

USC School of Dramatic Arts

THTR 333 – Stage Management I
Fall 2016—Monday—10:00AM-12:50PM
Location: PED 114E

Instructor: Mary K Klinger
Office: N/A
Office Hours: Mondays, 1pm – 2pm 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 come to 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. Together, 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 facilitate 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

1. Text Book: PRODUCTION STAGE MANAGEMENT for Broadway, by Peter Lawrence
Published 2015 (Available in the USC Bookstore and on line)
2. You are also 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 maryklinger@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 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 and Attendance

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

Two theatre tours are currently planned. Details to follow.

Course Schedule: A Weekly Breakdown

(Subject to Change)

Week 1 (Aug. 22):

Introduction: Review Class requirements.

Discussion: What is Stage Management?

Lecture 1: Pre-production and Auditions

Explanation of first assignments, due Aug. 29.

- a) Choose and read your play.
- b) Cast List
- c) Contact Sheet
- d) Clean Script Page
- e) Purchase your text book and bring it with you to the next class

Explanation of Prompt Book Assignment, due Nov. 24

Week 2 (Aug. 29):

Continue Lecture 1: Pre-Production and Auditions

Assignments due Sept. 12:

- a) Preliminary Prop List
- b) Welcome Letter
- c) Read Chapters 1-4 (pages ix through 45) in your text book. Take notes. Be prepared to discuss.

Week 3 (Sept. 5):

Labor Day – University Holiday

Week 4 (Sept. 12):

Continue Lecture 1: Pre-Production and Rehearsal Room Prep.

Assignments due Sept. 19:

- a) Character/Scene Breakdown in excel
- b) Read Chapters 5-7 in your text book.

Week 5 (Sept. 19):

Lecture 2: First Day Rehearsal

Assignments due Sept. 26:

- a) First Day Rehearsal Schedule
- b) Rehearsal Calendar
- c) Stage Manager Talk to the Actors
- d) Read Chapter 8 in your text book.

Week 6 (Sept. 26):

Lecture 3: Running Rehearsal and Establishing Good Working Relationships.

Assignments due Oct. 3:

- a) Rehearsal Report and Rehearsal Log
- b) Ground Plan for Blocking

Week 7 (Oct. 3):

Review for Mid-Term

Continue Lecture 3: Running Rehearsal and Establishing Good Working Relationships

Assignments due Oct. 10:

- a) Study for Midterm

Week 8 (Oct. 10):

Midterm Exam

Week 9 (Oct. 17):

Review Midterm

Lecture 4: Running Rehearsal Day to Day

Assignments due Oct. 27:

- a) Preliminary Sound Cue List
- b) Consumables List

Week 10 (Oct. 24):

Lecture 4 Continued: Blocking and Master Script

Keeping the Script up to date

Assignments due Oct. 31:

- a) Production Meeting Agenda
- b) Blocking Example and Legend
- c) Updated Script page
- d) Review Chapter 5 in your text book.

Week 11 (Oct. 31):

Lecture 5: Preparing for Tech

Assignments due Nov. 7:

- a) Preset
- b) Cue Light Request and diagram
- c) Read Chapter 9 in your text book.

Week 12 (Nov. 7):

Continue Lecture 5: Preparing for Tech

Assignments due Nov. 21

- a) Updated Flow Chart: Crew Assignments
- b) Scene Rundown for Actors (Character/Scene Breakdown #2)

Week 13 (Nov. 21):

Lecture 6: Tech and The Crew

Assignments due Nov. 28

- a) Performance Report Template
- b) Prompt Book

Week 14 (Nov. 28):

PROMPT BOOK DUE!

Week 15 (Dec. 12):

Final: 8am to 10am

Midterm Examination Date:

Monday, October 10, 2016 at 10:00AM (Subject to change)

Prompt Book Submission Date:

Deadline for submission is Monday, November 28, 2016 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 12, 2013 at 8:00AM, 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.