

TPA 4601 - Stage Management

Fall 2019 Course Syllabus (3 credit hours)

Class Time: Mondays 11:00a – 1:50p

Class Location: PA 109

Instructor: Allison Lowe

Email: lowea@fau.edu

Cell Phone: (702) 283-0695

Office Location: Building AL-9, Room 179

Office Hours: Tu & Th 11:30a-12:30p

Office Phone: (561) 297- 2085

Course Textbooks & Materials

Fazio, Larry. *Stage Manager: The Professional Experience, 2nd Edition*.

ISBN: 978-1-138-19507-3

Zindel, Paul. *The Effects of Gamma Rays on Man-in-the-Moon Marigolds*.

ISBN: 978-0-060-75738-0

Instructor will provide additional reading materials.

Course Materials

1 inch (or smaller) binder with plastic sleeve on the outside and on the spine

Divider Tabs

Course Description

Stage Management is an upper level course designed specifically for theatre students. The course is a detailed study in stage management techniques and practical application during the preproduction, rehearsal, and performance processes. The prerequisites are *Acting 1 - TPP 2110*, *TPA 2000- Visual Imagination* and *TPA 2200- Intro to Production*.

Course Objective

This course offers a solid curriculum for a peek into the evolving world of stage management. Students will discuss the core functions and responsibilities of stage management, methods for building blocking scripts and calling scripts, a run-down of show paperwork and the methods behind each, as well as more involved work in developing one's own stage management philosophy and style. Lectures will also address how to work with different people and departments, problem solving and creating solutions, and stage management resumes.

Upon completion of this course, the student will be able to work as a semi-professional stage manager, having gained the fundamentals skills and knowing the basic procedures of being stage manager. The student will be able to create paperwork, set up a prompt book, understand how to call a show, communicate, and resolve conflicts.

Course Policies

Cell phones are to be kept on silent and are not to be used during class. **If you are caught with your cell phone, you will be asked to leave class and will be marked absent for the day.**

Laptops, tablets, and electronic notebooks are allowed for note taking and class purposes.

Participation: Students are expected to read the material assigned and to participate in class discussion. Students will be awarded points per day for participating.

Attendance: Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance.

Attendance is Mandatory! Students are allowed a total of ONE missed absences with no penalty. For every absence over that one, the student's grade will lower by one letter grade. TWO absences will result in automatic failure. Attendance will be taken at the beginning of class and after break (please see "Classroom Rules").

Exceptions to this policy will always be made for family emergencies, medical reasons, religious observances, military obligation, court-imposed legal obligations, and/or participation in University-approved activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence. A legitimate absence will be determined by the instructor on a case-by-case basis. Student may be asked to determine solid proof. Tardiness will not be accepted. THREE tardies will equal to one absence. If you arrive to class after roll is taken, it is your responsibility to check in at the end of class to make sure your attendance is recorded. If you are going to be absent or late it is YOUR responsibility to call or email me. DO NOT GO THROUGH OTHER STUDENTS.

Late Work: Late work will be accepted solely at the discretion of the instructor.

Classroom Rules:

- Since this is a longer class time than normal, the class will be broken up as follows: 11:00-12:20 – Class Time, 12:20-12:30 – Break, 12:30-1:50 – Class Time
- Please do not continuously (more than once) get up from your sit and/or leave the classroom during class time. This is disruptive to me and your fellow classmates.
- Please raise your hand if you have questions/want to contribute to the discussion. Please do not talk over me or your fellow students.
- Everyone is entitled to ask questions about the topic at hand. However, if you have more than two or three questions during class time, I ask that you write them down. If there is time at the end of class, I will answer them. If there isn't, I will be more than happy to answer your questions during my office hours and emails. Please refrain from asking questions or engaging in discussion that is not relevant to what is being discussed.
- Please do not have "side conversations" while lecture is taking place.
- I don't mind eating and drinking in class as long as you are able to continue to participate. Please be mindful of what you are eating (for example, the crunching of chips might be distracting to some; the smell of tuna might be nauseating to some).

Cheating/Plagiarism: Will not be tolerated. The student will immediately fail the course and be reported to the College/University. Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of

these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001 in the University Catalog.

Grading

Breakdown

Prompt Book Project – 40%
Assignments – 20%
Participation – 10%
Quizzes – 10%
Final Exam – 20%

Scale

A: 100 – 93%, A-: 92 – 90%
B+: 89 – 87%, B: 86 – 83%; B-: 82 – 80%
C+: 79 – 77%; C: 76 – 73%, C-: 72 – 70%
D+: 69 – 67 %, D: 66 – 63%, D-: 62 – 60%
F: 59% and below

All grades are absolute and are not subject to a curve.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Disability Services

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Assignments

- Assignments will be given throughout the course which **should be completed by the following class, unless** otherwise noted in the syllabus.
- Most assignments will be the materials that are included in the Prompt Book.
- Essay assignments guidelines:
 - Times New Roman, 12pt font
 - Double spaced
 - 1-inch margins on all sides
 - Stapled in the top left corner
 - Please remember to put your name on it. **DO NOT** put the date or instructor's name at the top.

How to turn in an assignment

- Physically hand the assignment to the Instructor when Instructor asks for it.
 - Under certain circumstances, assignments can be submitted electronically via email or Canvas. This will be arranged PRIOR to the assignment due date between instructor and student. If instructor agrees to allow student to submit an assignment electronically, please follow the instructions below:
 - Email it or send via Canvas to the Instructor **BEFORE** the class time that it is due. For example, if an assignment is due on 9/30, you have to email or submit it on Canvas to me by 9/30 @ 11am.
 - It must be an attached document which, if it is an essay assignment, must follow the guidelines as listed above. **DO NOT** put the assignment in the body of the email.
-

Prompt Book Project

- Each student will put together a Prompt Book using the play *The Effects of Gamma Rays on Man-in-the-Moon Marigolds*.
 - If a student is a Stage Manager or Assistant Stage Manager for a theatrical production at the University during this course, that show may be used (instead of *Gamma Rays*) for this project.
 - More detailed information about what is to be included in the Prompt Book will be given out at a later date.
 - **Prompt Books are due Monday, November 18th.**
-

Weekly Schedule

Week 1

August 19

- Introduction
- Syllabus / Textbook Overview
- Types of Theatre Spaces
- What is a Stage Manager?
- Stage Management Qualities
- Stage Philosophy & Safety
- Stage Management Kits

-Assignments:

- Read: *The Effect of Gamma Rays on Man-in-the-Moon Marigolds*; “SM Kits” Handout; Chapter 5, pages 41-53
 - Ask family, friends, co-workers, people in the industry on what they think a stage manager is. Comply all the answers (their name, occupation, and their definition) along with your own definition.
 - Write your own SM Philosophy.
-

Week 2

August 26

-What is a Stage Manager? Follow-Up

-Philosophy Follow-Up

-SM Kits Follow-Up

-Equity

-Assignments:

- Read Equity Handouts
 - Read Cirque Handouts
-

Week 3

September 2 - NO CLASS (Labor Day)

Week 4

September 9

-Equity

-Cirque

-Assignments:

- **Equity “take home” QUIZ** (*multiple choice, short answer, essay*)
 - Read “First Meeting with the Director” Handout, Chapter 8, pages 124-139, & Chapter 6, pages 54-67 (stopping @ “Schedules”)
-

Week 5

September 16

-Auditions

-Pre-Production (meeting w/ the director; act/scene breakdown; sign in sheet; contact sheet)

-Assignments:

- Create an Audition Notice, including character breakdown.
 - Create an Audition Form.
 - Create an act/scene breakdown.
 - Create a sign-in sheet template.
 - Create a contact sheet template.
 - Read Chapter 6, pages 67 (from “Schedules”) – 93
-

Week 6

September 23

-Pre-Production (schedules, rehearsal reports, floorplans, lists, show reports, script building)

-Assignments:

- Create a Production Block Schedule.
 - Create a Rehearsal Block Schedule.
 - Create a Rehearsal Report template.
 - Create Show Report template.
 - With a partner, create lists for the following: props, scenery, sound, lighting, costumes.
DUE 10/7
 - Put your script together.
 - Read Chapters 9 & 10, pages 140-168
-

Week 7

September 30

-Getting ready for 1st Rehearsal (floor taping, call boards, production meetings)

-Start of Rehearsals (introduction, Equity rules, daily schedules)

-Assignments:

- Create a Production Meeting template.
 - Create a Daily Schedule.
 - Read Chapter 11, pages 169-186
-

Week 8

October 7

Lists Due

-Rehearsals (blocking)

-Assignments:

- Write Blocking Notation for *Gamma Rays*. (Instructor will provide page numbers)
 - Complete Blocking Assignment. (Instructor will provide)
 - Read Chapter 11, pages 187-194, Chapters 12-13, pages 195-228
-

Week 9

October 14

- Rehearsals (prompting, rehearsal cues, tracking)
- Preparing for Tech (moving into performance space, paper tech)
- Calling Script/Cueing

-Assignments:

- Create Props Tracking Chart.
 - Take the two pages (instructor provided) from *Gamma Rays* and write at least two lighting cues and one sound cue, include the warnings and/or standbys for each cue.
 - Read “Dress Parade” & “Dry Tech” Handouts, Chapter 15, pages 239-262
-

Week 10

October 21

- Calling
- Tech Rehearsals (dry tech, 10 out of 12, dress parade, IATSE, backstage vs FOH, checklists)

-Assignments:

- Create a Checklist of Nightly Duties for you and your crew.
 - Read Chapters 16-19, pages 263-312
-

Week 11

October 28

- Performances (opening night, running the show, contingencies, closing/strike)
- Corporate/Event Shows
- Touring Shows

-Assignments:

- Read Chapter 3, pages 17-26; Chapter 7, pages 94-123
-

Week 12

November 4

- Stage Management Teams and Co-Workers
- Work Relationships and Conflict
- Work Communication

-Assignment:

- Read the conflict scenarios (instructor provided) and write the steps you would take to solve the conflict.
 - You are the Production Stage Manager of your show. Write a minimum of 2 pages on who you think is the most important player on your team (SM team or co-workers) and why.
-

Week 13

November 11 – NO CLASS (Veteran's Day)

Week 14

November 18

-Prompt Books Due

-Conflict Scenario Follow-Up

-Conclusion

-What is a Stage Manager

-Review

-Assignment

- Study for Final Exam
-

Week 15

November 25

-Comprehensive Final Exam (*multiple choice, short answer, matching*)