for scenes and acts once the rehearsals are running without interruptions.

Accurate diagrams of the stage including placement of all stage props, furniture and moveable scenery for each scene, whether curtains are open or closed, placement of preset props onstage, etc. The Set Designer should provide these details. Diagrams showing initial placement of performers at the beginning of a scene might also be useful.

The Director may wish the SM to record the blocking of the production, including brief descriptions of stage business (i.e. - lighting a cigarette) and gestures. Use a shorthand such as:

X = cross

R = stage right

C = centre stage

L = stage left

US = upstage

DS = downstage

B = indicates which character by initial

^ = stand

v = sit

ch = chair

wndw = window

tbl = table

Include an explanation or key of your notations at the beginning of the script. So, for example, character "B" is blocked to cross upstage center to a chair and sit - your notation would look like this: B XUSC to ch v

### Technical and Dress Rehearsals

Once the play is in technical/dress rehearsals, and especially in performance, the SM is in charge of running the rehearsals and the performances, as rehearsed.

The SM should discuss with the Director and the Lighting Designer/technician where in the dialogue and action the light cues take place, and note the cues in the prompt book. The SM should have a basic understanding of what each lighting cue does, preferably before the first tech rehearsal. If there are any "practical" lights on stage, the SM will establish if these turned on and off by the performers, or does the lighting operator need to be cued.

The SM should go over all cues for light, sound, prop, costume and set changes during the tech rehearsal, even if it is a cue for which the SM is not responsible. The SM should be aware of any failure to execute a planned cue in order to correct the problem.

Once the dress rehearsal is over, the SM will dismiss the performers to the dressing rooms to change and then to come back immediately for notes.

The SM should discuss with the Set Designer or builder what is to be done during a rehearsal or performance if a piece of the set breaks.

### Pre-performance

The SM should:

* Make sure 'walkie-talkies are in good working order and stored carefully at the end of each show.
* Make sure there is an urn, water, tea, coffee, milk, sugar, cups and some biscuits in the dressing room.

The SM cannot start the show until the Front Of House Manager gives clearance to do so. However, the SM may need to give the Sound and Lighting Operators a “go” prior to the house opening to start the pre-show music and cue the pre- show lighting state.

The SM ensures that the Front Of House Manager is informed when the house can be opened once all of the pre-show checks are completed. This includes a dark check (aisle lights and emergency lights working), lighting/dimmer check, sound check, communications check, stage check and all actors are off the stage. Before the house is opened the SM will let everyone know that “the house is live”.

### During performance

During the run of the show the SM keeps things running smoothly backstage by calling performers into position and supervising/coordinating the changing of scenery and props. It is the SM’s responsibility to designate assignments to the backstage crew and give cues when necessary.

The SM should make sure all props are where they should be and remind actors to be responsible for personal props.

Performers’ calls: Before the first curtain and at intermission the SM give the performers’ calls, for example, with an 8:00 p.m. curtain, there should be four calls made for the performers.

* At 7:25: “Half hour to beginners ”
* At 7:40: “Fifteen minutes”
* At 7:50: “Five minutes”
* At 7:55: “Beginners Please”

Each call should be repeated. At intermission the only calls needed are “five minutes” and “beginners.” Be sure the performers know that the calls of "15" and "5" mean until beginners not curtain.

Cue Calls: The SM should mark in the script places to give standby as well as the actual cue. When a “standby ” or “go” is given, instruct the crew to give a response to confirm that the cue has been heard.

It is important that the SM is consistent with the calls and keeps chatter to a minimum on the headsets.

### After performance

After each performance, the SM is responsible for making sure that the scenery is shifted, if necessary, props are struck and properly stored, backstage and off stage is tidy and prepared for the next performance (in a big show, extra help may be required).

If any changes or repairs are necessary to the set, props or costumes, the SM should ensure the relevant personnel are informed.

The SM should establish with the Front Of House Manager who is responsible for the lockup. As the last one to leave, everything needs to be locked up, and all lights switched off including toilets and dressing rooms. Ensure that the security system is armed.

### Emergencies and Security

In the event of any emergency that requires the building to be evacuated, the SM is the delegated Backstage Fire Warden reporting to the Front Of House Manager who is the Chief Fire Warden. If the alarm is sounded the SM is responsible for ensuring ALL personnel backstage clear the building quickly and safely.

The SM should locate and place glow tape backstage where it may be needed to ensure the performers' safety, such as stairs and levels where performers may walk during dark or blackout scenes. Ensure blue lights are set up before the technical rehearsals and during the performances so both performers and crew get used to working under reduced light conditions.

The SM should ensure a first aid kit is available and fully stocked with stock that has not expired.

The SM has over-all responsibility for security and should be the first to arrive to unlock the building and the last to leave, ensuring the theatre is secured. This task can be delegated to a trustworthy person.

The SM team is responsible for keeping the stage floor clean. It is the SM team’s responsibility to sweep, and perhaps mop, the stage before every technical rehearsal and performance.

The SM should ensure that all backstage crew wear black clothing for all performances, including socks and shoes.

The SM should insist on respect between all cast and crew. Problems should be addressed promptly and efficiently. If a solution cannot be arrived at quickly, the SM should then seek the advice of the Director and/or Producer.