1/19 Introduction to Class
   In Class
      Introduction and Syllabus Prep
      Syllabus Recon
      What do you want to learn?
      Classroom Norms
      Q&A
   Homework
      2. Go through the “Getting Started” Module
      3. Look through first module: What is a Stage Manager?
      4. Readings
         • Chapter 1 “What is A Stage Manager” textbook – PDF in module
         • Pipeline – the pdf of the script from American Theatre Magazine is in the “Getting Started” Module.

1/23 What Does a SM Do?
   In Class
      Watch Tree Video
      Lecture with PPT
   Homework
      1. In “What is a SM” Module – watch Kent’s Half Hour Call #1 video and Read “Managing Stage and Expectations”. Then complete the Journal response
      2. Readings
         • “Communication” chapter in SM Toolkit for Communication Class

1/24 Communication
   In Class
      In classes graded activity – Rewriting
      Lecture with PPT
   Homework
      1. In communication module complete the journal assignment – due 2/1 (3pts)
      2. Read SM Toolkit chapter on Document Design – link in the document design module, have ready by Document Design class.

1/29 Communication
   In Class
      Finish Lecture with PPT
      Communication Activities
   Homework
      1. In communication module complete reflection assignment

1/31 Document Design
   In Class
      Lecture with PPT
   Homework
      1. In the Document Design Module - Watch Half Hour Call #3 video on “Document Design” and complete the Journal Response.
      2. Look over Excel tutorial videos
      3. Reminder to bring laptops to class for Excel Tutorial classes
2/5 and 2/7 Excel Tutorial (Bring Laptops)
   In Class
       Lecture demo on Excel with calendar homework assignment
       If time allows look at building a sample character scene chart
   Homework
       1. Calendar Re-Creation assignment in the Document Design Module
       2. Readings for Preproduction Unit
          • Chapter 2 in text book “Backstage Guide to Stage Management”
          • Chapter titled “Pre-Production” in SM Toolkit (E-book)

2/12 Preproduction
   In Class
       Watch Video “All About Prep Week” in class
       Lecture with PPT up to Production Analysis
       Video “Production Analysis Like a Pro”
       Review Production Analysis Homework and look at Blackboard content for support
   Homework
       1. Complete Calendar Re-Creation assignment due next class
       2. Production Analysis assignment in preproduction module
       3. Readings
          • Continue reading chapter 2 in “Backstage Guide to Stage Management”
          • Continue reading pre-production chapter in SM Toolkit E-book
          • Finish Pipeline script for next class

2/14 Preproduction
   In Class
       Collect Calendar Re-creation assignment at the start of class in folder
       Watch Video: “Breaking Down Scene Breakdowns”
       Continue Lecture with PPT: Begin with Character Scene Breakdown
       Review Character Scene Chart Assignment
   Homework
       1. Continue Production Analysis Assignment
       2. Work on Character Chart Breakdown assignment in preproduction module
       3. Readings
          • Finish reading chapter 2 in “Backstage Guide to Stage Management”
          • Finish reading pre-production in the SM Toolkit E-book

2/19 Preproduction wrapped up
   In class
       Complete Lecture and PPT
       “What would you do” in class graded activity (No End in Sight)
       Discuss the Contact Sheet Assignment
       Explain “What have I Learned writing assignment”
   Homework
       1. Complete Production Analysis and Character Chart Breakdown
       2. Work on “What I have I Learned” Midterm
       3. Work on Contact Sheet assignment
2/21 Prompt Book
   In class
      Return Calendar assignments
      Video on Prompt Book
      Lecture with PPT
      Sample of a Prompt Book
   Homework
      1. Finish Production Analysis and Character Chart assignments – due next class
      2. Continue “What I have Learned” midterm writing
      3. Readings for next class
         • Chapter 4 in “Backstage Guide to Stage Management”
         • Read Chapter 5 in SM Toolkit (up to the ‘Blocking Key’)

2/26 The Rehearsal Process (Preparing for)
   In Class
      Collect Production Analysis and Character Charts
      “What would you do” in class graded activity (Top of Rehearsal)
      Lecture and PPT
      Watch Video “How do Stage Managers Tape out a Rehearsal Room”
   Homework
      1. Continue working on “What you have learned” midterm essay
      2. Watch Half Hour Call Videos (Actor Packets, Callboard and Communication) and do the response journal
      3. Reading
         • Read Chapter 5 in “Backstage Guide to Stage Management”

2/28 No Class Empeños Matinee

3/4 The Rehearsal Process
   In Class
      In class graded activity - Rehearsal Rooms at UTEP
      Lecture with PPT
      Watch Video: “Running the Room”
   Homework
      1. Watch (2) Half Hour Call Videos (Dailies, Weeklies & Prod Calendar and Reh & Perf Reports) and complete the response journal in the Rehearsal Module.

3/6 The Rehearsal Process Continued
   In Class
      In class graded activity – Energy in the Room
      Finish Lecture with PPT
      Video – Running the Rehearsal Room
      Discuss the Sign in Sheet and Prop list
      Ahead of Schedule – start watching the blocking videos
   Homework
      1. Finish the last journal in the Rehearsal module on the Half Hour Call Videos
      2. Watch the Half Hour Call Video on Blocking, part I and II to prepare for next class

3/11 & 3/11 No Class Spring Break
3/18 Blocking
   In Class
   Handout and blocking scripts (both of them)
   Lecture with PPT
   Discuss Blocking Page Homework
   Homework
   1. Create your blocking page for Pipeline – due next class

3/20 Blocking Activity
   In Class
   Look at blocking pages assign initial grade
   In class blocking activity
   Homework
   1. If Needed - Complete second draft of blocking page due next class
   2. Begin blocking assignment for Pipeline
   3. Read chapter 7 in Backstage Guide to Stage Management
   4. Read chapter 6 in Stage Management Toolkit

3/25 Technical Rehearsals
   In Class
   Lecture and PPT
   Watch Half Hour Call Video on Tips for Terrific Tech
   Watch Load in Time Lapse Video
   Homework
   1. Watch Half Hour Call Videos #15 and #16 then right your response journal
   2. Continue blocking Pipeline

3/27 Technical Rehearsals Continued
   In Class
   Finish up Lecture and videos from last class.
   “What would you do” in class graded activity (Fire Fire)
   Watch video on making run sheets
   In Class Activity – make a run sheet for Pipeline – begin the process
   Homework
   1. Finish Journal from previous class, if not done
   2. Wrap up blocking assignment
   3. In Cueing Module watch the first two videos with SM calling a show to prepare for next class
   4. Work on Deck Run Sheets

4/1 Cueing
   In Class
   Watch the three videos from Half Hour Call and talk about the process of calling cues
   Discuss script placement
   Homework
   1. Work on Deck Run Sheets
   2. Use this time to catch up, redo old work, finish blocking and start assembling binders
4/3 Cue List Activity
   In Class
       Build a cue list in class
   Homework
       1. Finish and type up your cue list for next class

4/8 Cue Placement
   In Class
       Look at cue list
       Put Cues in the scripts
       Sample Cue Calling
   Homework
       1. Practice calling cues at home and finish list – be prepared for next class

4/10 No Class

4/15 Cue Calling

4/17 Cue Calling
   Homework
       1. Clean up your cue scripts for your final binder
       2. Start reading Chapters 8-10 in Backstage Guide to Stage Management
       3. Start reading Stage Managers Toolkit Chapters 8 & 9
       4. Finish Deck Run Sheets

4/22 Preview, Opening, Maintaining
   In Class
       Collect Deck Run Sheets
       “What Would You Do” in class activity (Cray Cray Audience)
       Watch Wicket SM video
       Lecture and PPT for Preview and Opening
       Watch Video from Half Hour Call
   Homework
       1. Read article on blackboard: “Anything but Routine” and write a response journal
       2. Work on your final binder – due 5/1

4/24 Preview, Opening, Maintaining, Closing and Touring
   In Class
       Return Deck Run Sheets
       “What Would You Do” in class activity (Oh No)
       Lecture and PPT on closing and Touring
       Wrap up with to-do for final binder and writing
   Homework
       1. Pick one of the podcast interviews, listen and do a response journal
       2. Write your second “What Have you Learned” – due 5/1
       3. Finish Binder – due 5/1

4/29 Backup day

5/1 Last Class - Binders Due and Final “What Have you Learned”