

Stage Manager Guidelines

The job of Stage Manager is to maintain control of the stage, back stage, scene shop, prop area and green room.

The stage manager works with the sound crew to

- Create a wireless microphone plan to track who gets which mic and when any mics change from one actor or actress to another during a show.
- Agree on who will 'install' the wireless microphones (with tape to hold them in place, if required) on each of the actors and actresses prior to the show.

Before the show opens, the Stage Manager works with the director, set build designer/crew and the technical coordinator to see that any and all sets, props and help are created, found, made or available to support the given program. The Stage manager creates the "Run Sheet" which tells the crew exactly when, where and how to set a scene and what wireless microphones need to be changed for any given scene.

After the show opens, the Stage Manager takes control of the show AFTER the theater is ready. The Technical Coordinator or Director will inform the Stage Manager via headset that the house, sound and lights are ready to start the show. The Stage Manager has final call on the start of the show.