



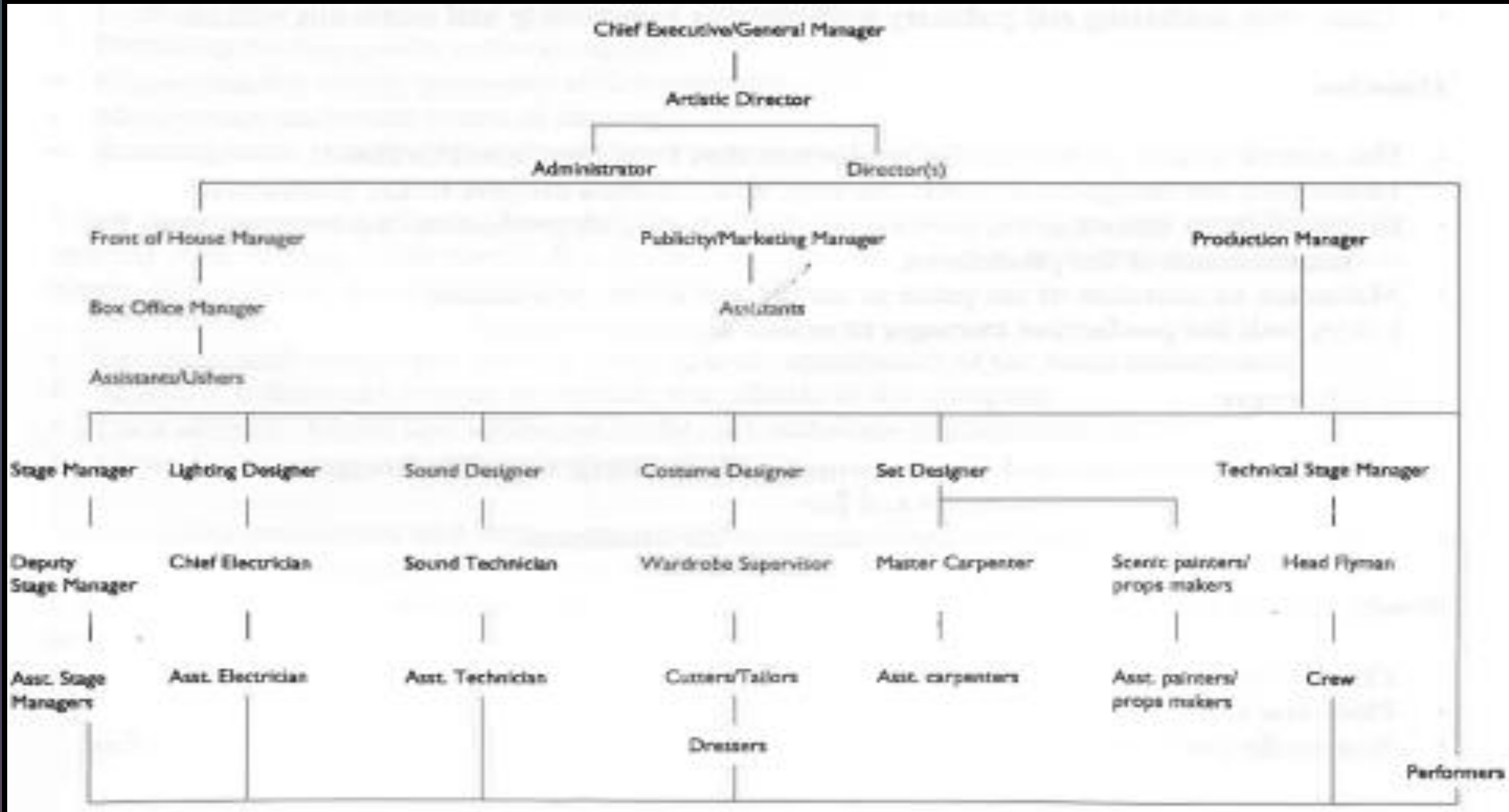
Stage Management

Holly Williams process
workbook

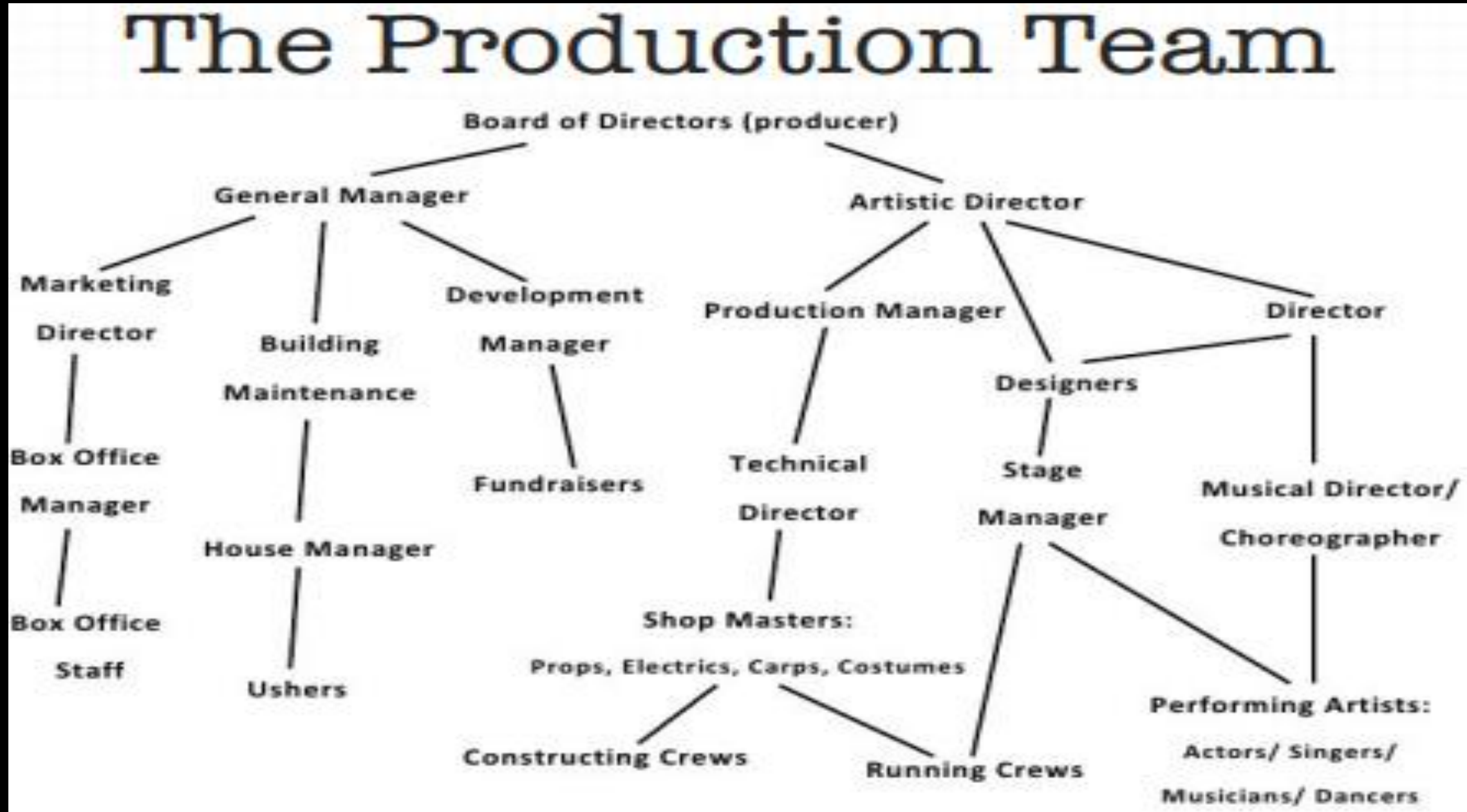
Learning Outcomes

- Display knowledge and understanding of the methodology and responsibilities of the stage management team.
- Complete specific stage management tasks considered essential to good practice.
- Communicate with clarity in written and verbal tasks.

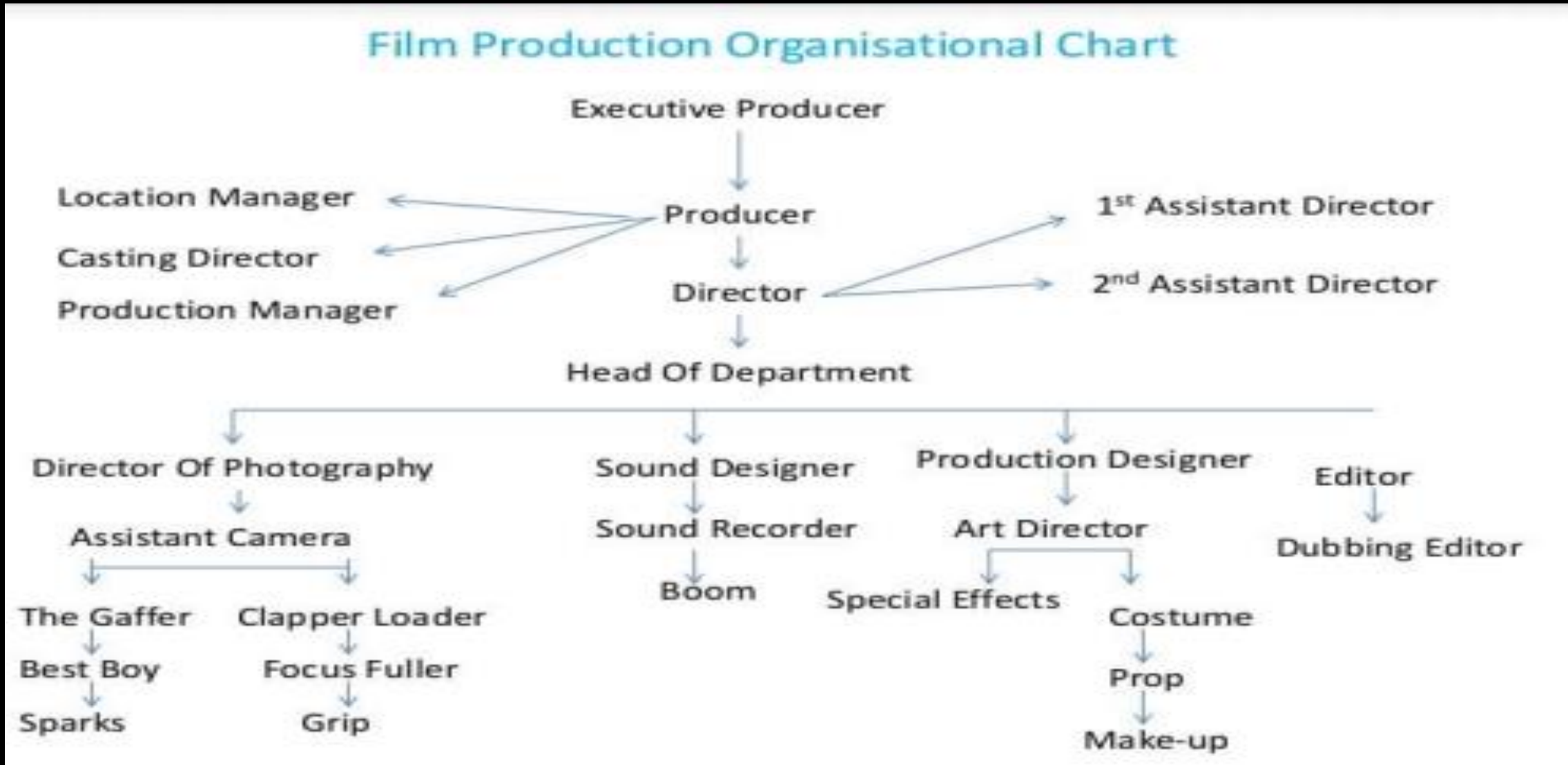
Production Team - (Atkinson, D. 2021)



Production Team - (Atkinson, D. 2021)



Film Production Organisational Chart - (Atkinson, D. 2021)



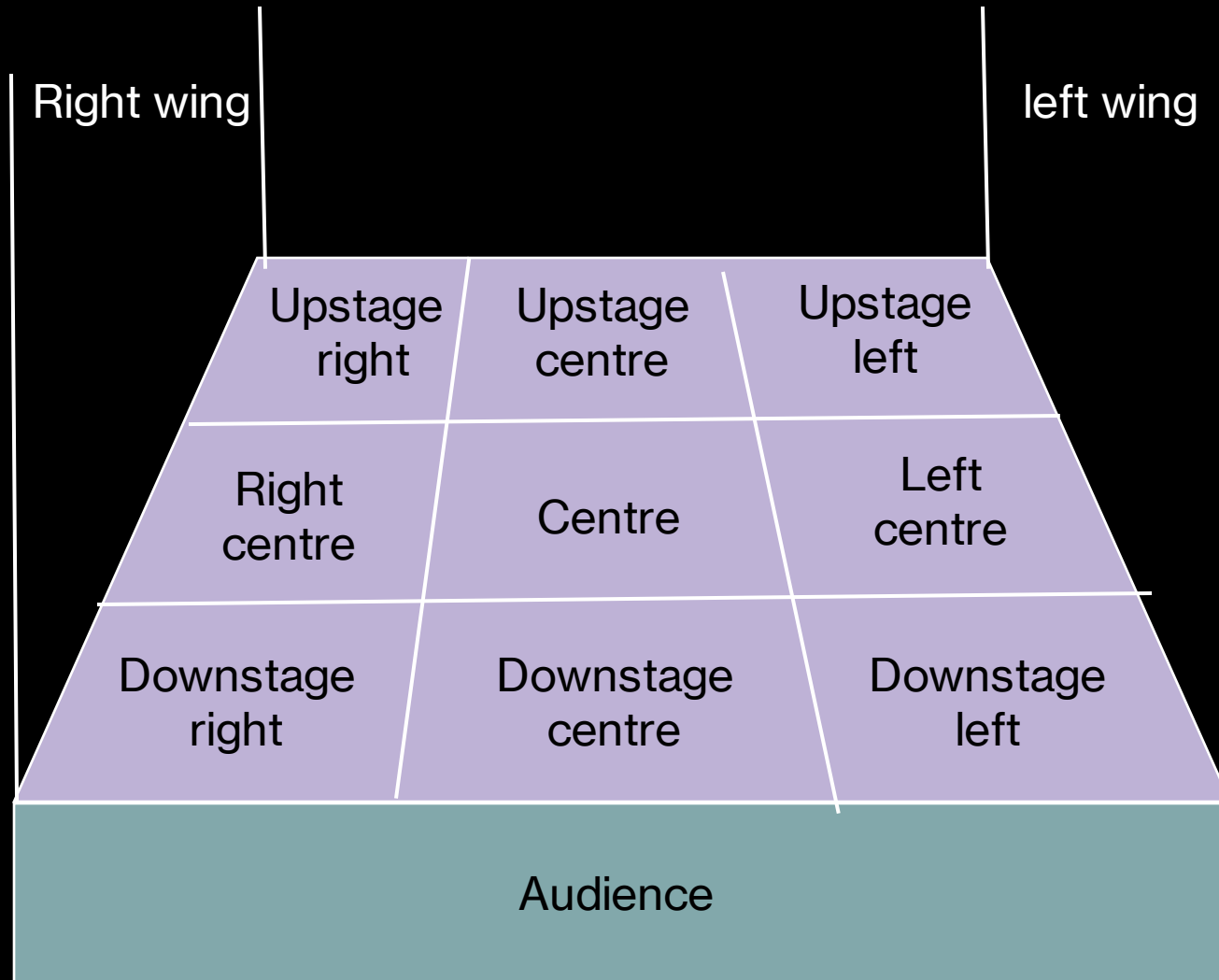
The slides above show the hierarchy of film and theatre. It is important to know this because you must obey it. If you do not show respect to those who have a higher position than you, they may not hire you for future jobs and they won't recommend you to other people in their position. This can make it difficult for you to get jobs in the industry. It is also important to know this because then you know who to answer to in your field of work.

Etiquette and Rules of the Film and Theatre Industry - (Atkinson, D. 2021)

- Respect.
- Abide by the hierarchy.
- First impressions count.
- Be clean and tidy.
- Listen.
- Communicate.
- Wear appropriate clothing.
- Early: you're on time. On time: you're late.
- Never cross the stage without asking.
- Always use the stairs on stage
- Be careful what you say-there can be microphones everywhere.

These rules could get you a job in the future because they will impress those above you and they could either recommend you to others or they could re-hire you for future jobs.

Stage Directions - (Atkinson, D. 2021)



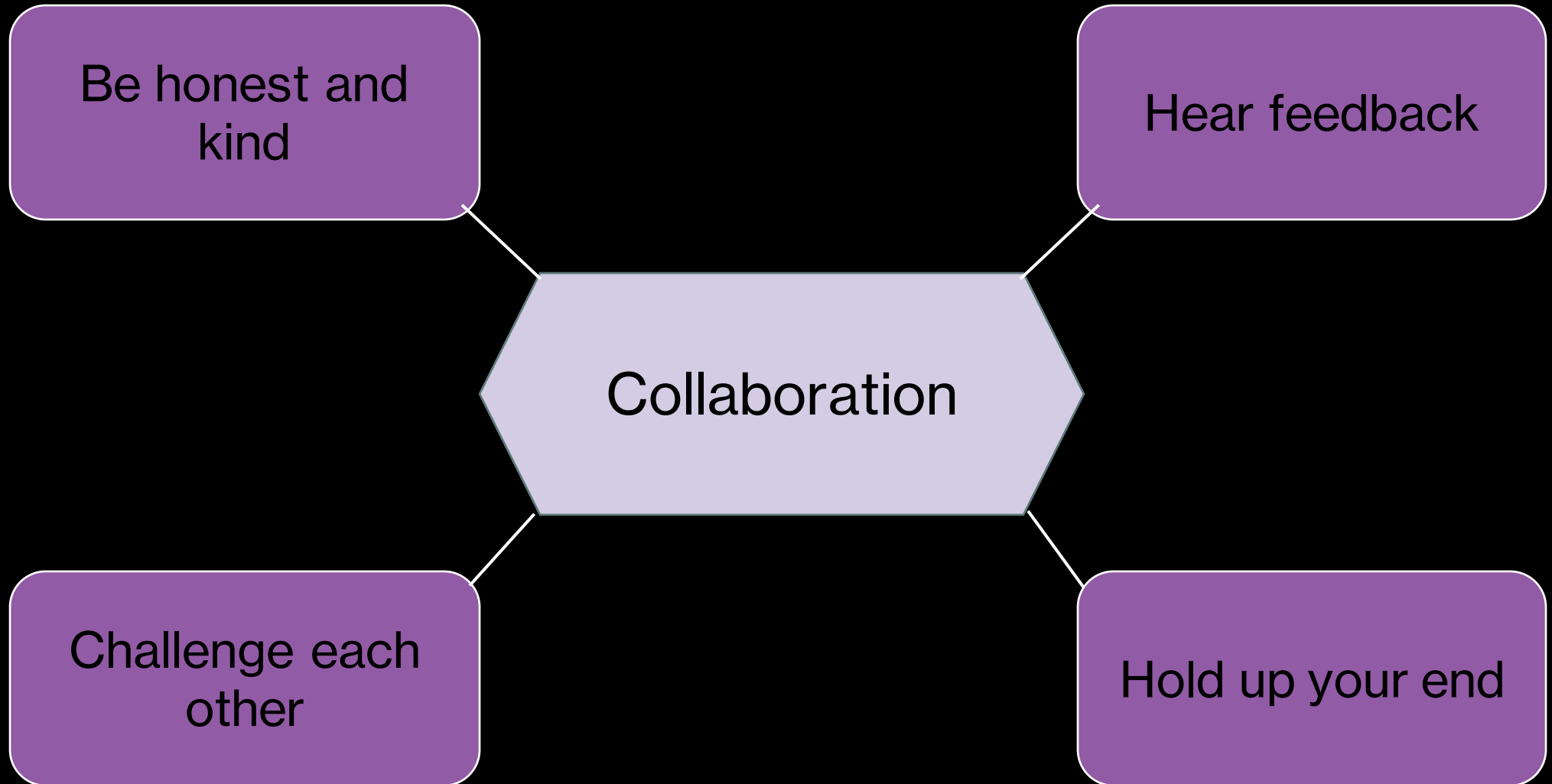
These are the names for the different sections of the stage. I would need to know this for the theatre industry because, if I'm setting up the set on stage, I would need to know what part of the stage to place the objects on. Also, if I decide to go down the director or stage crew route. I would need to tell the actors where to stand.

The Process - (Atkinson, D. 2021)

1. Commitment.
2. Read the script.
3. Analysis.
4. Pre-production meeting (crew).
5. Meet and greet with actors.
6. Read through.
7. Rehearsals.
8. Build and make.
9. Fit up and fitting.
10. Get in.
11. Walk-through.
12. Tech rehearsals.
13. Dress rehearsals.
14. Show time.
15. Get out.
16. Evaluate.

This is the process you should follow when you are working on a film or theatre. This process will ensure that the work you produce is correct according to the script and director's wishes.

Elements of Collaboration - (Atkinson, D, 2021)



Study Task -What equipment would you expect a Stage Manager to have in their 'toolkit'?

- Electrical tape. Probably more than one colour.
- Pens and pencils.
- Scalpel, Stanley blade or scissors.
- Glue.
- Pins.
- Needle and thread.
- Pliers.
- Bobbles. Paint brushes.
- Metal ruler
- Measuring tape.
- Scaling ruler.
- Battery's.
- Sticky notes.

It is a good idea to keep useful things like these on you because if you are the person that everyone goes to if they need something you are going to be remembered. Therefore, people would notice the work you are doing and may keep you in mind for future jobs.

Assistant Stage Manager (ASM) - (Moore, 2021)

Must have:

- Good communication.
- Organised and efficient.
- Calm under immense pressure.
- Punctual and dependable.
- Good eye for detail.
- Always ahead.
- Enthusiastic and have a sense of humour.
- Prepared for anything and everything.
- Adaptable.
- Health and safety enforcer.

The job:

- Do your homework when you first get the job, previous plays/director.
- Read the script and break it down, colour code, learn and keep original pristine.
- Research everything.
- Rehearsal rooms - keep them clean, look after the actors and set up everything.
- Manage props.
- Lots of paperwork.
- Cue sheets.

Production Management (PM) - (Atkinson, S, 2021)

Job:

- Knows every departmental process.
- Budgeting.
- Health and safety.
- Problem solving skills.
- Contracts and staffing with Producer.
- Production meetings organiser.
- Helps every department.

Tasks:

Find a puppet maker near your home

Vicki's Puppets: <https://www.entertainerworldwide.com/childrens-entertainers/vicki-s-puppets-50016>

Find a large-scale set building company

CTS: <http://www.cardifftheatricalservices.co.uk/>

Must have amazing communication skills.

Deputy Stage Manager (DSM)

Job:

- Follow the script. Tells everyone what they are supposed to be doing.
 - Keeps everyone on time.
 - Health and safety.
 - Reads music.
- And a lot more.

Must have:

- Good communication skills.
- Team working skills.
- Planning and organisation skills.
- Needs to be good at multitasking.
- Calm under pressure.
- A loud and clear voice.



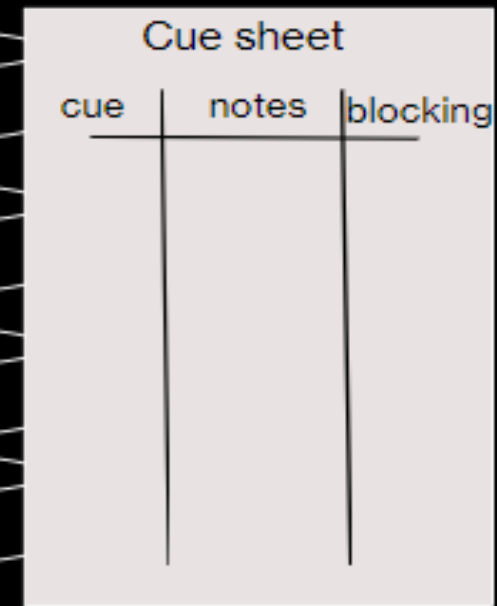
This is me taking on the role of DSM and calling out the cues to the lighting and sound team. I did struggle a bit with this role because, due to my dyslexia, the words on the scripts kept jumping and I had trouble following the lines. With a bit of practice, I was able to call out the cues correctly and clearly.

Cans – Headset

- Always announce your role when joining cans. Say whether you are on or off cans.
- LX = lighting.
- Q = que.
- SBY = stand by.
- SN = sound.
- SFX = special effects.
- Only for communication about the play/film, no personal conversations.
- Relay system throughout rooms.
- Call the ques in numerical order.
- DS = Downstage.
- US = Upstage.
- SR = Stage Right.
- CS = Centre stage.
- SL = Stage Left.
- RC = Right of centre stage.
- LC = Left of centre stage.
- DR = Down right.
- DL = Down left.
- UR = Up right.
- UL = Up left.
- UC = Up centre
- DC = Down centre.
- C/L = Centre line.
- Full Front – Facing directly downstage.
- Full Back – Facing directly upstage.
- Quarter Right / Left – 45 degrees to an end-on audience, facing towards either stage right or stage left.
- Profile Right / Left – Facing directly offstage, at 90 degrees to the audience.
- Three-Quarter Right / Left – Facing into the upstage corners of the stage, mostly turned away from the audience, 45 degrees from Full Back.

Scripts

- Never write on the original. Keep it clean.
- Keep everything in a hard copy, not online.
- Only write in pencil on a script, things change a lot
- Always keep in a binder.
- Make sure you read the script thoroughly.
- Script on left cue sheet on right.



Use this to make notes when reading the script

Make note of what scene it is, inside or out, where it is and what time of day it is.

e.g., 61# int,
pinewood studio,
day

<u>cast</u>	<u>stunts</u>	<u>Extra/atmosphere</u>
<u>Special effects</u>	<u>Extra silent</u>	<u>Vehicles/animals</u>
<u>Wardrobe</u>	<u>Props</u>	<u>Sound affects</u>
<u>Special equipment</u>	<u>Make up/hair</u>	<u>Production notes</u>

Script – The Mountaintop

This is a fictional depiction of Martin Luther King Jr.'s last night on earth. This is written by Katori Hall, and it was released in 2011. The play is set in 1968 the eve before his assassination.

<u>Cast</u> Dr. Martin Luther King Jr	<u>Stunts</u> no	<u>Extra/atmosphere</u>	Notes for Page 1, scene 1. int, hotel room, night.
<u>Special effects</u> no	<u>Extra silent</u>	<u>Vehicles/animals</u> No	
<u>Wardrobe</u> 1969 suit for a man.	<u>Props</u> no	<u>Sound affects</u> SNQ1-2 (1 – storm)(2- papers from bed)	
<u>Special equipment</u> no	<u>Make up/hair</u> 1969 men's hair style	<u>Production notes</u>	

Jobs – What to Expect - Screen Alliance

Wales Talk

- Unconventional hours.
- Usually freelance.
- Non-disclosure agreements.
- Must have good social media accounts.
- Follow the hierarchy.
- Good communicational skills – needed.
- Have business cards.
- Good cv - name, contact details, social media and a portfolio (PDF). Tip: give someone your CV and tell them to read it. Take it away from them and ask them what they remember about it. Tip 2: opening statement should contain job you are applying for, don't tell them what job you want to be in the future if it's not with that department.

If you don't get a response from the company it doesn't mean you haven't been seen. Don't judge people for not replying.

Always do your research on the job. Who's the director. Has that director done any other work. Know your employers.

Make sure your clothing is practical for the job you are doing.

Follow guidance on disposal of materials and equipment.

Appreciate the value of every role.

Every job you have is an interview for your next job.

Bectu

This is a union that are dedicated to making people who work in the film and theatre industry.

They help with making equal pay for everyone and equal opportunity.

We'll support your career

Did you think unions were just there for when you've got a problem? We are here for that, but we also want to help you get on and develop in your career..

Bectu gives you exclusive access to training, mentoring and networking. We have a dedicated training team and provide regular opportunities for networking and mentoring.

We'll save you money

Being a Bectu member doesn't just benefit you in your work life – it's also a great way of making savings outside of work, whether on your bills or leisure activities.

We'll pay your legal fees

If Bectu members get unfairly made redundant, fired, or discriminated against, we'll pay their legal fees.

We can negotiate your pay, terms and conditions

If we have enough members in one workplace, we'll negotiate with the employer to get a better deal for everyone.

We provide expert advice when you need it

Bectu is uniquely placed to assist with problems at work. In most areas we know the organisation you work for and the terms and conditions that apply to employees.

Props – Foods and Drink (Atkinson, S. 2021)

What we need to consider:

Allergies

Vegetarian/Vegan

Lighting of the
scene

Intolerances

Flammability of
products

Consult with you
costume
department

Be careful of 'frog
throat'. Don't make
stuff that causes
phlegm

Have images/ real
thing on hand for
comparison

Prop - drink and foods

Making our own:



This prop drink is supposed to look like a white wine, and I think I was quite successful in that. This drink was made from blue spark energy drink and water.



I made this prop drink to represent a bloody marry. This drink contains cranberry juice, yellow and red food colouring. I also added orange peel and orange slice for decoration.

I think I done well in recreating these drinks. However, I do wish that I had taken better images of my work with a plain background because I think the background distracts from the drink itself.

Prop - drink and foods

Making our own:



This prop drink is supposed to represent an apple martini and I think that I did well to represent it. I made this prob drink by adding green food colouring to water.



This drink is supposed to resemble a mojito. To do this I added sparkling water and apple juice to a glass. I also decorated it with some cucumber slices.

I found a good video of making prop food and drinks. The video
[https://www.youtube.com/
watch](https://www.youtube.com/watch?v=eemkTcS0zsM)

[?v=eemkTcS0zsM](https://www.youtube.com/watch?v=eemkTcS0zsM)
gives us an insight into the industry. This video could also give me ideas when I want to create something. It's a good inspiration.

Risk assessment - (Atkinson, D, 2021)

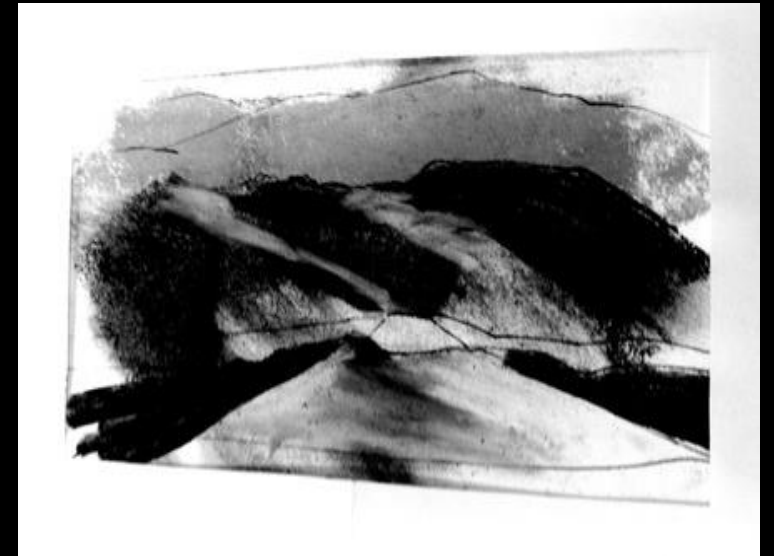
Health and Safety at Work etc Act 1974. Often referred to as HASAW or HSW, this Act of Parliament is the main piece of UK health and safety legislation. It places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees.

We need to be aware of the following:

- Working at Height
- COSHH (control of substances hazardous to health)
- RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations)
- LEV Systems (local exhaust ventilation)
- LOLER (lifting operations and lifting equipment regulations)
- Manual Handling
- Risk Assessments
- Unions – Equity, SMA, ABTT, BECTU, ALD, SBTD

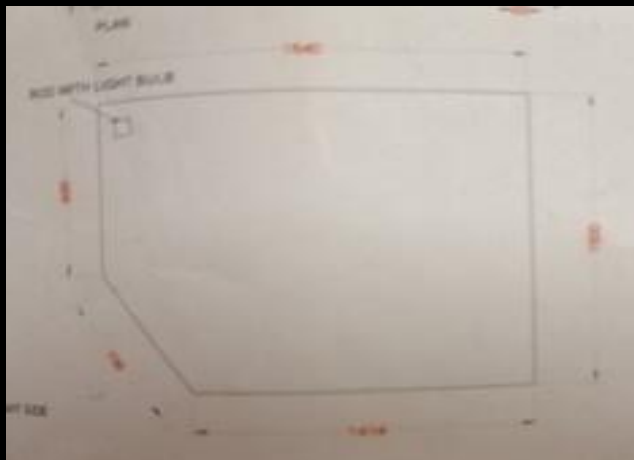
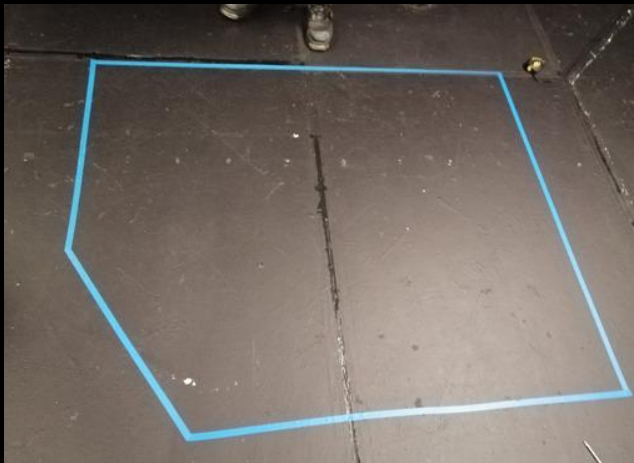
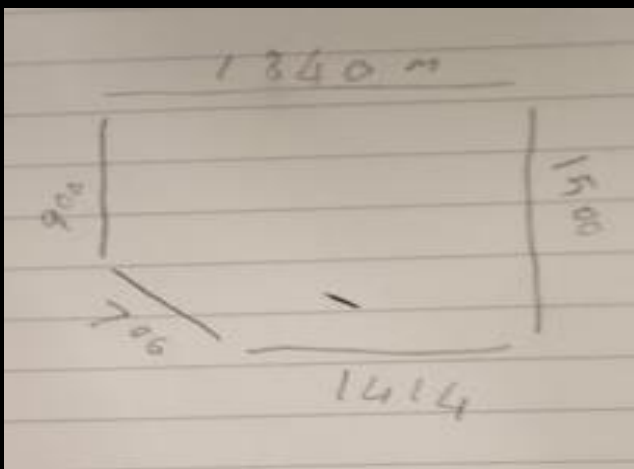
- Hazard – something that can cause harm.
-
- Risk – the likelihood that a hazard will cause harm.
- When writing a Risk assessment list, the HAZARDS and identify what you can do to reduce the RISK of that hazard happening.

Creating a Scene Using Shade



This is a demonstration that I saw on how to create a quick visual of a scene using shade. This is a great way to get a quick idea of what you are visualising because you can layer the shade and create an image that has depth. The image in the middle is a clothesline holding bits of paper with different shades that we can see in the room around us. Darkest being the corner of the wall and lightest being the wall itself. I think this is a really good way of expressing your thoughts.

Making Out Set For Stage



This was a lesson in which we were parking out set onto a stage from a diagram/plan that we were given. This task showed us the correct way to place the tape, what we need to do to avoid looking like armatures to our employers and practising transferring the correct Measurements from paper to stage.

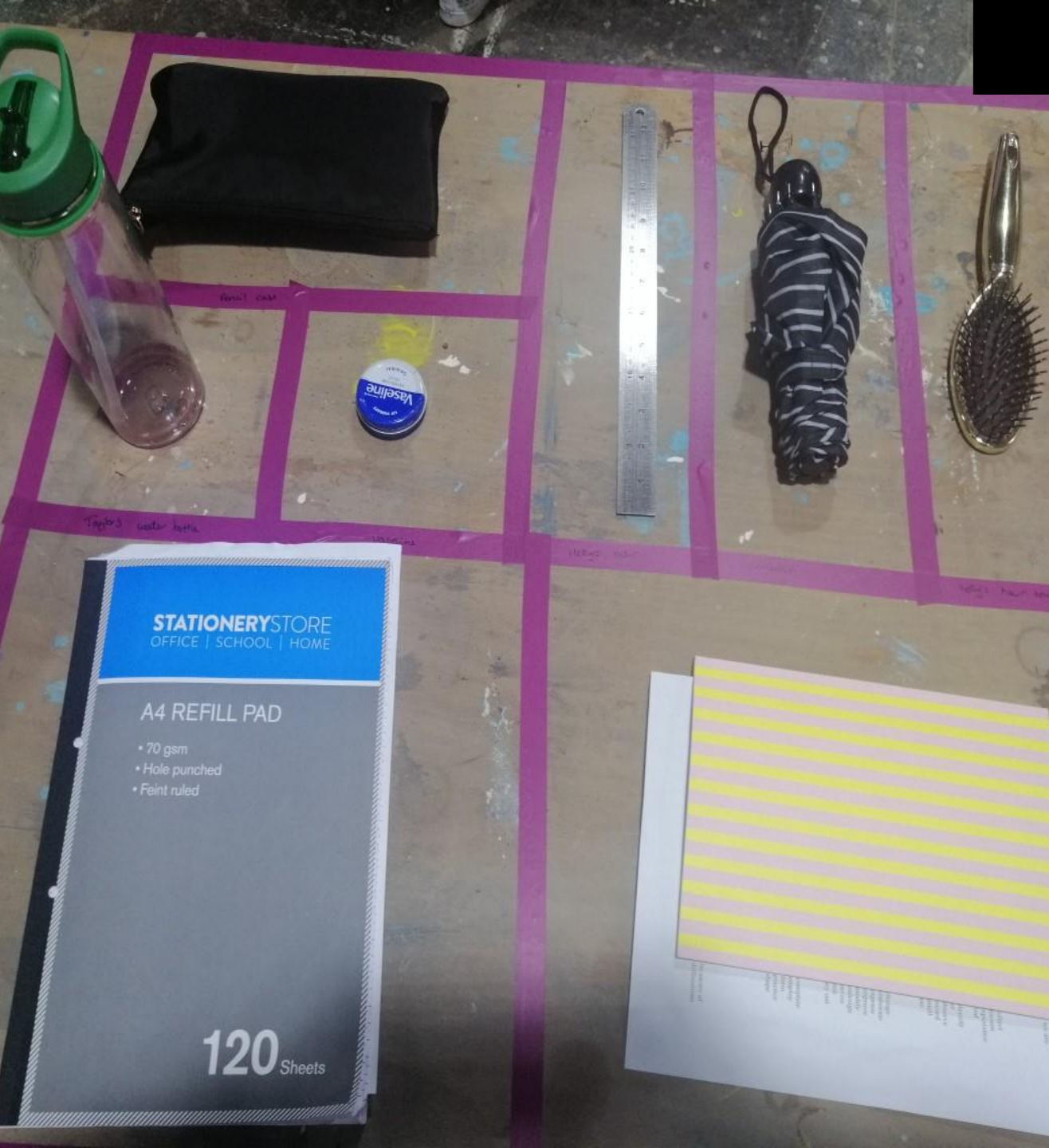
I learnt that we should use high quality electrical tape when marking out the stage because when removed it doesn't leave residue on the stage. We should never stretch the tape before placing it on the floor because it would make the tape come away from the stage when you leave go. You also should never cut tape with your teeth, always cut the tape with a blade or scissors, because it makes you look unprofessional. Try and colour code your markings using different tapes. Always clean stage before placing tape on it.

The measurements on the plans you would be given will almost always be in millimetres.

The centre of the stage is almost always marked with a piece of tape at the front of the stage. If it isn't taking a full of measurement of the stage and half it. This lesson would help me within the industry because it formularises me the way a stage should be laid out.

Props Table

This is a prop table that I had organised and laid out. I used le mark electrical tape for the outline and labelled each item with black ink on the tap at the top of the items. We made sure to label where things are supposed to go so that if it goes missing, we can find out who was supposed to have that item last and where did they put it. We had to make sure that the table was neat and organised. We also made sure that we weren't stretching the tape as we were placing ging it on the table and that we were cutting it in the correct way. Etiquette says that we need to use a blade or scissors. We also made sure to outline the edge of the box with tape as well so the objects could be labelled properly.

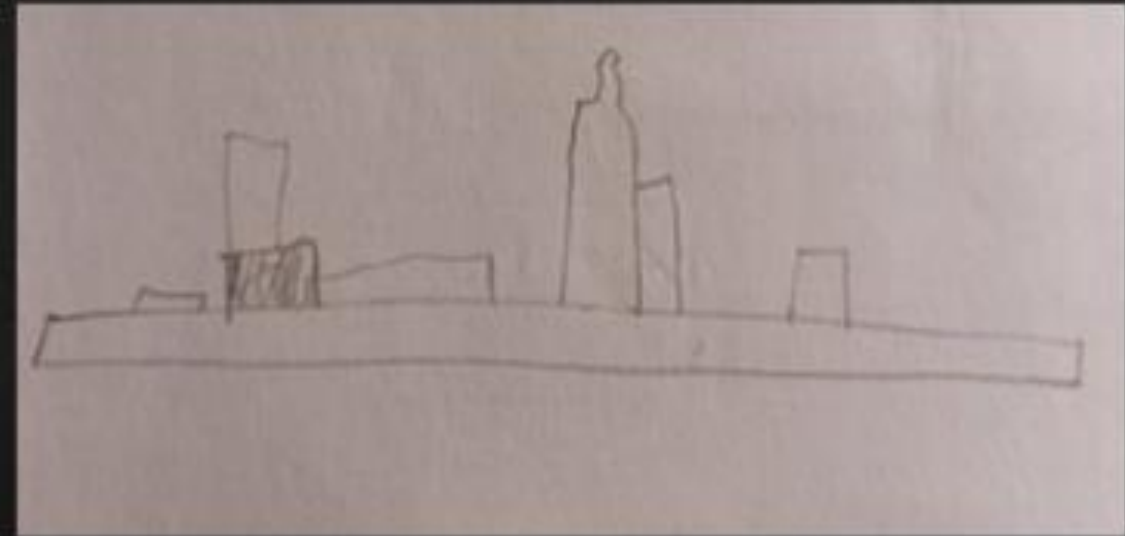


Birds eye view + measurements



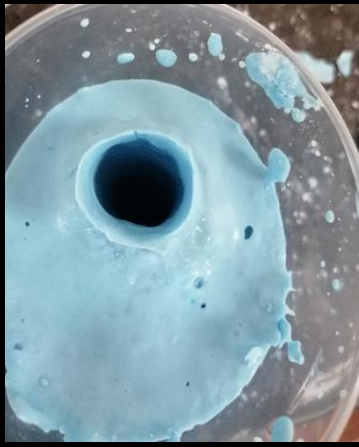
- 1) Pink bottle.
- 2) Red wrench.
- 3) Paper.
- 4) Pencil case.
- 5) Book.
- 6) Big blue bottle.
- 7) Hot drink cup.
- 8) Grapes.

Side view



Placements on table

Having a simple yet detailed drawing to show people where the prop for a particular scene should go is really helpful within the theatre and film industry. Not only would you have a visual to refer to, but you would also have the exact measurements of the table for it to be extremely precise.



I created a model of my finger by using seaweed-based alginate moulding powder, water and plaster. There are different types of alginate moulding powders, fast (fx9) and slow (fx3) curing, we used the fast curing so that we don't have to sit there with our hands in the mould for too long. After the mould was made, we put plaster in it and let it cure (we know it is almost done when it heats up, it's thermotropic). Then we broke the mould away from the model. This method is only used for models you only want to make once. Although my model had a bigger base than expected, I think that it turned out really well. You can see all the little details on my finger.

Creating A Model of a Finger

This is a failed attempt of creating a mould out of Alginate Moulding Powder. This mixture failed because I used warm water and it cured too fast.





Life Casting

Prep all materials beforehand. Make sure that the person you are casting is comfortable and anything that can be ruined by the mould is covered. Put Vaseline on all areas that have hair (the mould will rip hairs out). Start putting the mould onto the person's face, never use fast curing mould on a person. Keep asking if they are ok throughout this process and make sure not to cover nostrils. When the mould is cured, place dampened mod rock strips in a criss cross pattern over the mould two pieces thick to strengthen. Take off face and fill in the nose area. Fill the mould with plaster. This is the process you should do when creating a life mould. You should also destroy the mould after the filming of the project that you are working on.

A company called Neil Gordan's studio prosthetics makes amazing prosthetics for productions and he also teaches people on how to do what he does. He even offers free online courses for those who are interested in this line of work.



These are different examples of model making. They were made from materials that suited the production they were created for. E.g., soft, hard, flexible ...



Prop Sourcing

We were tasked with the job to go into town and source props for a production set in the 60's. We were also only given £5. Due to the era and the budget we decided to look in all the different charity shops to see what we can find. When we had a look for reference images, we could see that they really liked decorative glass on their shelves and the glass always had a colour of some sort. That is why we chose the two glass pieces above. We also chose to get the vinyl because back then that's how people would listen to music and the release date for the vinyl 'the sound of music' was 1965. This gives me the practice of going out and searching for props that we may need on a production that I may work on in the future. This task also gives us practice of keeping within a strict budget.



Reference Images



50s

Queen Elizabeths crowning was in 1953 so this group thought it would be good to get a coronation cup. This group also got a crocheted blanket with the idea that people use to hand them on the back of their chairs. They also got a squeeze bottle of perfume from that era.



60s

This group said that they struggles to find anything from the 60s within the charity shops. Therefore, they bought three vinyl's that were released in that era. Apparently during this era listening to vinyl's was a very popular way of listening to music.



80s-90s

This group desisted to get clothing from the era that they were tasked with sourcing for. They got shoes that where suppose to be popular at the time and they also got a jacket that people would have worn back then.

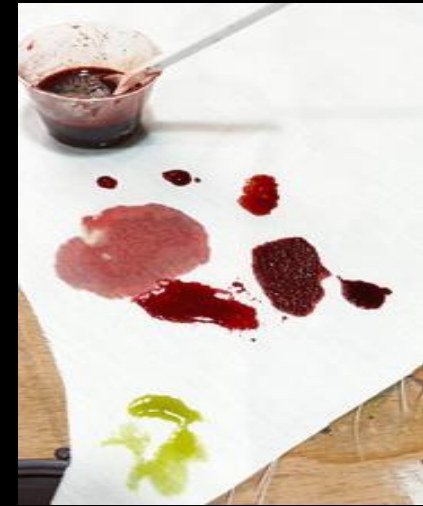
Fake Blood

I had made different mixtures that resemble the look of blood. This is a very useful skill to have in the industry because not only would it make you look more appealing to your employers for your diversity, but it would also be useful if you wanted a cost-effective way of making fake blood. All the mixtures contained liquid glucose, golden syrup and some sort of dye. Then I added water or corn starch to get the consistency I wanted, coco powder if I wanted the mixture to be darker and food colouring of my choosing. For one of the red mixtures, I also added some oats to make the blood appear thick and lumpy. If I were to make this, I would need to keep in mind whether anyone had any allergies or food intolerances. I would also need to look at the lighting they are using and the colour of the surface that it is being put upon so that I could make sure that the colour of the mix is visible.

A good fake blood company is Klink's Street and Pigs Might Fly. They sell a wide range of different bloods ranging from edible to washable. However, buying good quality fake blood is expensive.

Videos of me popping blood bags and capsules that I have made:

[https://uowtsd-my.sharepoint.com/:v/r/personal/2103227_student_uwtsd_ac_uk/Documents/stage%20managment/YouCut_20220126_211300914%20\(1\).mp4?cf=1&web=1&e=Mvi7cr](https://uowtsd-my.sharepoint.com/:v/r/personal/2103227_student_uwtsd_ac_uk/Documents/stage%20managment/YouCut_20220126_211300914%20(1).mp4?cf=1&web=1&e=Mvi7cr)



Model Making -clay

This is an elephant that I had made during a model making lesson. To make this I had a wooden stand and put a tightly balled piece of foil on top as a base. I made this elephant out of water-based clay. Therefore, I could not let the clay touch the wood because it would bring the water out of the clay and make it crack. I then started to add clay on top of the foil and started to make the shape of the head. I also added chicken wire into the ears and trunk to give it more support. I really had to trust the process with this piece as I had to build it up slowly into the shape that most resembles the reference image. After I had made the sculpture I added detail, such as, faint lines on the ears and face to represent the elephant's skin. I also added lines onto the trunk. This is a really useful skill to have in the industry. I really like how this has turned out.

Reference Image



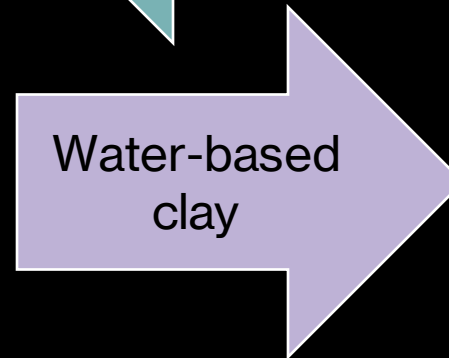
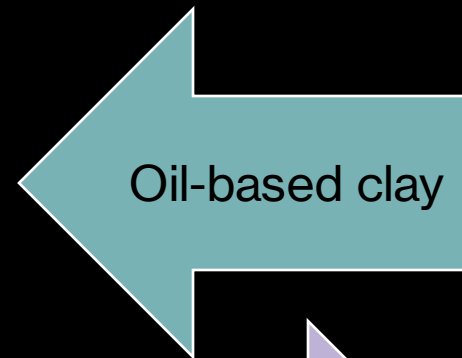
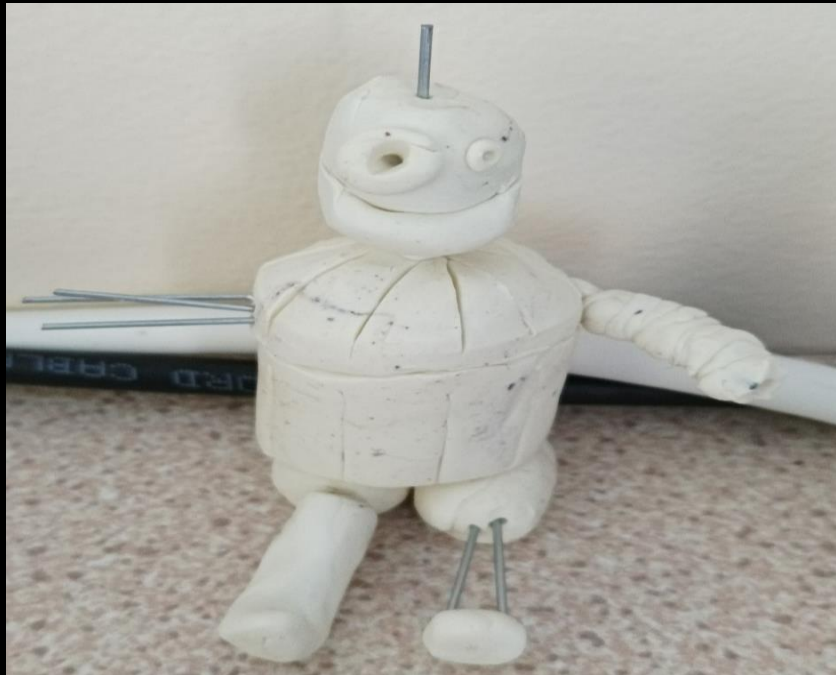
Finished Product



Clay Models

There are water-based clays that you can use or there are oil based.

- Water based clay is good because it's easy to mold and to make different pieces stick together all you need to do is add water to it.
- Downside to water-based clay is if you don't put a sealant on it will crack but sometimes that's a good look.
- Oil based clay is good because it doesn't dry out, unlike the water based. It only takes heat from hands to become moldable.
- Downside to oil-based clay is that because it never dries stuff like dust and dirt clings to the clay and you have to wash it off.



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