

STAGE MANAGEMENT

CHECK LIST

DIGITAL OR PHYSICAL PORTFOLIO OF SUPPORT

MATERIALS

- BULLETED LIST OF DUTIES PERFORMED AS STAGE MANAGER (REHEARSAL, PERFORMANCES, OUTSIDE WORK).
- TWO PICTURES OF PROMPT BOOK PAGES WITH BLOCKING NOTATION AND TECHNICAL CUES.
- A PHOTO OF STUDENTS WORKING WITH EQUIPMENT.
- TWO-MINUTE VIDEO OF STAGE MANAGER CALLING SHOW.
- ADDITIONAL PRODUCTION DOCUMENTS (IF AVAILABLE): PROPS LIST, COSTUME CHANGE PLOT, REHEARSAL CALENDAR, CALL SHEETS, REHEARSAL REPORTS, SCENE CHANGE ASSIGNMENTS, LINE NOTES, MIC ASSIGNMENTS.

LIVE ZOOM PRESENTATION (3-5 MINUTES)

- PRESENTATION PREPARED FOR A PORTFOLIO SUMMARY AND DISCUSSION
- INCLUDES:
 - CHALLENGES AND ADJUSTMENTS MADE.
 - UNIFICATION CONSIDERATIONS FOR ALL DESIGN ELEMENTS (SET, LIGHTS, COSTUMES, ETC.).
 - SAFETY CONSIDERATIONS.
 - PREPARED FOR UP TO 5 MINUTES OF QUESTIONS OR DISCUSSION.