

**Instructor:**

Suzanne D. Lucas (pronouns: she/hers)

[suzannelucas@ufl.edu](mailto:suzannelucas@ufl.edu)

352-273-0520

Office Location: Yon Hall, Room 124B at Ben Hill Griffin Stadium (between Gates 14 & 15)

Office Hours: Tuesday/Thursday 11:30 am-12:30 pm, or by appointment

Zoom Office Hours Link: <https://ufl.zoom.us/j/4637927309>

**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:**

Upon completion of this course, students will:

- 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
- Have an awareness of how stage managers intentionally and can unconsciously influence process
- Achieve confidence in contributing to class discussions with a thoughtful and productive approach
- Gain a set of transferable skills that are applicable beyond stage management
- Refine understanding and proficiency through practical application

**College of the Arts (CoTA) Meta-Strategy 2021-2025: Systemic Resilience:**

Course discussions will center on our College Meta-Strategy.

The University of Florida College of the Arts intends to be a transformative community, responding to and generating paradigmatic shifts in the arts and beyond. We do so by:

- Embracing the complexity of our evolving human experience and seeking to empower our students and faculty to shape that experience fearlessly through critical study, creative practice, and provocation.
- Collaborating effectively with the forces of change.
- Preparing students to access and unsettle centers of power in a radically changing world.
- Facilitating an arts education that will position emerging artists and researchers as catalysts for equity on local and global levels.

**Required Texts:**

- *The Stage Manager's Tool Kit* (3rd Edition) by Laurie Kinckman (2021)
- Additional readings and plays to be provided via Canvas or by the course instructor

The plays and dance works we examine in this course may contain difficult material including (but not limited to) sexual violence, racial violence, self-harming behavior, mental health struggles, physical violence, and coarse language. Summaries specific to each play and work will be detailed on the course Canvas page. Please connect with me in person or via email if you feel that you are unable to read/watch or engage in discussion and assignments for a specific play/dance work. I would like us to discuss alternate arrangements to ensure your full participation in the course.

**Suggested Texts:**

- *Stage Management Theory as a Guide to Practice: Cultivating a Creative Approach* (1st Edition) by Lisa Porter and Narda E. Alcorn (2020)

---

School of Theatre and Dance at The University of Florida  
**Spring 2023 • Stage and Theatre Management • TPA 4601**

T/Th Periods 6 & 7 (12:50 -2:45 pm) • 3 Credit Hours • McGuire Pavilion, Room 219

---

**Required Materials:**

- Access to a computer with Microsoft Word and Microsoft Excel programs and/or Google Docs (using UF email credentials)
- Access to a computer with internet connectivity to access the course Canvas site
- Computer software with ability to convert documents to PDF files

**Course Fees:**

- Course fees are assessed for certain courses to offset the cost of materials or supply items consumed in the course of instruction. A list of approved courses and fees is published in the [schedule of courses](#) each semester. The UF schedule of courses lists \$109.70 as the additional fee for this course.

**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

**Course Attendance:**

The success of this course is based on discussion and class participation. Attendance is vital. Only one (1) unexcused absence from class will be permitted without penalty. Each additional unexcused absence will lower your final grade by 5%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Three unexcused absences will result in a failing grade in this class. Excused absences are consistent with university policies in the undergraduate catalog and require appropriate documentation. [Click here to read the university attendance policies.](#)

**Accommodations:**

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 who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. [Click here to get started with the Disability Resource Center.](#) It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

**GatorEvals Course Evaluation:**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner.](#) 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/](http://ufl.bluera.com/ufl/). [Summaries of course evaluation results are available to students here.](#)

**Student Conduct Code:**

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 Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Conduct Code.](#) If you have questions or concerns, please consult the instructor(s).

**University Policies and Additional Information:**

Please [click here to view the Academic Calendar](#) for important dates including holidays and drop/add deadlines.

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](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) 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 the Student Health Care Center website](#).
- *University Police Department:* [Visit UF Police Department website](#) 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; [Visit the UF Health Emergency Room and Trauma Center website](#).

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](mailto:helpdesk@ufl.edu).
- *Career Connections Center:* Reitz Union Suite 1300, 352-392-1601. [Career assistance and counseling services](#).
- *Library Support:* Various ways to receive assistance with respect to [using the libraries or finding resources](#).
- *Teaching Center:* Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. [General study skills and tutoring](#).
- *Writing Studio:* 2215 Turlington Hall, 352-846-1138. [Help brainstorming, formatting, and writing papers](#).
- *Student Complaints On-Campus:* Visit the Student Honor Code and Student Conduct Code webpage for more information.
- *On-Line Students Complaints:* View the Distance Learning Student Complaint Process.

**Course Content/Outline:**

**Tuesday, January 10**

- Introductions
- 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
  - Plays/dance works for exploration and paperwork creation

**Thursday, January 12**

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

**Tuesday, January 17**

- Developing your individual Stage Management approach
- The Stage Manager's artistic contribution
- Fostering stage management team relationships
- Communication approach

**Thursday, January 19**

- Actors' Equity Association and American Guild of Musical Artists

**Tuesday, January 24**

- Time management

**Thursday, January 26**

- What happens prior to Stage Managers joining a production?
- Becoming familiar with the play or work
- Paperwork layout and design
- Pre-Production/Prep Week
  - Auditions

**Tuesday, January 31**

- Script discussion and research presentations

**Thursday, February 2**

- Pre-Production/Prep week continued
  - Task list
  - Delegating/supporting the SM team
  - Meeting the Director or Choreographer and Design/Production Team
  - Paperwork

**Tuesday, February 7**

- Pre-Production/Prep week continued
  - Preparing to meet the performers
  - Assembling the prompt/production book

**Thursday, February 9**

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

**Tuesday, February 14**

- First day of rehearsal
  - Welcoming and organizing people
  - Fostering inclusive environments and brave vs. safe spaces
  - Meet & greet
  - Company business meeting
  - Read-through

**Thursday, February 16** – *SoTD Town Hall, 10:45 am – 12:00 pm*

- Notation for Theatre & Musical Theatre
  - Tips on recording blocking and choreography
  - In class blocking exercises

**Tuesday, February 21**

- In-class ground plan taping exercise

**Thursday, February 23**

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

**Tuesday, February 28**

- 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, March 2**

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

**Tuesday, March 7**

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

**Thursday, March 9**

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

**SPRING BREAK**

---

School of Theatre and Dance at The University of Florida  
**Spring 2023 • Stage and Theatre Management • TPA 4601**

T/Th Periods 6 & 7 (12:50 -2:45 pm) • 3 Credit Hours • McGuire Pavilion, Room 219

---

**Tuesday, March 21**

- Problem solving and challenging people
- Working through a difficult situation
- Facilitating critical conversations

**Thursday, March 23**

- Managing stress
- Setting boundaries

**Tuesday, March 28**

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

**Thursday, March 30**

- 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, April 4**

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

**Thursday, April 6**

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

**Tuesday, April 11**

- Production closing or transfer

**Thursday, April 13**

- TBD – Current topics in stage management or guest speaker

**Tuesday, April 18**

- TBD – Current topics in stage management or guest speaker

**Thursday, April 20**

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

**Tuesday, April 25**

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

**Tuesday, May 2 (10:00 am – 12:00 pm)**

- Final Exam/Project

**Assignments & Deadlines:**

Read	Organizational Structure Reading	Due: Thursday, January 12
Read	Chapter 1: Avenues of Communication (pp 5-25)	Due: Tuesday, January 17
Submit	Definition of a Stage Manager Paper	Due: Tuesday, January 17
Read	Actors' Equity Association Readings	Due: Thursday, January 19
Read	Time Management Reading	Due: Tuesday, January 24
Read	Chapter 2: Principles of Document Design (pp 27-46)	Due: Thursday, January 26
Read	Chapter 3: Pre-Production – Auditions (pp 77-85)	Due: Thursday, January 26
Read	Provided Play	Due: Tuesday, January 31
Present	Play Research Project	Due: Tuesday, January 31
Read	Chapter 3: Pre-Production (pp 47-77, 85-93)	Due: Thursday, February 2
Read	Chapter 4: The Prompt Book (pp 95-122)	Due: Tuesday, February 7
Read	Chapter 5: Rehearsals (pp 123-130)	Due: Tuesday, February 14
Read	Chapter 5: Rehearsals (pp 130-149)	Due: Thursday, February 16
Submit	Scene Breakdowns: Listed & Chart/Grid	Due: Tuesday, February 21
Read	Chapter 5: Rehearsals (pp 149-183)	Due: Tuesday, February 28
Submit	Notation Exercise Due	Due: Thursday, March 2
Read	Intimacy Direction & Prop Weapon Readings	Due: Tuesday, March 7
Read	Emergency Situations Reading	Due: Thursday, March 9
Read	Problem-Solving/Difficult Conversation Readings	Due: Tuesday, March 21
Read	Stress Management/Setting Boundaries Readings	Due: Thursday, March 23
Read	Chapter 6: Technical Rehearsals (pp 185-238)	Due: Tuesday, March 28
Submit	Prop List	Due: Tuesday, April 4
Read	Chapter 7: Performances (pp 239-265)	Due: Thursday, April 6
Read	Chapter 8: Next Steps (pp 237-244)	Due: Tuesday, April 11
Read	Current Topics Reading - TBD	Due: Thursday, April 13
Read	Current Topics Reading - TBD	Due: Tuesday, April 18
Submit	Prep Week Task List	Due Tuesday, April 18
Submit	Stage Management Paper/Project - TBD	Due: Tuesday, April 25
Submit	Final Exam/Project	Due: Tuesday, May 2

**Stage Management Shadowing Experiences - DUE: Tuesday, April 25**

Observation Reflections for the following:

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

*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.*



---

School of Theatre and Dance at The University of Florida  
**Spring 2023 • Stage and Theatre Management • TPA 4601**

T/Th Periods 6 & 7 (12:50 -2:45 pm) • 3 Credit Hours • McGuire Pavilion, Room 219

---

**Grading:**

Submitted/Presented Class Assignments	60%
Reading Discussions/Class Participation	20%
Final Project	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 should follow APA (American Psychological Association) style guidelines. (The APA 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 APA resource.  
<https://owl.english.purdue.edu/owl/resource/747/01/>
- Submitted assignments (non-reading) will be accepted until **the start of class on the day they are due**. After 12:50 pm 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 12:50 pm 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 Canvas site.*