

**THTR 333 Stage Management I**

**Units: 3**

**Fall 2020 – Monday**

**Time: 10:00AM– 12:50PM**

**Location: TBA**

**Instructor: Scott Faris**

**Office: MCC 101D**

**Office Hours: M: 2-3:30p, W&TH: 10-12p, F: 3-4:30p**

**Contact Info: [scottfar@usc.edu](mailto:scottfar@usc.edu) 917-825-2739**

### **Course Description**

Students will learn the basic skills of stage management. We will analyze the stage manager's responsibilities to each element of the production, department by department. (Script analysis, the prompt book, schedules, props lists, reading a ground plan, costume plots, 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.

Students will achieve familiarity and facility with the various forms of stage managerial paperwork and will begin through this introductory course to develop a technique 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 and technical staff 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 by creating a production analysis, tracking of characters, props, scenery, costumes and actor movement

### **Learning Objectives**

By the end of this course, students will be able to demonstrate a knowledge of the various areas of stage managerial responsibilities and execute the necessary paperwork to stage manage a production. During the course, students will be required to:

- Identify the different types of theaters, basic stage technologies and rehearsal room requirements.
- Summarize the structure of theatre hierarchy across all levels of production.
- Analyze a script in preparation for production.
- Demonstrate how to read a ground plan and tape out a rehearsal room.

- Demonstrate a practical understanding of the relationships between a stage manager and artistic and technical staff and the ability to facilitate communication with all members of the 'company' in day to day and emergency situations.
- Create a Prompt Book that will include all stage management paperwork needed to realize a theatrical production.

**Prerequisite(s): THTR 131A**

**Co-Requisite (s):**

**Concurrent Enrollment:**

**Recommended Preparation: THTR 131A**

### **Course Notes**

Blackboard will be used to post notices, course content and for final exam. Please familiarize yourself with basic functions of Blackboard.

### **Technological Proficiency and Hardware/Software Required**

Have own laptop plus familiarity with Word, Excel, iCal or Google Docs, if possible.

### **USC technology rental program**

We realize that attending classes online and completing coursework remotely requires access to technology that not all students possess. If you need resources to successfully participate in your classes, such as a laptop or internet hotspot, you may be eligible for the university's equipment rental program. To apply, please submit an application. The Student Basic Needs team will contact all applicants in early August and distribute equipment to eligible applicants prior to the start of the fall semester.

### **USC Technology Support Links**

If you have technical issues either with Blackboard or Zoom, please reach out to [USC IT Services](#), which is available 24/7 at:

[Zoom information for students](#)

[Blackboard help for students](#)

[Software available to USC Campus](#)

### **Classroom norms**

- Please present yourself professionally, i.e. dressed properly, sitting up.
- Please log into the class on your laptop rather than your phone. If this is an issue for you, please let the instructor know in the chat.
- Please mute your microphone while in the synchronous class when not speaking.
- Please keep your camera on when in class.
- Use the raised hand icon (under Participants) to be called on to speak.
- While in breakout groups, unmute your microphone

## **Zoom “Netiquette” – Best Practices during class and breakout rooms**

- Listen actively and attentively.
- Be respectful of one another and what is being said, without interrupting, even when you disagree.
- Comments that you make (asking for clarification, sharing critiques, expanding on a point, etc.) should reflect that you have paid attention to the speaker’s comments.

## **Synchronous session recording notice**

Synchronous class sessions will be recorded and provided to all students asynchronously.

## **Sharing of course materials outside of the learning environment**

USC has a policy that prohibits sharing of any synchronous and asynchronous course content outside of the learning environment.

### *SCampus Section 11.12(B)*

*Distribution or use of notes or recordings based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study is a violation of the USC Student Conduct Code. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media. (See Section C.1 Class Notes Policy).*

## **Residential and Hybrid Streaming Model Courses**

Continuously updated requirements for the latest COVID-19 testing and health protocol requirements for USC can be found on the [USC COVID-19 resource center website](#).

## **Required Readings and Supplementary Materials**

- Textbook will be “The Back Stage Guide to Stage Management”, 3<sup>rd</sup> Edition, by Thomas A. Kelly

You are expected to bring your textbook 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, with costume changes, multiple scenes in multiple locations, many props, and ample opportunities for lighting and sound cues.

## **Description 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. All paperwork must be original for this class.

**FOR SDA Assignments:** Late homework will not be accepted for credit unless advance arrangements have been made with instructor or unless exceptional circumstances occur. If pre-approved by instructor, you may email assignments to [scottfar@usc.edu](mailto:scottfar@usc.edu). All emailed assignments should be in pdf format.

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

### Grading Breakdown

Assignment	Points	% of Grade
Class Participation		15
Homework		20
Midterm Examination		20
Final Examination		20
Prompt Book		25
<b>TOTAL</b>	<b>0</b>	<b>100</b>

### Grading Scale (Example)

Course final grades will be determined using the following scale

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

### Assignment Submission Policy

Late homework will not be accepted for credit unless advance arrangements have been made with Instructor or unless exceptional circumstances occur. If pre-approved by instructor, you may email assignments to [scottfar@usc.edu](mailto:scottfar@usc.edu). All paperwork must be original for this class.

## 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 instructor 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.

### THTR 333 2020 Course Schedule: Weekly Breakdown – Updated 8/14/20

Week	Topics/activities	Readings and Homework	Deliverable/ Due Dates
<b>Week 1 8/17</b>	<p><b>Class structure, syllabus &amp; goals</b></p> <p>Explain prompt book assignment – <b>Due Friday, Nov 13</b></p> <p><b>What is an SM?</b></p>	<p>Reading: Chapter 1 “What Does a SM Do?” pp. 22-27</p> <p>Chapter 2 “Assistant Stage Managers” pp. 46-48</p> <p>Appendix 1 “Definition of an SM” pp. 206-211</p> <p>Choose your play – Discuss possibilities</p>	Complete reading for next class
<b>Week 2 8/24</b>	<p><b>Qualities of a Stage Mgr./How to be an ASM</b></p> <p>Share your play choice</p> <p><b>Tour SDA theatres</b></p>	<p>Reading: Chapter 2, “Pre-production” pp. 28-41 (stop at “Production Staff)</p> <p>Chapter 2 “Preproduction” pp. 54-56 “The Audition Process”</p> <p>Assignment: Start Production Analysis – <b>Due 9/14</b></p>	Complete reading for next class

<p><b>Week 3</b> <b>8/31</b></p>	<p><b>Preproduction/ Production team structure/Auditions</b></p>	<p>Reading: Chapter 2 “Pre- production –pp. 48-54 Production Meetings”</p> <p>Chapter 4 “First Rehearsal” pp. 64-89</p> <p>Appendix 3 “Production Meeting Notes” pp. 216- 218</p>	<p>Complete reading for next class</p> <p><b>Reminder: Bring in your Production Analysis on 9/14</b></p>
<p><b>Week 4</b> <b>9/7</b></p>	<p><b>LABOR DAY</b></p>	<p><b>NO SCHOOL</b></p>	
<p><b>Week 5</b> <b>9/14</b></p>	<p><b>First rehearsal/ Starting rehearsals/ How to run a production meeting</b></p> <p>Share/review: Production Analysis</p>	<p>Reading: Chapter 5 “The Rehearsal Period” pp. 90-102</p> <p>Assignment: Create a First Day Agenda &amp; Speech – present orally next week</p>	<p>Complete reading for next class</p>
<p><b>Week 6</b> <b>9/21</b></p>	<p><b>The Rehearsal Period/1<sup>st</sup> day speech</b></p> <p>Present your 1<sup>st</sup> day Speech</p>	<p>Reading: Chapter 5 “The Rehearsal Period” (cont.) pp. 102- 112</p> <p>Chapter 6 “Automation” pp. 113-122</p> <p>Assignment: Bring in your Contact Sheet next week</p>	<p>Complete reading for next class</p>

<p><b>Week 7</b> <b>9/28</b></p>	<p><b>The rehearsal period (cont.)/running and maintaining rehearsals/Automation</b></p> <p>Share/review: Contact Sheets</p>	<p>Reading: Review Chapter 4, pp. 67-74 “The Ground Plan &amp; Taping the Deck”</p>	<p>Complete reading for next class</p>
<p><b>Week 8</b> <b>10/5</b></p>	<p><b>Taping the stage</b></p> <p><b>Midterm – project (in class)</b></p>	<p>Reading: Chapter 7, “Load-in &amp; Technical Rehearsals” pp. 123 – 140 (up to “Technical Rehearsals”)</p> <p>Chapter 3, -- see Sound &amp; Fly cue sheets, pp. 60-61</p> <p>Appendix 9: Cue lights &amp; sheets, pp. 240-249</p> <p>Assignment: Bring in your Production Calendar next week</p>	<p>Complete reading for next class</p>
<p><b>Week 9</b> <b>10/12</b></p>	<p><b>Load-in &amp; Tech rehearsals: Part 1</b> <b>Prepping for Tech</b></p> <p>Review Midterm taping exercise</p> <p>Share/review Production Calendar</p>	<p>Reading: Continue Chapter 7, “Load-in &amp; tech” pp. 140-149</p> <p>Assignment: Bring in your Character/Scene Breakdown</p>	<p>Complete reading for next class</p>

<p><b>Week 10</b> <b>10/19</b></p>	<p><b>Tech Rehearsals: Part 2</b></p> <p>Share/review Character/Scene Breakdown</p> <p><b>Discuss calling script</b></p>	<p>Reading: Chapter 8, "Previews and Opening Night" pp, 150-156</p> <p>Appendix 11: Performance Report &amp; Schedule, pp. 260-263</p> <p>Assignment: Bring in your Prop List</p>	<p>Complete reading for next class</p>
<p><b>Week 11</b> <b>10/26</b></p>	<p><b>Dress Rehearsals, Previews &amp; Opening</b></p> <p><b>Maintaining, running &amp; calling a show</b></p> <p>Share/review Prop List</p>	<p>Reading: Chapter 10, "Closing a Show and Touring" pp. 171-178</p> <p>Appendix 12 "Production Schedules for Touring/Closing a Show", p. 264</p> <p>Assignment: Bring blocking notation next week</p>	<p>Complete reading for next class</p>
<p><b>Week 12</b> <b>11/2</b></p>	<p><b>Closing &amp; Touring</b></p> <p>Share/review: Blocking notation</p>	<p>Reading: T. Kelly: Chapter 12, "Career Information" pp. 195-203</p> <p>Assignment: Bring in your favorite comedians and share a favorite "bit" with class</p> <p>Prompt Books due end of next week.</p>	<p>Complete reading for next class</p>
<p><b>Week 13</b> <b>11/9</b></p>	<p><b>LAST CLASS!</b></p> <p><b>Career discussion</b></p> <p>Share your favorite comedians</p>	<p>Reading: Discuss internship possibilities</p>	<p><b>***Prompt Books due on Friday!!!</b></p>



<b>Week 14 11/16</b>	<b>STUDY DAYS/FINALS</b>		
<b>Week 15 11/23</b>	<b>FINAL: MONDAY NOVEMBER 23 8AM-10AM</b>		Date: For the date and time of the final for this class, consult the USC <i>Schedule of Classes</i> at <a href="http://classes.usc.edu">classes.usc.edu</a> .

### EXTRA-CURRICULAR COMMITMENTS AND ISPS

Should you choose to participate in any extra-curricular project, such as an Independent Student Production, the SDA administration and faculty will not make allowances or exceptions for absences in class, missed or delayed assignments, home work that is required as preparation for class, or lack of participation in class resulting from your extra-curricular involvement.

### Statement on Academic Conduct and Support Systems

#### Academic Conduct:

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” [policy.usc.edu/scampus-part-b](http://policy.usc.edu/scampus-part-b). Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

#### 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 for DSP and contact information: (213) 740-0776 (Phone), (213) 740-6948 (TDD only), (213) 740-8216 (FAX) [ability@usc.edu](mailto:ability@usc.edu).

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#### Support Systems:

**Counseling and Mental Health** - (213) 740-9355 – 24/7 on call  
[studenthealth.usc.edu/counseling](http://studenthealth.usc.edu/counseling)

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

**National Suicide Prevention Lifeline** - 1 (800) 273-8255 – 24/7 on call

[suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

**Relationship and Sexual Violence Prevention Services (RSVP)** - (213) 740-9355(WELL), press "0" after hours – 24/7 on call

[studenthealth.usc.edu/sexual-assault](https://studenthealth.usc.edu/sexual-assault)

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

**Office of Equity and Diversity (OED)** - (213) 740-5086 | Title IX – (213) 821-8298

[equity.usc.edu](https://equity.usc.edu), [titleix.usc.edu](https://titleix.usc.edu)

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

**Reporting Incidents of Bias or Harassment** - (213) 740-5086 or (213) 821-8298

[usc-advocate.symplicity.com/care\\_report](https://usc-advocate.symplicity.com/care_report)

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

**The Office of Disability Services and Programs** - (213) 740-0776

[dsp.usc.edu](https://dsp.usc.edu)

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

**USC Campus Support and Intervention** - (213) 821-4710

[campussupport.usc.edu](https://campussupport.usc.edu)

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

**Diversity at USC** - (213) 740-2101

[diversity.usc.edu](https://diversity.usc.edu)

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

**USC Emergency** - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call

[dps.usc.edu](https://dps.usc.edu), [emergency.usc.edu](https://emergency.usc.edu)

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

***USC Department of Public Safety*** - UPC: (213) 740-6000 – 24/7 on call for non-emergency information,  
[dps.usc.edu](https://dps.usc.edu)