

Instructor:

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Office: McGuire Pavilion, Rm 236
Office hours: Monday/Wednesday 11am-12pm, or by appointment

Course Description/Purpose:

TPA 4601, Stage and Theatre Management, is a course for undergraduate School of Theatre and Dance students that introduces the principles and techniques of stage management, explores practical application, and examines topics specific to the work of a stage manager.

Course Objectives and Student Outcomes:

- Obtain an understanding of stage management concepts and methods
- Acquire the organizational, time management, and communication skills needed to manage a production
- Discover collaboration, problem solving, and team management within the theatrical creation process
- Gain a set of transferable stage management skills that can be applied to any field of study or career path
- Refine understanding and proficiency through practical application

Required Texts:

- *The Stage Manager's Tool Kit* (2nd Edition) by Laurie Kinckman (2017)

Required Materials:

- Access to a computer with Microsoft Word and Microsoft Excel programs
- Access to a computer with internet connectivity to access the course E-Learning site
- Computer software with the ability to convert documents to PDF files
- Performance Shadowing Attire (See note on page 6)

Course Requirements:

- Full participation in all class discussions, activities, and assignments
- Complete all assignments on time
- Be prepared to present and discuss your assignments each week
- Exercise inclusivity and be open to viewpoints of fellow classmates as course material is explored

Attendance:

The success of this course is based on discussion and class participation. **Attendance is vital.** Only two (2) unexcused absences from class will be permitted without penalty. Each additional unexcused absence will lower your final grade one full letter. Arriving late or leaving class early will also have a negative impact on your final grade. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate documentation.

Classroom Behavior:

- Cell phones should be used for emergency purposes only
- Laptop computers and electronic notebooks are only to be used to enhance class projects or discussions. Surfing the Internet or completing homework for another class is not permitted
- Disrespectful, threatening or disruptive behavior is not acceptable or appropriate

University Policies and Additional Information:

Please view the Academic Calendar for important dates including holidays and drop/add deadlines:

<https://catalog.ufl.edu/UGRD/dates-deadlines/>

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (sccr.dso.ufl.edu/process/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the course instructor.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/.

If you anticipate challenges related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, dso.ufl.edu/drc) by providing appropriate documentation. Once registered, you will receive an accommodation letter which must be presented to me when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

UF’s Health and Wellness Resources are available to assist you. Please feel encouraged to reach out for assistance if needed:

- **U Matter, We Care:** If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit umatter.ufl.edu/ to refer or report a concern and a team member will reach out to the student in distress.
- **Counseling and Wellness Center:** Visit counseling.ufl.edu/ or call 352-392-1575 for information on crisis services as well as non-crisis services.
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit shcc.ufl.edu/.
- **University Police Department:** Visit police.ufl.edu/ or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; ufhealth.org/emergency-room-trauma-center.

Additional Academic Resources include:

- **E-learning technical support:** Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- **Writing Studio:** 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. writing.ufl.edu/writing-studio/.
- **Student Complaints On-Campus:** sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/.

Course Content/Outline:

Tuesday, August 20

- Introduction to class structure, objectives and outcomes
 - Stage Management for theatre, dance, and other types of live performance
 - Working through a production from prep through closing
 - School of Theatre and Dance stage management opportunities
 - Scripts for paperwork creation

Thursday, August 22

- Organizational structures
 - Types and sizes of companies
 - Who's who, who reports to whom
 - Full time versus per contract staff
 - Union affiliations

Tuesday, August 27

- Personal qualities and traits of a successful Stage Manager
- The Stage Manager's artistic contribution
- Fostering a successful stage management team relationship
- Communication approach

Thursday, August 29

- Actors' Equity Association and American Guild of Musical Artists

Tuesday, September 3

- The selection process
 - How a season gets selected and why
 - Considerations prior to and after the decision
 - Assembling the design and production team
 - The design process
 - Budgeting

Thursday, September 5

- Paperwork layout and design
- Pre-Production/Prep Week
 - Task list
 - Time management
 - Delegating/supporting the SM team

Tuesday, September 10

- Pre-Production/Prep week continued
 - Becoming familiar with the play or work
 - Meeting the Director or Choreographer and Design/Production Team
 - Paperwork

Thursday, September 12

- Pre-Production/Prep week continued
 - Auditions
 - Preparing to meet the performers

Tuesday, September 17

- Assembling the Prompt/Production Book

Thursday, September 19

- First day of rehearsal
 - Welcoming and arranging people
 - Fostering a safe and inclusive environment
 - Meet & greet
 - Company business meeting
 - Read-through

Tuesday, September 24

- How to read a ground plan and taping out the set

Thursday, September 26

- In class ground plan taping exercise

Tuesday, October 1

- Notation for Theatre
 - Tips on recording blocking
 - In class blocking exercise

Thursday, October 3

- Notation for Dance and Opera
 - What to record/notate
 - In class notation exercise

Tuesday, October 8

- Collaborating with the artistic and production team during the rehearsal process
 - Facilitating rehearsals
 - Daily rehearsal notes (reports) and daily schedules
 - Shop walks
 - Production meetings
 - Callboards/Hotlines/UF Basecamp and other online project management resources

Thursday, October 10

- Collaborating with the artistic and production team during the rehearsal process
 - Updating paperwork
 - Importance of documentation and timing

Tuesday, October 15

- Preparing for Technical Rehearsals
 - Load-in/safety taping
 - Prop tables
 - Presets/running notes/shift plots
 - Integrating crew
 - Shift rehearsals/quick change rehearsals

Thursday, October 17

- How to facilitate technical rehearsals as a Stage Manager and Assistant Stage Manager

- Types of technical rehearsals
- Set and costume changes
- Cue lights, monitors and headsets
- Calling techniques

Tuesday, October 22

- Continue discussion on how to facilitate technical and dress rehearsals as a Stage Manager and Assistant Stage Manager

Thursday, October 24

- The Stage Management team's role in stage combat and the use of prop weapons

Tuesday, October 29

- The Stage Management team's role in automation and special effects

Thursday, October 31

- Performances and maintaining the production beyond opening
 - Previews
 - Communicating with Front of House
 - Understudies
 - Photo calls
 - Performance reports

Tuesday, November 5

- How to handle emergency situations
 - School of Theatre and Dance emergency procedures

Thursday, November 7

- Production closing or transfer
- Stage Management kit show-and-tell
 - UF Stage Managers share their favorite tools of the trade

Tuesday, November 12

- Problem solving and challenging people. Working through a difficult situation

Thursday, November 14

- Stress Management
- Balance for Stage Managers
 - Does it exist?
 - Setting boundaries
 - Yes to the person, No to the task?

Tuesday, November 19

- Tools and resources for a career in Stage Management
- The application of Stage Management skills to related fields in the arts and beyond

Thursday, November 21

- Student option to revisit a previous discussion or explore a new topic

Tuesday, November 26

- Final Exam/Project: The Stage Management Olympics

Thursday, November 28

Thanksgiving Break – No class

Tuesday, December 3

- Final Exam/Project: The Stage Management Olympics

Assignments & Deadlines:

Read	Chapter 1: Avenues of Communication (pgs 5-22)	Due: Tuesday, August 27
Submit	Definition of a Stage Manager Paper	Due: Tuesday, August 27
Read	Actor's Equity Association Reading	Due: Thursday, August 29
Read	Chapter 2: Principles of Document Design (pgs 23-42)	Due: Thursday, September 5
Read	Chapter 3: Pre-Production (pgs 43-86)	Due: Tuesday, September 10
Submit	Season Planning Paper	Due: Thursday, September 12
Read	Chapter 4: The Prompt Book (pgs 87-111)	Due: Tuesday, September 17
Read	Chapter 5: Rehearsals (pgs 114-118)	Due: Thursday, September 19
Submit	Prep Week Task List	Due: Thursday, September 19
Read	Chapter 5: Rehearsals (pgs 118-140)	Due: Tuesday, September 24
Submit	Scene Breakdowns: Listed & Chart/Grid	Due: Tuesday, October 1
Read	Chapter 5: Rehearsals (pgs 118-163)	Due: Tuesday, October 8
Read	Chapter 6: Technical Rehearsals (pgs 165-209)	Due: Tuesday, October 15
Submit	Calendar & Daily Schedule	Due: Thursday, October 17
Submit	Props List & Sound Plot	Due: Thursday, October 24
Read	Chapter 7: Performances (pgs 211-235)	Due: Thursday, October 31
Read	Chapter 8: Next Steps (pgs 237-244)	Due: Thursday, November 7
Submit	Difficult SM or Work Experience Paper	Due: Tuesday, November 19
Present/Submit	Final Exam Project: The Stage Management Olympics	Due: Tuesday, December 3

Stage Management Shadowing Experiences:

Observation Reflections for the following: Due: Tuesday, December 3

- Rehearsal (Shadow SM Team)
- Technical Rehearsal (Shadow SM)
- Performance (Shadow SM)
- Performance (Shadow ASM)

Note:

Shadowing experiences should be scheduled at least a week in advance through the course instructor (via email). A schedule of available dates to be posted on the course E-Learning site. Only one student can shadow per rehearsal or performance. Shadowing cannot take place on an opening night.

Performance Shadowing Attire: Wear clean black clothing free of writing and logos. This includes long black pants, long sleeve black shirts, black socks and black shoes. Shoes should be soft-soled, closed heel and closed toe.

Grading:

Class Assignments	60%
Final Exam/Project	20%
Class Participation	20%
Total	100%

The final course grade is based on the following percentages:

A	94-100%	B-	80-83%	D+	67-69%
A-	90-93%	C+	77-79%	D	64-66%
B+	87-89%	C	74-76%	D-	60-63%
B	84-86%	C-	70-73%	E	0-59%

Information on UF grading policies for assigning grade points can be found:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Assignment Guidelines:

- All written assignments must follow MLA (Modern Language Association) style guidelines. (The MLA guidelines do not apply to stage management paperwork assignments such as prop lists, scene breakdowns etc). Purdue University's Online Writing Lab (OWL) is a terrific MLA resource. <https://owl.english.purdue.edu/owl/resource/747/01/>
- All assignments should be submitted via the course E-Learning site as PDF documents.
- Submitted assignments (non-reading) will be accepted until **5pm on the day they are due**. After 5pm the assignment will be considered late. Grades on late assignments will be lowered one (1) letter grade for each late day. Reading assignments are due at 9:35am on the day they are due.

Please note: Information contained in this syllabus, other than the grade and absence policy, is subject to change with advance notice, as deemed appropriate by the instructor to enhance learning opportunities. Any changes will be clearly communicated in class and via the course E-Learning site.