

## **Guidance Document for Stage Managers of Potomac Playmaker Productions**

### **Purpose:**

The purpose of this guidance is to clarify the responsibilities and expectations of Stage Managers for Potomac Playmaker Productions.

### **Membership:**

If not already a member of the Potomac Playmakers all cast, and crew must become a member to participate in a Potomac Playmakers production.

### **Responsibilities:**

1. The Stage Manager for a Playmaker production is expected to attend all rehearsals and performances for the production, unless they have notified the Director of their non-availability. It is especially important for the Stage Manager to be at the earliest rehearsal to be able to annotate a script with all blocking notes and changes to blocking notes.
2. The Stage Manager, in conjunction with the Director, Property Person and costumer, will create lists of props, furniture, set pieces and costumes needed, and update them throughout the production.
3. The Stage Manager will advise the Production Coordinator of any costume, set piece or property that needs to be purchased.
4. The Stage Manager will coordinate with the Director for the unlocking and locking of all theater entrances for rehearsals and performances.
5. Using the cast messaging thread the Stage Manager will communicate necessary information regarding any and all aspects of the rehearsal and performance process.
6. The Stage Manager will assist the Property Person in determining the location of a prop table or cabinet and the labeling of the table or cabinet with the names of the properties.
7. The Stage Manager will Confirm whether all cast is in house. If anyone is late for their call time, the Stage Manager shall try to reach them and alert the Director.
8. The Stage Manager will Inform cast of the approaching start of each Act by calling 15 minutes, 5 minutes, and Places.
9. The Stage Manager is the central person for the execution of the show once the performance begins. The Stage Manager will warn the booth on lighting and sound cues, supervise the work of the running crew to see that all preset props and set pieces are complete and correct and that any scene change actions requiring movement of set pieces are accomplished expeditiously.

10. The Stage Manager will assure that the actors are completing their responsibilities with regard to maintenance of a clean and well stocked dressing room and bathrooms.

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11. Prior to the final performance the Stage Manager will prepare a “Strike List”. This is the list of which individuals are responsible for which strike tasks. Strike tasks include, but are not limited to:

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- a. Return of stage properties to their previous storage place
  - b. Assisting with moving furniture off the stage and back to the designated storage space.
  - c. Cleaning the Dressing Room.
  - d. Assuring that all food from the Dressing Room refrigerator is removed or disposed of.
  - e. Cleaning the cast/crew bathrooms and restocking with paper supplies.
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