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# #1 Analysis Paper

## Grad Stage Management 1

DUE DATE: Wednesday Sept. 16th 1:30p

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### **Objectives:**

To develop the ability to analyze the script & designs for challenges and solutions.

### **Instructions:**

Utilizing the script and designs provided create an entrance/exit plot and master script reference. Then write a 3-4 page paper discussing the challenges and ways you as the stage manager would address them. Address at least 1 major problem for each design area: costumes, props, scenery, lights, sound, media. Also address any actor or rehearsal related issues. Use each of these challenges to come up with a cohesive approach to your stage management of the show.

### **Deliverables:**

Upload to black board one PDF with appropriate bookmarks, visible upon opening. Include the paper, entrance/exit plot and master script reference.

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# #2 Prop Paperwork

## Grad Stage Management 1

DUE DATE: Wednesday Sept. 23rd 1:30p

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### Objectives:

To develop the ability to analyze the script & designs for information on props and create paperwork that clearly communicates information.

### Instructions:

Utilizing the script and designs provided create a preliminary version of the following documents:

- Props Plot
- Props Tracking for furniture items (Door, Desk/Bed, 2 orange chairs, 2 clear chairs, End Table.)
- Props Preset

### Deliverables:

Upload to black board one PDF with appropriate bookmarks, visible upon opening including all three documents.

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# #3 Actor Packet

## Grad Stage Management 1

DUE DATE: Monday Sept. 28th 1:30p

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### Objectives:

To develop the ability to create paperwork communicates necessary information to actors on the first day of rehearsal in a clear and professional manner.

### Instructions:

Utilizing the provided information create the following documents as if The Mystery Plays were being produced as the third MainStage this year:

- Company Guidelines
- Rehearsal Calendar
- Actor Friendly Scene Breakdown
- Contact Sheet
- Information request
- Wallet Card

Fell free to use your imagination to fill in any staffing or casting holes and create fake numbers and email addresses.

### Deliverables:

Upload to black board one PDF with appropriate bookmarks, visible upon opening including all documents.

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# #4 Blocking Script

## Grad Stage Management 1

DUE DATE: Monday Sept 28th 1:30p

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### Objectives:

To practice creating blocking notation in a clear and concise manner.

### Instructions:

Utilizing the provided stage directions in the script and shift information in the appendix create a blocking key and use that to write blocking starting from the scene change on the bottom of page 64 through the end of the Act.

### Deliverables:

The blocking for this document **MUST** be handwritten. You may scan and upload your final version or hand in a printed copy in class, be sure to include the key.

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# #5 Tech Packet

## Grad Stage Management 1

DUE DATE: Wednesday October 7th 1:30p

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### Objectives:

To develop the ability to create paperwork that facilitates the tech process.

### Instructions:

Utilizing the provided information create the following documents as if The Mystery Plays were being produced as the second third MainStage this year:

- Headset request form
- Run Sheets
- Costume Change plot

Again feel free to use your imagination to fill in any staffing or casting holes

### Deliverables:

Upload to black board one PDF with appropriate bookmarks, visible upon opening including all documents.

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# #6 Calling Script

## Grad Stage Management 1

DUE DATE: Monday October 12th 1:30p

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### **Objectives:**

To develop the ability to analyze designer notes and the script to determine cue placement and to practice writing cues in a clear and concise manner.

### **Instructions:**

Utilizing the provided inform in the script and shift information in the cue appendix create a calling key and use that to write cues starting from Joes Line "I Will" on the bottom of page 64 through the end of the Act.

### **Deliverables:**

This document can be created on the computer or done by hand. You may turn in a paper copy or upload a version to blackboard. Be sure to include a calling key.