



The Speech and Theatre Association of New Jersey High School Theatre Competition
in association with

The New Jersey Governor's Awards in Arts Education

STAGE MANAGEMENT PORTFOLIO

ROUND: CIRCLE ONE:

PRELIMINARY

FINAL

BUILDING _____

ROOM # _____

SCHOOL CODE: Be sure to include NUMBER and LETTER.



Student Name(s) _____ / _____ Title of Selection _____

Criteria	(1)	(2)	(3)	(4)	(5)
Prompt Book Script	Only has the script.	Has the script with one of the following: entrance/exit flow chart, plot progression, blocking symbol key, cues in the script.	Has the script with two of the following: entrance/exit flow chart, plot progression, blocking symbol key, cues in the script.	Has the script with three of the following: entrance/exit flow chart, plot progression, blocking symbol key, cues in the script.	All criteria established Including entrance and exit flow chart, plot progression chart, blocking symbol key, enlarged copy of script, with cues in the left margin.
Props/Scenic/Costumes	Missing most of the criteria.	Criteria established including 3-4 of the following: prop list, prop running sheet, prop placement diagram, scenic reduction of the set, ground plan, renderings, furniture list, costume plot, costume sketches, renderings, or photos of finished costumes.	Criteria established including 5-6 of the following: prop list, prop running sheet, prop placement diagram, scenic reduction of the set, ground plan, renderings, furniture list, costume plot, costume sketches, renderings, or photos of finished costumes.	Criteria established including 7-9 of the following: prop list, prop running sheet, prop placement diagram, scenic reduction of the set, ground plan, renderings, furniture list, costume plot, costume sketches, renderings, or photos of finished costumes.	All criteria established including all of the following: prop list, prop running sheet, prop placement diagram, scenic reduction of the set, ground plan, renderings, furniture list, costume plot, costume sketches, renderings, or photos of finished costumes.
Lights/Sound	Missing most of the criteria.	Criteria established including 2 of the following: listing of all references to lights being turned on and off as mentioned in the script by scene and page for reference, instrument schedule, light cue sheet, light plot, sound cue sheet, microphone key.	Criteria established including 3 of the following: listing of all references to lights being turned on and off as mentioned in the script by scene and page for reference, instrument schedule, light cue sheet, light plot, sound cue sheet, microphone key.	Criteria established including 4-5 of the following: listing of all references to lights being turned on and off as mentioned in the script by scene and page for reference, instrument schedule, light cue sheet, light plot, sound cue sheet, microphone key.	All criteria established including all of the following: listing of all references to lights being turned on and off as mentioned in the script by scene and page for reference, instrument schedule, light cue sheet, light plot, sound cue sheet, microphone key.
Schedules/ Reports/Cast Information	Missing most of the criteria.	Criteria established including 3-6 of the following: cast contact sheet, copies of the audition forms, resumes and headshots if available, production calendar, rehearsal schedule; rehearsal reports from the first rehearsal through the end of tech; performance reports from the opening performance to the end of the run; copies of posted notices, agendas and notes from all artistic concept meeting and production meeting; miscellaneous information, location, passage of time, seasonal changes and weather conditions; all press releases, advertisement, postcards and flyers of the production. If production photos are taken obtain a copies and add to file. Also include a program of the production and the sign in sheets from the call board.	Criteria established including 7-9 of the following: cast contact sheet, copies of the audition forms, resumes and headshots if available, production calendar, rehearsal schedule; rehearsal reports from the first rehearsal through the end of tech; performance reports from the opening performance to the end of the run; copies of posted notices, agendas and notes from all artistic concept meeting and production meeting; miscellaneous information, location, passage of time, seasonal changes and weather conditions; 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.	Criteria established including 10-12 of the following: cast contact sheet, copies of the audition forms, resumes and headshots if available, production calendar, rehearsal schedule; rehearsal reports from the first rehearsal through the end of tech; performance reports from the opening performance to the end of the run; copies of posted notices, agendas and notes from all artistic concept meeting and production meeting; miscellaneous information, location, passage of time, seasonal changes and weather conditions; all press releases, advertisement, postcards and flyers of the production. If production photos are taken obtain copies and add to file. Also include a program of the production and the sign in sheets from the call board.	All criteria established including all of the following: cast contact sheet, copies of the audition forms, resumes and headshots if available, production calendar, rehearsal schedule; rehearsal reports from the first rehearsal through the end of tech; performance reports from the opening performance to the end of the run; copies of posted notices, agendas and notes from all artistic concept meeting and production meeting; miscellaneous information, location, passage of time, seasonal changes and weather conditions; all press releases, advertisement, postcards and flyers of the production. If production photos are taken obtain copies and add to file. Also include a program of the production and the sign in sheets from the call board.

Organization/Presentation	Presentation is sloppy and unprofessional.				Presentation of prompt book is neat, organized and professional in a 3 inch D ring binder with 1 set of (8) index tabs w/ inserts. Script enlarged to 8 X 10 , justified to left margin, three hole-punched and copied to card stock.
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Additional Comments:

Length of Piece _____

Judge's Initials: _____