

STAGE MANAGEMENT PROMPT BOOK

3 inch D- ring Binder

1 Set of (8) index tabs w/ inserts

Script enlarged to 8X10 justified to left margin and three hole-punched and copied to card stock.

Prompt Book Format should include:

Tab and dividers:

The prompt book should be sectioned off with the following tab dividers, with the listed information under these headings.

CAST INFORMATION:

Cast contact sheet, listing all personnel connected with the production.

The original or copies of the audition forms, for each of the cast members include resumes and headshots if available.

SCHEDULES AND CALENDARS:

A production calendar, listing the due date of all activity connected with the production.

Rehearsal schedule if available from the Director. You may need to assist in creating this calendar.

SCRIPT:

Entrance and exit flow chart, by page to list the actors on stage in every scene and act.

A plot progression chart, listing a general summary of the action taking place in each scene.

Blocking symbol key, The symbol used to code blocking should be placed in the book as a reference for anyone needing to decipher your blocking notes.

Enlarged copy of your script, Printed on card stock and three-hole punched, justified to the left side of the page and allowing enough space to write cues in the left margin.

PROPS:

Prop list from the script of all items mentioned by the text, this includes food, carry on's by scene and page for reference.

Prop running sheet and placement diagram of all preset props on stage.

SCENIC:

Reduction of the set, 8 X 10 copy of the ground plan, include renderings and props if being built.

Furniture list from the script, all set furniture mentioned in the script, by scene and page for reference.

LIGHTING:

Lighting of all references to lights being turned on and off as mentioned in the script by scene and page for reference.

Information and Schedules, Channel Hook-up, Color Cut, Color Schedule, Instrument Schedule and lighting cues with line placement. If available a reduced scale light plot.

SOUND:

Sound cue sheet, A list of all sound cues and the placement of them in the show with line references or scenic breakdown.

Information on source, Reference any music used in the show by title, artist and original source, recordings, music, etc.

COSTUME:

Costume plot this list you will need to get from the costume designer. This list will break down the characters by scene and plot every item that is being worn.

Costume sketches, If available photocopy the costume renderings or photo's of the finished costumes.

REHEARSAL REPORTS:

Rehearsal Reports, maintain a file of all rehearsal reports written from the first rehearsal through the end of tech.

PERFORMANCE REPORTS:

Performance Reports, maintain a file of all performance reports written from the opening performance to the end of the run

MEETINGS AND AGENDAS:

Meetings and Agendas, copies of posted notices, agendas and notes from all artistic concept meeting and Production meeting.

MISCELLANEOUS INFORMATION

Miscellaneous Information, location, passage of time, seasonal changes and weather conditions.

PUBLICITY

Publicity, Keep a file of all press releases, advertisement, postcards and flyers of the production, if production photos are taken obtain a copies and add to this file. Also include a program of the production and the sign in sheets from the call board.