

Prepared by the Department of Arts & Communication  
Date of Departmental Approval: March 3, 2014  
Date approved by Curriculum and Programs: March 30, 2015

**Effective:** Fall 2015

1. **Course Number: THR104**  
**Course Title: Introduction to Stage Management**
2. **Description:** This course provides an introduction to the role of the stage manager throughout the lifecycle of a theatrical production including preproduction, rehearsal period, technical preparation, technical rehearsals, opening, running of the show, production wrap up and post-production. Through written exercises and the construction of a complete prompt-book using word processing and spreadsheet software, students gain an appreciation of the role of the stage manager as the facilitator, mediator and organizer of the production process.
3. **Student Learning Outcomes** (instructional objectives, intellectual skills):  
Upon successful completion of this course, students are able to do the following.
  - Define the role and responsibilities of the stage manager in live event management
  - Employ methods and terminology to communicate effectively with both artists and technicians in both day-to-day and emergency situations
  - Demonstrate skills in scheduling and organization of space, people, materials and time needed to realize a theatrical production
  - Create a working production prompt book using word processing and spreadsheet software to record all production details including actor movement, tracking of props, scenery, costumes and placement of all design cues necessary for successful production
  - Demonstrate comprehension of production paperwork and drawings including: schedules, scenic ground plans and elevations, light plots, costume and sound plots
4. **Credit(s):** 1 credit hour
5. **Satisfies General Education Requirement:** No
6. **Prerequisite(s):** THR101 (Introduction to Theater) or equivalent
7. **Semester(s) Offered:** Spring
8. **Suggested General Guidelines for Evaluation:**  
Students will be evaluated on the successful completion of in class exercises and. Criteria for evaluation includes preparation, attendance, participation, communication and organizational skills.
9. **General Topical Outline** (Optional):
  - I. Theatre Hierarchy and Role of Stage Managers
  - II. Preproduction and Scheduling
  - III. Communication and Management Styles
  - IV. Paperwork and Accountability
  - V. Rehearsals and Tech Prep
  - VI. Production Run and Post Production