

Tips for First Time Student Stage Managers

- 1. Stage managers conduct themselves as leaders.**
 - Be mature, trustworthy, and dependable.
 - Balance leadership and friendship.
- 2. Stage managers must be prepared for (just about) anything.**
 - Always have the show's prompt book handy, along with extra paper, post-it notes, different coloured highlighters, pencils, and access to rehearsal tracks if applicable.
 - Many stage managers have an emergency kit with items like batteries, a flashlight, clear nail polish, a stopwatch, and safety pins.
 - Know what to do if an emergency arises, such as locating a first aid kit.
- 3. Stage managers are the people "in the know."**
 - Keep rehearsals running smoothly and on time, keep track of attendance, convey messages to/from the cast and crew, and know who is supposed to be where and when.
 - Take both rehearsal blocking notes and notes on announcements and plans for upcoming rehearsals.
 - Encourage actors/crew to come to you first with questions.
- 4. It's ok to ask for help!**
 - Don't be afraid to request an assistant stage manager.
 - Don't be afraid to ask questions.
 - Remember: you are part of the team, and team members support each other.

Useful Links:

<https://www.theatrefolk.com/blog/the-importance-of-student-stage-managers/>

<https://www.theatrefolk.com/blog/so-what-does-a-stage-manager-do-anyway/>

<https://www.theatrefolk.com/blog/5-qualities-a-stage-manager-must-possess/>

<https://www.theatrefolk.com/blog/how-to-prepare-a-stage-managers-prompt-book/>

<https://www.theatrefolk.com/blog/the-stage-management-kit/>

<https://www.theatrefolk.com/blog/so-what-does-an-assistant-stage-manager-do-anyway/>

