

1/19 Introduction to Class

In Class

- Introduction and Syllabus Prep
- Syllabus Recon
- What do you want to learn?
- Classroom Norms
- Q&A

Homework

1. Buy text book and Pipeline.
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. Us 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”