

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, artwork 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.