

THFM-3802-001 and THFM-3802L-070 (3 credit hours)
STAGE MANAGEMENT
and
THFM-4802-001 and THFM-4802L-070 (3 credit hours)
HONOURS STAGE MANAGEMENT – THEORY
Course Information

Fall, 2016
Lecture: Tu/Th 10:00-11:15 am
Room 3C27
Lab: Tu/Th 8:30-9:45 am
Room 1C16B

Instructor: Mykola (Nick) Kowalchuk
Office: 4T06
Phone: 204-284-9477
E-mail: mr.kowalchuk@gmail.com
Office Hours: Tues/Thurs, 11:30 am-12:00 noon

COURSE DESCRIPTION

These courses are combined into a single class in the Fall term. Students in the General Program will finish this course with the exam in December. Both classes conclude with a final exam in December. Those students in the Honours Program have an option to take THFM-4803 Honours Stage Management – Practicum upon completion of this course.

The objective of this course is to provide the student with the basic concepts in stage management. The student will be exposed to an introduction to the responsibilities of the stage manager as they relate to a given production after which a discussion of specific procedures and techniques will provide practical guides to the successful undertaking of those responsibilities.

At the conclusion of this course the student will have a solid theoretical grasp of production organization and the rehearsal process and the stage manager's role as it relates to these.

The course is primarily composed of lecture sessions. The scheduled lectures will offer a formal training ground wherein the tools and responsibilities of the stage manager will be presented and discussed.

An examination of the basic structure of the theatrical organization will provide an important platform from which the role of the stage manager can be examined. This offers an excellent introduction to the theatre in general and should prove valuable to any student with an interest in any aspect of the business.

From this point the student will be taken through the stage manager's duties from the first audition to closing night with practical class simulations wherever possible. Discussion of the computer as a tool of stage management will be included along with some related lab work.

TEXT

Stage Management, by Lawrence Stern

EVALUATION

For THFM-3802-001

| | |
|--|-------------|
| Term Assignments (due Sept 29, Oct 13, Nov 3, Nov 24) (4 x 10%)..... | 40% |
| Final Assignment (due Dec 1, 2016)..... | 25% |
| Final Examination (TBA)..... | 25% |
| Class Participation..... | 10% |
| ----- | |
| TOTAL | 100% |

For THFM-4802-001

| | |
|--|-------------|
| Term Assignments (due Sept 29, Oct 13 (2 x 10), Nov 3, Nov 24) (2 x 7.5%) | 35% |
| Final Prompt Book Assignment (due Dec 1, 2016)..... | 20% |
| Final Examination (TBA)..... | 20% |
| Final Research Paper (due Dec 15) | 15% |
| Class Participation..... | 10% |
| ----- | |
| TOTAL | 100% |

CONVERSION SCALE

For the calculation of the final grade the following conversion table will be used:

| | | | | | | | |
|----|------------|-----|------|----|------------|-----|-----|
| A+ | 90 – 100% | GPA | 4.5 | C+ | 65 – 69.9% | GPA | 2.5 |
| A | 85 – 89.9% | GPA | 4.25 | C | 60 – 64.9% | GPA | 2.0 |
| A- | 80 – 84.9% | GPA | 4.0 | D | 50 – 59.9% | GPA | 1.0 |
| B+ | 75 – 79.9% | GPA | 3.5 | F | below 50% | GPA | 0 |
| B | 70 – 74.9% | GPA | 3.0 | | | | |

Work not submitted will be graded as 0%.

LATE ASSIGNMENTS

Assignments must be completed and submitted on time. Late materials will **NOT** be accepted unless prior arrangements have been made with the instructor concerned.

MINIMUM WORKLOAD

Lectures: 2.5 hrs/week, Research/Readings: 1 hr./week (minimum estimate)

Time allocation of lab sessions will vary but may be estimated at approximately twenty hours for the term. All work for this course will be completed by the exam date in December.

The responsibilities of stage management are such that punctuality, attendance, and preparation are mandatory. The student will be expected to perform in accordance with professional standards in these respects.

TENTATIVE SCHEDULE

September

Definition Of The Stage Manager's Responsibilities
Personal skills and aptitudes

Role Of The Stage Manager Within the Theatre Organization in Large and Small Theatres

The Stage Management Team
Roles and responsibilities of the Stage Manager, Assistant Stage Manager, and Apprentice Assistant Stage Manager.

Pre-Production Work
Facilitating Auditions
Setting Up The Office
Setting Up A Filing System
Reading & Digesting The Script in Prep Week
Constructing The Prompt Script
Plots & Lists
Scene Breakdown
Sound List
Prelim Props List
Prelim Wardrobe List
Prelim Costume Q/C Chart
Rehearsal Costumes List
Effects List (pyro, flying, fog, traps, mechanical FX)
Hanging Schedule
Fly Cue List

Revolve/Automation Cue List
 Contact List
 Cast List
 Sc. Timing Chart
 Health/Safety

October

First Contact With The Director
 First Contact With The Cast
 Personal Equipment Of The Stage Manager
 Preparation Of The Rehearsal Hall
 Preparing Rehearsal Schedules

November

Running Rehearsals

Writing Rehearsal Notes
 Updates To Documentation
 Daily Rounds (prior to rehearsal)
 Revise/Create Documentation
 Set-Up Of Rehearsal Room
 Blocking Notes
 Pre-Set Diagrams
 Spiking Set Pieces & Props, Actors Positions
 Production Meetings
 General Rehearsal Procedures

The Final Week In The Rehearsal Studio

Running Technical Rehearsals In The Theatre

First Day Onstage
 The Role of The Stage Manager re: Stage Weapons and Combat
 Sound/Lighting Equipment from the Stage Manager's Perspective
 Calling Cues
 Headset Protocol

Running Performances

Show run and maintenance
 Running Lists
 Crew Notes
 Timing Sheet
 Brush-Up Rehearsals
 Understudy Rehearsals

Closing The Show

Archival Information
 The Strike

Considerations Of A Career In Stage Management.

Lab Work

– generation of documentation using both Word and Excel
 Rehearsal Notes
 Rehearsal Schedule
 Petty Cash Form
 Prelim Lists/Plots (Sound, Props, Wardrobe)
 Cast Contact List
 Running Notes
 Pre-Set Lists

"THE REAL THING" LECTURE SERIES

The Department of Theatre and Film is presenting a series of six lectures which will be held during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW**: Wed Sept 21 (clowns Morro and Jasp), Mon Oct 17, Wed Nov 9, Wed Jan 18, Mon Feb 27, Mon Mar 13. This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwrighting, etc. These speakers will specifically address issues related to "the business of the business."

Attendance for potential Theatre Honours/majors and for Film majors is optional but highly recommended.

2016 ORIENTATION ASSEMBLY

Each year in September we hold an *Orientation Assembly* to welcome students to the new term, introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 14, 2016, 12:30-13:20 in Theatre, 1T15. ATTENDANCE IS COMPULSORY** for all Majors and Honours students. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

TAFSA

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. We are looking forward to regular **Performance Jams, Socials**, and the very popular **24/7 Event** during which students move into our building and five plays are written, rehearsed, produced, and presented – all in a period of 24 hours! And this year, for the first-time, TAFSA is planning a **Play Festival** (Jan 11-14). Please join TAFSA to find out more at its organizational meeting: Mon Sept 19, 12:30-1:20, Room 0T10. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

BUILDING SECURITY

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am and 5:30 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE**: outside of regular building hours, it is **MANDATORY** that everyone in the building **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes MUST have an access card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

ELECTRONIC COURSE OUTLINE ADDENDA

Students must check our website at <http://theatre.uwinnipeg.ca/tbooking.htm> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film, Access Card/Building Use Policy* **AND** *Room Booking Instructions*. The link to the electronic *Online Room Booking Form* is also found at this location. Please read and note all instructions carefully.

GENERAL NOTES

This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.

Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, s/he should withdraw from this course immediately.

Cellular phones **MUST** be turned off during classes and examinations; texting is **NOT** permitted in class.

Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.

Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential <http://www.uwinnipeg.ca/accessibility>

Students are strongly advised to read the section of the *Academic Calendar* (found on-line at <http://uwinnipeg.ca/new-faculty-handbook/appeals-and-academic-misconduct.html>) for information on Academic Misconduct including plagiarism, and Appeals.

Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/research/human-ethics.html> for submission requirements and deadlines.

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

TUESDAY, NOVEMBER 1, 2016 is the final date to withdraw without academic penalty from courses which begin in September 2016 and end in December 2016 of the 2016 Fall Term.

STUDENT PARTICIPATION POLICY

Theatre is a communal art form in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals both within and outside of class times; and, in short, to exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

COURSE CONTENT NOTEAll Theatre and Film Classes

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.