

Bergen Community College
Division of Arts, Humanities & Wellness
Department of the Performing Arts

Course Syllabus

Stage Management THR 232

Date of Most Recent Syllabus Revision: _____
Course Typically Offered: Fall ___ Spring ___ Every Semester X Other ____
Syllabus last reviewed by: BCC General Education Committee _____
Curriculum Committee _____

Basic Information About Course and Instructor

Semester and Year:
Course and Section Number:
Meeting Times and Locations:
Instructor:
Office Location:
Phone:
Departmental Secretary:
Office Hours:
Email Address:

Course Description

Stage Management is a hands-on approach to learning the art of stage managing a live theatrical event. The student is exposed to the fundamentals of organizing and implementing rehearsals, production meetings, technical rehearsals and run of play. 1 lectures, 1 credits

Prerequisite: THR-131

Student Learning Objectives: As a result of meeting the requirements of this course, students will be able to

1. Be responsible for the calling of all rehearsals.
2. Assemble and maintain the Prompt Book, or Production Book, which is the encyclopedia and eventually the official record of the production. 1) It is the single reference for the process of the production. 2) It should allow anyone familiar with stage managing to operate the show in your absence. 3) It will become the official record of the show.
3. Work with the Director and the other collaborative artists, during rehearsal and after opening, schedule rehearsals and outside calls.
4. Assume active responsibility for the form and discipline of rehearsal and performance, and be the executive instrument in the technical running of each performance.
5. Responsible for the writing and distribution of Rehearsal Reports and Performance Reports.
6. Maintain the artistic intentions of the Director and the Producer after opening, to the best of their ability, including calling correctional rehearsals of the company when necessary.
7. Keep such records as are necessary to advise the Producer on matters of attendance, time or other matters.
8. Maintain discipline among the cast and crew.

Learning Assessments:

In support of the above-mentioned goals, the course will include reading, writing, listening, viewing and discussion assignments from the textbook and from outside sources. Students will take an active part as either stage managing or assistant stage managing a school production.

Objectives will be assessed as follows:

1. Call all rehearsals.
2. Assemble and maintain a Prompt Book.
3. Work with the Director and other collaborative artists during rehearsals and performances.
4. Run all rehearsals and performances and be sole responsible for the technical

running of the performance.

5. Write and distribute rehearsal and performance reports.
6. Maintain the production at the same artistic level that the Director created for opening night.
7. Keep records of attendance, times of performances, etc.
8. Be the disciplinarian for the performers and crew.

Course Content

Stage Management – introduces the fundamentals of stage managing a live theatrical event. Students will have a hands-on knowledge of how to run rehearsals, maintain a Prompt Book, manage technical rehearsal, insure the artistic quality of the production, and maintain communication between the producer, director and collaborative artists.

Technological Literacy

Technological literacy and/or information literacy is one expectation of this course. Students will be encouraged use and understand basic software packages like MS Word and Excel. Student will also be expected to learn the computer operated sound board and lighting board.

Course Texts and/or Other Study Materials

Required: Ionazzi, Daniel A. The Stage Management Handbook. Better Way Books. 1992 ISBN-10: 1-55870-235-0

Recommended: Stern, Lawrence . Stage Management. Allyn and Bacon. 2006 (Eighth Edition) ISBN-0-205-44973-5

Grading Policy

The final grade in this course will be determined by a student's overall mastery of the subject matter as evidenced by the organization and implementation of rehearsals, Prompt Book, technical rehearsals and run of play.

Prompt Book	60%
Attendance of Production/Post Mortem Meetings	10%
Rehearsal Reports	15%
Performance Reports	15%

Criteria for Evaluation:

Prompt Book:

Student will keep a book of the play that they stage manage. This book is the official text for the production. It includes all changes, additions, and deletions to the text; all necessary blocking and staging information required to create the show; and all cues and warning for the production.

Production/Post Mortem Meetings:

Meetings with the Director, Producer and all of the Collaborative Artists to discuss concept, designs, implementation of the creative with the practical as well as a wrap up of the production.

Rehearsal Reports:

A daily written report that includes date, cast members who were late or absent, cast changes, the scene of scenes that were blocked or run, the number of times these scenes were run, delays, and causes for delays in rehearsals, and any significant occurrence out of the ordinary and notes for any additions or changes made to the departments (costumes, props, etc.).

Performance Reports:

These will take the place of the Rehearsal Reports once the show has opened. These are similar to the rehearsal reports but these reports shift from the technically-oriented organization to an audience, business and artistic focus.

**90-100 = A 86-89 = B+ 80-85 = B 76-79 = C+ 70 - 75 = C 65-69 = D
E =Unofficial Withdrawal W =Official Withdrawal INC=Incomplete 0-64 = F**

BCC Attendance Policy

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

Students will be evaluated on attendance and participation in class using the following criteria: consistent attendance; evidence of studying text and assignments; completed daily assignments; quality classroom responses.

Bergen Community College Academic Policies:

Bergen Community College is committed to academic integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Please review the college catalogue or student handbook for further information on this topic.

Bergen Community College has adopted an internal grievance procedure to provide for prompt and equitable resolution of complaints alleging any action prohibited by federal regulation implementing Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. (ADA). Please review the college catalogue for further information on this topic.

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination. Please review the policy prohibiting sexual harassment in the college catalog.

Please review the statement on acceptable use of BCC technology in the college catalog.

Faculty hold 3 office hours per week, and as requested by students, by appointment. Students are encouraged to seek out their faculty member for academic needs.

Student and Faculty Support Services

All students are encouraged to visit and use the BCC Library. There are particularly excellent electronic references in the area of music available to our students.

Students are encouraged to use the student support services of the college. These services include: the Writing Center, the music-computer Lab, the Tutorial Center, and the Office of Specialized Services.

The Distance Learning Office – for any problems you may have accessing your online courses	Room C-334	201-612-5581 psimms@bergen.edu
Smarthinking Tutorial Service	On Line at:	www.bergen.edu/library/learning/tutor/smart/index.asp
The Tutoring Center	Room L-125	201-447-7908
The Writing Center	Room	201-447-7908

	L-125	
The Online Writing Lab (OWL)	On Line at:	www.bergen.edu/owl
The Office of Specialized Services (for Students with Disabilities)	Room S-131	201-612-5270
The Sidney Silverman Library - Reference Desk	Room L-226	201-447-7436

Course Outline:

Note to Students: This Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class

Introduction to the Theatre Course Outline:

Week	Topic/Activity	Learning Objectives	Assignments/Events
1	Course Introduction <ul style="list-style-type: none"> ■ Understanding of the fundamentals of the job ahead. 	3, 6	
2	<u>Pre-Production</u> <ul style="list-style-type: none"> ■ Concept Meeting ■ The Script – Design Requirements 	3	Read Chapter 1 Read Assigned Play Attend Concept Meeting
3	Pre-Production continued <ul style="list-style-type: none"> ■ Planning And Organizing - Creating the Prompt Book 	2, 3,	Read Chapter 2
4	<ul style="list-style-type: none"> ■ Running Auditions - Cast List - Rehearsal Schedule - Contact Sheet 	3, 7, 8	Read Chapter 3 Attend Production Meeting Run Auditions
5	Rehearsals <ul style="list-style-type: none"> ■ Rehearsal Rules - Daily Call Procedures - Stage Management Services - The Director's Needs 	1, 2, 3, 4, 5, 7, 8	Read Chapter 4 Attend Rehearsals
6 & 7	<ul style="list-style-type: none"> ■ Managing Rehearsals - Blocking Notation - Rehearsal Cues - Prompting - Timing the Show 	1, 2, 3, 4, 5, 7, 8	Read Chapter 5 Attend Rehearsals

			Attend Production Meeting
8	<ul style="list-style-type: none"> ■ Information Distribution <ul style="list-style-type: none"> - Create and distribute rehearsal reports daily 	1, 2, 3, 4, 5, 7, 8	Read Chapter 6 Attend Rehearsals
9 & 10	<ul style="list-style-type: none"> ■ Preparing for Technical And Dress Rehearsals <ul style="list-style-type: none"> - Designer Run Thru - Paper Tech - Dry Tech - Dress Parade 	1, 2, 3, 4, 5, 7, 8	Read Chapter 7 Attend Rehearsals Attend Production Meeting
11	<ul style="list-style-type: none"> ■ Preparing for Technical And Dress Rehearsals (Continued) <ul style="list-style-type: none"> - Wet Tech - Tech Rehearsals - Dress Rehearsals * Quick change rehearsals * Running Crew rehearsals 	1, 2, 3, 4, 5, 7, 8	Read Chapter 8 Attend Rehearsals
12 & 13	<p><u>Performances</u></p> <ul style="list-style-type: none"> ■ Pre-Performance: <ul style="list-style-type: none"> - Checklist - Cast and Crew Calls - Front-of-House ■ The Performance <ul style="list-style-type: none"> - Calling the Show - Performance Reports 	1, 2, 3, 4, 5, 6, 7, 8	Read 9 Attend Performances
14	<ul style="list-style-type: none"> ■ Closing The show ■ Strike 	1, 2, 3, 4, 5, 6, 7, 8	Attend Final Performances and strike
15	Post Mortem Wrap Up	3, 6	Attend Post Mortem meeting