

Notes for Stage Manager

Thank you for stage managing a Marlborough Dramatic Club production. The committee look forward to assisting you with your responsibilities running this show. We hope the following notes will be helpful to new stage managers and a useful reminder of Marlborough specifics to those with experience and are intended to aid the smooth running of the production week.

The Stage manager’s main role is for receiving, from the director, the responsibility for the running of the production, from the Wednesday dress rehearsal onwards.

Before show week

- Production Meetings: Attend all production meetings with the director and committee. (These are held from 4-5 months before show week)
- Study Play: discuss production with director and technical staff and check for any special effects outside the normal duties of lights, props and sound.
- Set Plan: Check plan with set designer and Director and discuss implications of the set design.
- Rehearsals: attend some of the latter rehearsals before show week. Stand in for Prompt at rehearsals if necessary. Attend all rehearsals on stage.

During show week

- You will be able to park just outside the Memorial Hall during show week. (See map on last page). You must access the Hall via our stage door and encourage all cast and crew to do so as well.

Saturday get-in	A full day collecting the set from the barn, building the set and beginning to set up lighting, etc.
Sunday	School unavailable.
Monday Rehearsal	Technical only – unless otherwise decided. Time TBC
Tuesday Rehearsal	Full Dress – on stage at 7:30 p.m.
Wednesday Rehearsal	Full Dress and makeup. Curtain up at 7:30 p.m.
Thursday/Friday	Director hands over the play to the stage manager. Curtain up at 7:30 p.m.
Saturday Matinee	Curtain up at 2:30 p.m.

- Set Erected: Attend the Saturday get-in and set build day and help / advise the build to ensure the set will be manageable during a live show. Once set is up the Stage Manager is responsible for all stage activity and is fully responsible for production from the start of the final Dress Rehearsal to the drop of the final curtain.
- Cast: Brief cast with the assistance, if necessary, of the Director in backstage discipline. (See cast notes document.)
- Health & Safety: Be aware of emergency procedures within the theatre, location of fire extinguishers, exits, muster points, etc. Determine location of the club’s first aid kit.
- School porter contact: Ensure you have the mobile number for the school porter / security team in case of any emergency.



- Keys: Ensure you have a copy of the key cards to unlock any of the rooms used during the show (check they work before and after 6pm). (House Manager to have the other copy.)
- Official photography of the production will be arranged by the committee and will take place on the Wednesday dress rehearsal. This will include a stage line-up of all cast in full dress & make-up and a line-up of all cast and crew.
- Handbags / wallets, money or other valuables should not be left unattended in the dressing rooms.
- No alcohol to be taken into the dressing rooms. No smoking on school premises.

Production days:

- Corridor Curtain: At Brentwood School erect and take down corridor curtain. After corridor curtain erected no unauthorised visitors backstage or in dressing rooms.
- Arrive at least 1 hour before curtain up.
- Set-up a sign-in sheet for all cast, crew and front of house staff to sign by the stage door.
- Check set security.
- Position furniture on stage before each performance as required by Director. Change as required between scenes.
- Check all Cast present 45 minutes before Curtain Up. (Liaise with director if there is any issue)
- Call Cast at 30, 15, 5 minutes. Call for beginners on stage at 2 minutes. During interval call Cast at 5 and 2 minutes.
- At 10 minutes before Curtain Up check with lighting and sound technicians and props master that everything has been checked and ready.
- Shortly before curtain up, check with front of house team that house bells are being sounded and all audience members are seated, so that final preparations can begin.
- Operate the curtains as required by the director, before, throughout and at the end of the show. Take extra Curtains at the end of the show on Director's cue.
- Just before the show begins, clear stage, check with Lights and Sound. Call "House Out" as the show begins. At "House Out" from Lights cue Sound.
- During production call cast as necessary.
- Remain in the wings at all times unless calling Cast.
- At the interval and at the end of the show call "House On" after all calls unless otherwise decided. Clear Stage of Cast.



- Before leaving the hall at the end of each performance, check all equipment is switched off and lights out and check all cast and crew have left the building and co-ordinate with the house manager to complete these checks.
- In emergency, clear stage, (drop fire curtain if available), direct initial fire-fighting and contact theatre management / school porters and authorities. Check everyone is accounted for against the sign-in sheet.

Stage Party: A party will be held on stage after the Saturday performance at Brentwood School. Everyone connected with the production is invited and may bring one guest. Cost will be advised. Other guests may be invited at the discretion of the Director. Wine, soft drinks and snacks will be served.



**Brentwood School,
CM15 8EE**

Entrance to
Brentwood School
site via Bayman
Gate, Middleton
Hall Lane

Parking for
rehearsals

Entrance to Sports
Centre – rehearsal
room

