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R E S P O N S I B I L I T I E S O F T H E  
S T A G E M A N A G E R

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The following time line is an abbreviated start to finish look of the characteristic duties of the stage manager. It is not an all-inclusive list; but, rather, a suggestion of what might be encountered during the stage managing process.

1. Read the play
2. Prepare rehearsal scripts
3. Check in and out the SM kit
4. Help supervise script loans
5. Assemble and maintain production book (prompt book)
6. Attend and help run auditions (maintain audition forms)
7. Post callbacks and final cast list
8. Create/distribute cast and crew contact sheet
9. Assist the director with preliminary props list
10. Take minutes for production meetings
11. Type and distribute minutes (via Production/Rehearsal Reports online)
12. Work with director to help in creating rehearsal schedules
13. Obtain keys to rehearsal areas and return 1 week close of show.
14. Set up rehearsal space (includes tape out of scenery areas according to ground-plan)
15. Arrive 15 minutes early to set up furniture (if any) and props for each rehearsal
16. While in rehearsal, be aware of the scene to scene rehearsal calls and keep everyone on task
17. Restore theatre for classes after rehearsal
18. Secure space after each rehearsal
19. Train/mentor ASM
20. Take attendance at each rehearsal and provide to course Instructor regularly.
21. Record blocking in promptbook
22. Help schedule costume fittings
23. Check in with each shop daily
24. Note all cues (set, light, sound, props) in production book
25. Note all costume changes and review with costume designer consulting with Director
26. Take rehearsal notes daily and submit them to the online Production/Rehearsal Reports
27. Distribute rehearsal notes daily by end of day
28. Help coordinate publicity photos with director and publicity director and production manager
29. Meet with the production manager regarding crew assignments
30. Assist with coordination of scene shifts at technical rehearsal
31. Post sign in sheets on call board for tech rehearsals and performances
32. See that the stage is swept and/or mopped before each production rehearsal and performance
33. Check production call sheet before each production rehearsal and performance
34. Notify warnings to actors beginning with the 1-hour call
35. Call props check 20 minutes before house opens
36. Coordinate comp tickets for Cast and crew, deliver comp list to Box Office nightly
37. Coordinate opening of house with house manager
38. Coordinate late seating; special seating requests (i.e. seat reserved for cast members) w/Box Office Mgr.
39. Call appropriate cues
40. Assist director with production notes
41. Spot-check all scenery and report damage
42. Secure theatre facility after performance

# Stage Manager Description

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43. Pick up Audience report from Box Office Management
44. Attend and assist with strike
45. Complete production book and turn in to SM Instructor for a grade.
46. See that all borrowed items are returned