STAGE MANAGER DUTIES

1. Read the play.

2. Coordinate and chair all production meetings.

3. Organize and run auditions.

4. Coordinate costume fittings (see next page: The Stage Manager and the Costume Shop).

5. Coordinate with Publicity as to hometown forms and press releases.

6. Technical Designers list to Dr. Lile one week before publicity picture call.

7. Attend all rehearsals -- make rehearsals run smoothly.


10. Take blocking in the book.

11. Take line notes after lines due.

12. Attend pre-paper tech.

13. Attend dry tech and actor tech -- chair each.

14. Call the show.

15. Maintain a neat call board.

16. Conduct a pre-show check list.

17. Solve all personnel problems at the lowest level.
18. Train the Assistant Stage Manager -- delegate duties.

19. Remove call board at end of run.
STAGE MANAGER AND THE COSTUME SHOP

1. Meet with the Costumer to review established procedures and policies before auditions take place.

2. Provide the Costume Shop and Costume Designer with cast lists as soon as they are available.

3. Provide the Costume Shop and Costume Designer with all cast changes immediately.

4. Arrange for the costume, makeup, and hair designers as well as the Costume Director’s attendance at all production meetings as listed on the departmental calendar.

5. CHECK IN WITH THE COSTUME SHOP DAILY, from the time that the show is cast, through opening. This is to arrange fittings, measurements, report on progress at rehearsals, answer questions about actor and director needs, etc. This enables the SM to perform his/her duties as the communications liaison between the various branches of production. It is possible to do this by phone if it is impossible to stop into the shop during the hours that it is officially open. The parties involved may not always have an immediate need, but it is necessary to check anyway.

6. Supply a list of necessary rehearsal clothes to the Costume Designer. The SM will then check them out and be responsible for their safe return when dress rehearsals begin. Locks are available for dressing room lockers and Stage Managers are encouraged to check one out for storage of rehearsal clothes and props.

7. Check with the Costumer before preparing check-in sheets for tech week and performances to get the names of all crew members. The wardrobe crew is part of the SM’s backstage responsibility. The Stage Manager is also responsible for unlocking and re-locking the costume areas before and after all calls, as well as posting calls for the wardrobe and makeup personnel. Communicate all calls and CHANGES in calls to the wardrobe and makeup people. Notify the Costume Designer and Costume Director of all
changes in calls for dress rehearsals.