

## DUTIES OF THE PRODUCTION COMPANY

### DUTIES OF ACTORS

- Provide the director and stage manager with any conflicts you have regarding the rehearsal schedule **before you accept the role**.
- **UIL rules** are enforced. A failing grade on a six weeks cycle report card makes actors ineligible for after school activities for at least three weeks.
- Report any **failing grade** to the faculty as soon as you are aware of it.
- Should you have an **unforeseen conflict**, REQUEST permission to be excused as soon as possible. Unexcused absence from rehearsal usually results in being released from the cast.
- If you are too ill to rehearse, call the director and stage manager as early as possible during the day (713-942-1966).
- Wear a **rehearsal costume**.
- **Bring** your script, production book, and a pencil to all rehearsals and performances.
- Supply your own **make-up and hair** supplies.
- Report any **problems with your props or costume** to the stage manager only. Do not talk to the props or costume crew yourself.
- Do not touch props off stage, and do not sit on rehearsal furniture off stage.
- All **stage fights** must be rehearsed with the combat captain prior to each performance.
- After performances, **store costumes** properly and leave dressing rooms thoroughly cleaned.
- Return your props to the **prop table**.
- Do not leave until you **check out** with the stage manager.
- Maintain humility.

### DUTIES OF CREW MEMBERS

- **Read the show script**.
- **Dress appropriately** for each call.
- **Running crews dress in "blacks"**.
- **If you must be absent**, secure permission from the faculty supervisor before your absence.
- Do not leave until you **check out** through your crew head.

### DUTIES OF CREW HEADS

- Insist on **safety first** all the time.
- Attend all **production meetings**.
- **Compile a list** of your crew members and their current telephone numbers and email addresses. Have email group lists made up.
- Take role daily and keep **accurate records of arrival and dismissal** times, and of excused and unexcused absences and tardies.

- Check with the faculty supervisor for **daily duties**.
- **Dismiss your crew** when the clean up is done. Do not leave until all crew members are dismissed.
- **Check out** through the faculty supervisor.
- The day after strike turn in your crew **evaluation forms**.

### **DUTIES OF A STAGE MANAGER**

**GENERAL DUTIES:** (Sees that the following duties are carried out personally or by an ASM or Production Assistant.

- Maintain **general discipline**. Be friendly, firm and specific.
- Keep rehearsals **on schedule** and call adequate **breaks**.
- Insist on **safety first**.
- **Coordinate** the technical aspects of the production and coordinate the crew heads.
- Communicate to production staff through **daily rehearsal reports**.
- **Know the whereabouts of all** actors and members of your crew at all times.
- Assess and collect **fines** for props and costumes left out and line problems.

### **BEFORE REHEARSALS BEGIN:**

- Run **auditions**. Maintain strict confidentiality.
- Make and pass out **contact sheets**.
- Prepare a **prompt book**.
- Number and distribute **scripts** and scores to the actors and designers.
- Tape out the **ground plan** in the rehearsal space.
- Read the **Stage Manager's Handbook**, available on line.

### **DURING REHEARSALS:**

- Oversee **set up and breakdown** of the space.
- **Compile a list** of your cast, director, ASM and Production Assistants with their current telephone numbers and email addresses. Have email group lists made up.
- Post a **daily rehearsal schedule** 24 hours before the next call.
- Take role. Keep accurate records of actors and production crew **attendance** and tardies. Only the director can excuse absences.
- Start rehearsals **on time with a warm-up**.
- Write **blocking** into the prompt book.
- Provide **rehearsal props**.
- Oversee **inventory** of props before and after rehearsal.
- **Record technical choices** onto the rehearsal report.
- Play a **scratch tape of sound** and call **lighting cues** as soon as you know them.
- Call and lead weekly **production meetings**.
- Oversee **changes** of sets and props.
- Coordinate **costume fittings** during rehearsals.

**BEFORE AND DURING TECH WEEK:**

- MOST IMPORTANT: once the technical rehearsal period starts, the Stage manager's **production book must not be taken home**.
- Mark your prompt book with all **cues**. ("Go" and "Stand-by" or "Warning"). Require responses to "Stand-by's".
- Oversee substitution of rehearsal props with **performance props** ASAP.
- Hold a **paper tech**.
- **Record timings** of scenes and acts on the rehearsal reports.
- Oversee **sweeping/mopping** of the stage before each rehearsal.
- Be sure **all valuables and potentially dangerous items** are locked up.
- **Dismiss** only after all spaces are clean.
- **Check out** with faculty supervisor.

**DURING PERFORMANCES:**

- Agree on a **schedule** for set-up, warm-ups, circle.
- Have the **stage swept and mopped** before the house opens.
- Call actors to **check their props** before house opens.
- Forty-five minutes before curtain, **oversee testing** of all sound, lighting and other equipment. (An hour before for musicals).
- Call an "**hour to places**."
- Call "**house is open**" at 30 minutes before curtain.
- Make **other "calls"** at 15 minutes to places, 5 minutes to places, and "places" (at two minutes to curtain).
- Set up a plan with the **House Manager** for opening house, rehearsing curtain speech with lighting and sound, and closing the doors.
- Be sure the House Manager meets with the Director regarding appropriate moments to seat late-comers.
- Oversee your ASM in maintaining **quiet backstage** and flow of **scene shifts**.
- **Read and record director's notes** and be sure actors and crews are picking up their notes.
- **Remain patient**, calm, cool, and collected.
- **Never leave your post** while the show is running. You or your ASM must be on headphones from "house is open" until the last cue is called at the end of the show.

**AFTER PERFORMANCES:**

- Oversee the securing of all props, costumes, equipment and **clean-up**.
- Have actors, production crew and crew heads **check out** through you.
- **You check out with the faculty supervisor**.

## DUTIES OF SPECIFIC CREWS

### HOUSE & PUBLICITY CREW

- Support all aspects of **subscription sales**.
- Plan and execute a season ticket **campaign strategy**.
- **Process season ticket orders** daily.
- **Post daily ticket sales** totals.
- **Sell season tickets during the run of the first show**.
- Plan and execute a **publicity calendar** for each show.
- Schedule and oversee **picture call**.
- Create and put up **posters**
- Have **program copy and art** ready for printing two weeks before opening.
- **Post program copy** for the company to check for changes.
- Arrange for a variety of **announcements** and **commercials** beginning two weeks before opening.
- Provide timely info for the **marquee**.
- Organize **lobby displays**.
- Oversee **ticket sellers during lunch**, starting two Mondays before the show opens. Tickets and money should be picked up from and returned to the faculty.
- Supervise the folding, stapling and stuffing of **programs**.
- Make **assignments** for each performance: four ushers, two ticket sellers.
- Supervise the placement of **Patron seating** signs.
- **Supervise house crew**.
- Set up **TV monitor** with audio and video working.
- **Set up a plan with the Stage Manager** for opening and closing house.
- Have the **curtain speech** approved by the faculty.
- Have all copy, art and commercials **approved** by the department chair and applicable director.
- Find out from the director the acceptable places in the performance to **seat late-comers**.

### Box office:

- Get the **Till** from the faculty an hour and a half before curtain.
- **Checks** should be made out to HSPVA.
- Inventory the **cash**.
- Fill out a nightly **report**.
- Return the Till to faculty.
- Keep a log of **crew attendance**. Turn that in with your crew evaluations and your self evaluation.

**USHERS:**

- **Dress** neatly in black and white.
- Help fold, staple and stuff **programs**.
- Set up:
  - i. **barricades** with CAST AND CREW ONLY signs
  - ii. **ticket table** if a show is in the Black Box Theatre
  - iii. **lobby display**
- For shows in the Denney Theatre turn on the marquee and the incandescent **lobby lights** and turn off the florescent lobby lights. (on the commons wall in the light booth)
- **Seat late-comers only at breaks** designated by the director.
- **Walk late-comers all the way** to the closest available seat (quickly, quietly, and efficiently).
- Handle **any audience problems** with calmness and tact. Do not get into any arguments. Call a faculty person.
- **Stay in the lobby areas.** Your House Manager must know where you are at all times.
- **For shows in the Denney Theatre**, turn off the incandescent lobby lights (from the booth) and turn on the neon lights in the Commons (on the wall of the music hall leading into the Commons).
- **Complimentary tickets** go to HSPVA faculty, staff, Theatre Department graduates and the press.
- **Greet patrons warmly.** Give the patron a program as you rip the smaller portion of the ticket. Give the patron the larger portion. Retain the stub for counting.
- **At the end of the show**, stand by the exits and say good bye to the audience.
- **Clean the house** and collect any personal items that may have been left.
- **Check out** with the House Manager.