

# Production Stage Management

THEA 3143-201, CRN 23120

**Course Description:** Protocol, procedures, techniques, and tips for effective stage management during the preliminary, rehearsal, and performance phases of a production. Includes methods for ensuring effective communication, coordination, note taking, record keeping, and people management, as well as ways to maximize efficiency, productivity, and accuracy in rehearsals and performance.

**Class Time:** TR 11:00 AM -12:20 PM

**Class Location:** Fain Fine Arts, B120

**Instructor:** Eric A. Koger

**Office Phone:** 940-397-4781

**Email:** Eric.Koger@msutexas.edu

**Office Location:** Fain Fine Arts, B123

**Office Hours:** typically, MWF 1-5pm, stopping by is an option but does not guarantee availability. Send an email to ensure a specific time. If I am not in my office, I may be in one of the two theatre spaces or in the scene shop.

## Disclaimer

The information provided within this syllabus may be subject to change. Always assume that the syllabus is correct unless the instructor has made a formal amendment.

## Course Objectives

This course will assist you in developing and demonstrating:

1. an understanding of various management techniques
  - a. Knowledge of the development of theatre
2. proper use of theatrical vocabulary
  - a. Theoretical/conceptual knowledge and application
  - b. Employability
3. a firm knowledge of shop safety and stage management
  - a. Theoretical/conceptual knowledge and application
  - b. Employability
  - c. Safety knowledge and practice
  - d. Professionalism

## Course Requirements

To succeed in this course, you will need to ensure the following requirements are met, daily.

1. Daily participation in all activities. Foundational information is given and explained in class and then built upon over the semester. Absences will cause many issues as you move forward in this course.

2. Completion of the assigned projects on the due date. Incomplete assignments will be graded as such and could be grounds for major point loss. Late assignments will not be accepted.
3. Keep track of your grades using the section under tentative schedule of this syllabus. If I return an assignment on a day, and you are absent, it is your responsibility to seek out the missing items and grade.
4. Header information on all assignments must be in one line and contain the following: Your first and last name, the date of submission, and the class name and number. For Instance:

Eric Koger      August 24<sup>th</sup> 2021      THEA 3143 Stage Management

In addition, all work MUST be typed, printed, stapled, spell-checked, and grammar checked prior to class beginning. Documents that do not meet these criteria will be assessed a point deduction.

\*\*\*When printing, make sure that your name is clearly **typed** on your work. Not hand scrawled.

### **Textbook (to be provided)**

Stern, Lawrence. *Stage Management*. 11<sup>th</sup> edition  
ISBN: 9781138124462

### **Supplies**

During this semester you will be building a starter stage management promptbook. You are responsible for all the materials to ensure an excellent product. These materials might include miscellaneous binders, folders, printed documents (potentially in color), binder dividers, etc. Best practices will be discussed throughout the semester. It is NOT recommended that you buy the materials prior to class discussion.

### **Grading**

Makeup policy – Late assignments will **NOT** be accepted. All assignments will be formally collected during the class period in which they are due. Quizzes missed due to absenteeism cannot be made up.

Withdrawals – It is the responsibility of the student to properly withdraw.

Point value/grade distribution: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F

There are 110 points possible, but grades will be calculated on a 100-point scale.

### **Cell Phone Policy**

Cell phones must be silenced and put away completely out of sight and not looked at until the class is over. If at any point your cell phone is NOT put away and silenced, you will be asked to leave for the remainder of the day.

**Laptop/Computer/Tablet Policy**

Only specifically mentioned moments in class will allow the use of these devices. Otherwise, keep them put away unless specifically requested by the instructor. Taking notes must be done by hand.

**Dress Code**

Be aware that we may be getting dirty during class or participating in activities that require movement. Dress appropriately.

**Attendance**

You must attend all class periods. You are responsible for any information that you miss due to absenteeism. Attendance is taken at the beginning of class. Excessive lateness may count as an absence and will be determined by the instructor.

Unavoidable absence – Jury duty, death in the family, etc. You must send notification by email to the instructor explaining the situation prior to missing the class. Be sure to include your name, class period (day/time) and your situation.

Late assignments will not be accepted. Quizzes missed due to absenteeism cannot be made up.

**Conduct Statement**

Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of other students to benefit from the instruction will result in the instructor's removing the disruptive student(s) from the class.

**Academic Dishonesty Statement**

Plagiarism is (1) the use of source material of other persons (either published or unpublished, including the Internet) without following the accepted techniques of giving credit or (2) the submission for credit of work not the individuals to whom credit is given. If a student in the class is caught plagiarizing, appropriate disciplinary action will be taken. The Student Creed developed and adopted by the MSU Student Government reinforces the discouragement of plagiarism and other unethical behaviors. The first statement of the Creed reads, "As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so." Plagiarism is lying, cheating, and stealing.

**Student Privacy Statement**

In accordance with Federal Privacy Laws a student's personal information is protected.

As an instructor it is unlawful for me to share your personal information (including grades) with anyone unless I have written consent. This means I will not be able to discuss your grades with parents. If you have questions about your grades or have forgotten the grading policy for the course, please come by during office hours.

## Disability Support Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 397-4140.

## Campus Carry

Senate Bill 11 passed by the 84<sup>th</sup> Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at <http://mwsu.edu/campus-carry/rules-policies>.

## Tentative Schedule

**Assignments** and **quizzes** are highlighted in **yellow** and have a point value attached.

Assignments must be in the D2L Dropbox by 9am of the due date.

All **reading** assignments must be completed and ready for discussion on the day labeled.

**Readings** are highlighted in **cyan**.

**Activity** days may require physical activity. Dress appropriately.

### **Week 1** What is a stage manager?

Tuesday, January 17 – Lecture: syllabus, communication

Thursday, January 19 – **Personality Test (5 points)**

### **Week 2** Essential traits of a SM

Tuesday, January 24 – **READ chapters 0, 1, 2, 3**

Thursday, January 26 – **Activity 1**

### **Week 3** Professional stage management

Tuesday, January 31 – **What is AEA (5 points)**

Thursday, February 2 – **Activity 2**

### **Week 4** Know the theatre company

Tuesday, February 7 – **READ chapters 4, 5**

Thursday, February 9 – **Technical Information Packet (10 points)**

### **Week 5** Preproduction

Tuesday, February 14 – **READ chapter 6**

Thursday, February 16 – **SM Kit quiz (5 points)**

**Week 6** The rehearsal process

Tuesday, February 21 – READ chapters 8, 9, B

Thursday, February 23 – Blocking (5 points), Forms A (10 points)

*Moonlight and Magnolias*, February 24-26

**Week 7** Department management

Tuesday, February 28 – READ chapters 7, 10

Thursday, March 2 – Equipment Expense (5 points)

**Week 8** Working with designers

Tuesday, March 7 – Lecture: designer paperwork

Thursday, March 9 – Activity 3

**Week 9** Spring Break, NO CLASS

Tuesday, March 14 – Spring Break, NO CLASS

Thursday, March 16 – Spring Break, NO CLASS

**Week 10** Tech and performances

Tuesday, March 21 – READ chapters 11, 12, 13, A Production Checklist

Thursday, March 23 – Technical Sequence (5 points)

**Week 11** Emergencies and running and closing

Tuesday, March 28 – READ chapters 14, 15, 16, 17

Thursday, March 30 – Announcements (5 points), Forms B (10 points)

**Week 12** Deck shift

Tuesday, April 4 – Scene Shift (5 points)

Thursday, April 6 – Holiday Break, NO CLASS

**Week 13** Scenarios

Tuesday, April 11 – Lecture: communication skills, scenarios A and B

Thursday, April 13 – What if? (5 points)

**Week 14** Working professionally

Tuesday, April 18 – READ chapter 18

Thursday, April 20 – Activity 4

**Week 15** Getting hired and moving on

Tuesday, April 25 – READ chapters 19, 20, 21

Thursday, April 27 – Activity 5

*Merry Wives of Windsor*, April 28-30

**Week 16** Working in high schools and community theatres

Tuesday, May 2 – READ chapters 22, F

Thursday, May 4 – MSU Glossary (5 points), Forms C (10 points)

**Week 17 FINALS**

Tuesday, May 9, 1-3pm – Prompt Book Quiz (15pts)

**Grade Tracking**

What did you earn on each of these assignments? Write it HERE.

Personality Test (5 points)

\_\_\_\_\_

What is AEA (5 points)

\_\_\_\_\_

Technical Information Packet (10 points)

\_\_\_\_\_

SM Kit quiz (5 points)

\_\_\_\_\_

Blocking (5 points)

\_\_\_\_\_

Forms A (10 points)

\_\_\_\_\_

Equipment Expense (5 points)

\_\_\_\_\_

Technical Sequence (10 points)

\_\_\_\_\_

Announcements (5 points)

\_\_\_\_\_

Forms B (10 points)

\_\_\_\_\_

Scene Shift (5 points)

\_\_\_\_\_

What if? (5 points)

\_\_\_\_\_

MSU Glossary (5 points)

\_\_\_\_\_

Forms C (10 points)

\_\_\_\_\_

Prompt Book Quiz (15pts)

\_\_\_\_\_

110 points possible