USCSchool of Dramatic Arts

THTR 333 – Stage Management I
Fall 2014—Monday—10:00AM-12:50PM
Location: Scene Dock Classroom

Instructor: Mary K Klinger
Office: N/A
Office Hours: available after class for 1 hour by appointment
Contact Info: klinger@usc.edu or marykklinger@gmail.com
Teaching Assistant or Assistant Instructor: N/A.
Contact Info: 818-472-9710 Cell

Course Description and Overview

Students will learn the basic skills of stage management. They will understand the structure and inner workings of a professional theatre company from the stage manager's point of view. Some of the classes will stress the skills and tools of stage management, with an emphasis on paperwork. We will analyze the stage manager's responsibilities to each element of the production, department by department. (Script analysis, schedules, props lists, reading a ground plan, costume plots, electrics, audio, blocking notation, cueing technique, computer skills, maintaining rehearsal scripts, rehearsal and performance reports, etc.) The remaining class sessions will place these skills and tools in context and propose strategies for more effective stage management.

Learning Objectives

Students will achieve familiarity and facility with the various forms of stage managerial paperwork and will begin through this introductory course to develop a philosophy of stage management that stresses rigorous planning, adaptability to changing circumstances, and effective leadership. Specific learning objectives include the ability to manage schedules, communication, and organization of space, people, materials and time needed to realize a theatrical production. They will gain a practical understanding of the relationships between a stage manager and all artistic staff (designers and technicians) and the ability to facility communication among the members of the staff in day to day and emergency situations; they will create an abbreviated but working production prompt book, which accurately records all production details from actor movement to tracking of props, scenery, costumes and placement of all ephemeral design cues.

> **Prerequisite(s): THTR 130, THTR 132ab**
> **Co-Requisite (s): None**
> **Concurrent Enrollment: None**
> **Recommended Preparation: THTR 130**

Required Readings and Supplementary Materials

Go to the internet and find a stage management book that looks interesting to you. Order that one! (Please do not spend a lot of money.) You are expected to bring your stage management book with you to class.
You are required to select at least one play script on which your homework and promptbook will be based. The play must be challenging for a stage manager – look for moderate to large casts, numerous costume changes, multiple scenes in multiple locations and time periods, many props, and ample opportunities for lighting and sound cues. You may choose the SDA play you've been assigned.

Description of Grading Criteria and Assessment of Assignments

Attendance and Class Participation are very important. Asking questions and contributing to the conversation will result in an overall higher grade.

All homework should be clean, clear, precise and well organized. All paperwork must be meticulously prepared on a computer unless otherwise specified. Paperwork must be original for this class. Do not recycle your old prompt books!

FOR SDA Assignments: Late homework will not be accepted for credit unless advance arrangements have been made with Mary or unless exceptional circumstances occur. If pre-approved by Mary you may email assignments to marykkinger@gmail.com . All emailed assignments must be in pdf format.

FOR SDA GRADING CRITERIA: Each assignment must be turned in on time and include the student's name. Each assignment must also include the title of the document, the date, the issue number or version number as specified. All graphs must be complete with appropriate borders. The student must check all spelling and syntax in every document. Points will be deducted for each instance the above criteria are not met. Mary will describe all other requirements for paperwork in class when the assignment is made.

Grading Scale for SDA: **A** indicates work of excellent quality; **B** of good quality; **C** of average quality; **D** of below average quality; and **F** indicates inadequate work.

Grading Breakdown

The following grading breakdown pertains to this class.

Assignment	Points	% of Grade
Class Participation		10
Homework		20
Midterm Examination		20
Final Examination		25
Prompt Book		25
TOTAL	0	100

Assignment Submission Policy

Late home work will not be accepted for credit unless advance arrangements have been made with Mary or unless exceptional circumstances occur. All paperwork must be meticulously prepared, on a computer specified otherwise. Paperwork must be original for this class, i.e. no recycling your old prompt books!

Class Participation

As punctuality is an essential component of good stage management, your prompt attendance at each class session is mandatory. If you must be late or absent, you are required to inform Mary Klinger prior to 10:00AM on the morning of the class. The telephone number and e-mail addresses are at the top of this syllabus. If you miss a class for whatever reason you are responsible for the material covered and the homework assigned.

Field Trips
You will be invited to a backstage tour of the Music Center Theatres. Details to follow.

Course Schedule: A Weekly Breakdown
(Subject to Change)

Week 1 (Aug. 25):
Introduction: Review Class requirements.
Discussion: What is Stage Management?
Lecture 1: Pre-production and Auditions
Explanation of first assignments, due Sept. 8.
       a) Choose and read your play.
       b) Cast List
       c) Contact Sheet
       d) Clean Script Page
       e) Go online and purchase a book on Stage Management that interests you.
         Do not spend too much money. Bring the book with you to class on Sept. 8.
Explanation of Prompt Book Assignment, due Nov. 24

Week 2 (Sept. 1):
Labor Day – University Holiday

Week 3 (Sept. 8):
Continue Lecture 1: Pre-Production and Auditions
Assignments due Sept. 15:
       a) Preliminary Prop List
       b) Welcome Letter
       c) Read the section on preproduction in your textbook. Be prepared to discuss.

Week 4 (Sept. 15):
Continue Lecture 1: Pre-Production and Rehearsal Room Prep.
Assignments due Sept. 22:
       a) Character/Scene Breakdown in excel

Week 5 (Sept. 22):
Lecture 2: First Day Rehearsal
Assignments due Sept. 29:
       a) First Day Rehearsal Schedule
       b) Rehearsal Calendar
       c) Stage Manager Talk to the Actors
       d) Read the section on First Day Rehearsal in your textbook.

Week 6 (Sept. 29):
Lecture 3: Running Rehearsal and Establishing Good Working Relationships.
Assignments due Oct. 6:
       a) Rehearsal Report and Rehearsal Log
       b) Ground Plan for Blocking

Week 7 (Oct. 6):
Review for Mid-Term
Continue Lecture 3: Running Rehearsal and Establishing Good Working Relationships
Assignments due Oct. 13:
        a) Study for Midterm
        b) Read section on Running Rehearsals in your textbook.

Week 8 (Oct. 13):
Midterm Exam

Week 9 (Oct. 20):
Review Midterm
Lecture 4: Running Rehearsal Day to Day
Assignments due Oct. 27:
        a) Preliminary Sound Cue List
        b) Consumables List

Week 10 (Oct. 27):
Lecture 4 Continued: Blocking and Master Script
Assignments due Nov. 3:
        a) Production Meeting Agenda
        b) Blocking Example and Legend
        c) Read the section on Blocking in your text book.

Week 11 (Nov. 3):
Lecture 5: Preparing for Tech
Assignments due Nov. 10:
        a) Preset
        b) Cue Light Request and diagram

Week 12 (Nov. 10):
Continue Lecture 5: Preparing for Tech
Assignments due Nov. 17
        a) Updated Flow Chart: Crew Assignments
        b) Scene Rundown for Actors (Character/Scene Breakdown #2)

Week 13 (Nov. 17):
Lecture 6: Tech and The Crew
Assignments due Nov. 24
        a) Performance Report Template
        b) Updated Work for Prompt Book

Week 14 (Nov. 24):
Review of Prompt Book Work.
Assignments due Dec. 1:
Prompt Book

Week 15 (Dec. 1):
Final Review
Prompt Books due!

Midterm Examination Date:
Monday, October 13, 2014 at 10:00AM (Subject to change)

Prompt Book Submission Date:
Deadline for submission is Monday, December 1, 2014 at 10:00AM.
Your prompt book will contain a script segment of at least three pages with blocking and cues, plus schedules, lists, plots, reports, and other paperwork. Details forthcoming. Be forewarned: The prompt book requires a substantial commitment of time and energy. Start early.
(Hint: Weekly assignments are designed to help you build your prompt book. Turn your homework in on time and when returned to you make the recommended corrections. Your prompt book will create itself!)

Final Examination Date:
The Final Exam will be administered on Monday, December 15, 2014 at 10:00AM, which is the Mandatory Final Exam Meeting Time.

NOTE: Please note that per University policy, the instructors are unable to schedule an alternative time for you to take the exam. If you have questions you can contact the USC Testing office at 213-740-7166.

Statement for Students with Disabilities
Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to TA) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. Website and contact information for DSP: http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html, (213) 740-0776 (Phone), (213) 740-6948 (TDD only), (213) 740-8216 (FAX) ability@usc.edu.

Statement on Academic Integrity
USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. *SCampus*, the Student Guidebook, (www.usc.edu/scampus or http://scampus.usc.edu) contains the University Student Conduct Code (see University Governance, Section 11.00), while the recommended sanctions are located in Appendix A.

Emergency Preparedness/Course Continuity in a Crisis
In case of a declared emergency if travel to campus is not feasible, USC executive leadership will announce an electronic way for instructors to teach students in their residence halls or homes using a combination of Blackboard, teleconferencing, and other technologies.