

**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. Activities may include team building exercises, role playing, assisting in theatre related endeavors like taping the stage, playing games, and other options.

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

- Mon, Jan 20 • Lecture: syllabus, apocalypse
- Wed, Jan 22 • **Personality Test (5 points)**, <https://www.16personalities.com/>
- Fri, Jan 24 • Lecture: Communication Apprehension handout

**Week 2** Essential traits of a SM

- Mon, Jan 27 • **READ chapters 0, 1, 2, 3**
- Wed, Jan 29 • Lecture: Leadership skills and attributes
- Fri, Jan 31 • **Activity 1** blind, star, stick

**Week 3** Professional stage management

- Mon, Feb 3 • **Do Stage Managers Make Coffee?** and **AEA equity handbook**
- Wed, Feb 5 • **What is AEA (5 points)**
- Fri, Feb 7 • **Activity 2** common thread

**Week 4** Know the theatre company

- Mon, Feb 10 • **READ chapters 4, 5**
- Wed, Feb 12 • **Technical Information Packet (5 points)**  
• **Job Descriptions 1 (5 points)**
- Fri, Feb 14 • **Activity 3** facility analysis

**Week 5** Preproduction

- Mon, Feb 17 • **READ chapter 6**
- Wed, Feb 19 • **SM Kit quiz (5 points)**
- Fri, Feb 21 • **Activity 4** safety and SM kit

\*1984, February 20-23

**Week 6** The rehearsal process

- Mon, Feb 24 • **READ chapters 8, 9, B**
- Wed, Feb 26 • **Blocking (5 points)**, **Forms A (10 points)**
- Fri, Feb 28 • **Activity 5** at sea

**Week 7** Department management

- Mon, Mar 3 • READ chapters 7, 10
- Wed, Mar 5 • Equipment Expense (5 points)
- Fri, Mar 7 • Activity 6 lunch, games

**Week 8** Spring Break, NO CLASS**Week 9** Working with designers

- Mon, Mar 17 • Lecture: Designer paperwork PPT, Programs
- Wed, Mar 19 • Job Descriptions 2 (5 points)
- Fri, Mar 21 • Activity 7 technical video

**Week 10** Tech and performances

- Mon, Mar 24 • READ chapters 11, 12, 13, A Production Checklist
- Wed, Mar 26 • Technical Sequence (5 points)
- Fri, Mar 28 • Activity 8 crash

**Week 11** Emergencies and running and closing

- Mon, Mar 31 • READ chapters 14, 15, 16, 17 Lecture: Photocall
- Wed, Apr 2 • Announcements (5 points), Forms B (10 points)
- Fri, Apr 4 • Activity 9 moving scenery practice

**Week 12** Deck shift

- Mon, Apr 7 • Lecture: communication skills, scenarios A and B
- Wed, Apr 9 • Scene Shift (5 points)
- Fri, Apr 11 • Activity 10 fight

**Week 13** Scenarios

- Mon, Apr 14 • What if? (5 points)
- Wed, Apr 16 • What if? (continued)
- Fri, Apr 18 No class – Holiday Break

**Week 14** Working professionally

- Mon, Apr 21 • READ chapter 18
- Wed, Apr 23 • Lecture: professional work
- Fri, Apr 25 • Activity 11 TBD

\**Godspell*, April 24-27

**Week 15** Getting hired and moving on

- Mon, Apr 28 • READ chapters 19, 20, 21
- Wed, Apr 30 • Lecture: Resumes
- Fri, May 2 • Activity 12 TBD

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

- Mon, May 5 • READ chapters 22, F
- Wed, May 7 • MSU Glossary (5 points), Forms C (10 points)
- Fri, May 9 • Activity 13 TBD

**Week 17 FINALS**

- Wed, May 14, 3:30-5:30 pm • 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 (5 points) \_\_\_\_\_
- Job Descriptions 1 (5 points) \_\_\_\_\_
- SM Kit quiz (5 points) \_\_\_\_\_
- Blocking (5 points) \_\_\_\_\_
- Forms A (10 points) \_\_\_\_\_
- Equipment Expense (5 points) \_\_\_\_\_
- Job Descriptions 2 (5 points) \_\_\_\_\_
- Technical Sequence (5 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