

STAGE MANAGEMENT

WHAT TO PREPARE

In a Stage Management entry, the Thespian must present digital and/or physical documents that showcase the stage manager's promptbook and other paperwork for a production of a published work written for the theatre. Designs for performances of original work, poetry, fiction, screenplays, television, concerts, or any other medium are not permitted. Only one Thespian may be involved in the design; no collaborations are permitted. Designs for either theoretical or realized productions are acceptable, though it is strongly recommended that the Thespian was responsible for the actual stage management for a realized production. The Thespian must prepare the following:

- 1** A portfolio of materials (bound or digital) that exhibits consistency, clarity, and organization of materials and must include the following:
 - A brief bulleted list of duties performed as stage manager, including during the rehearsal process and during performances (before, during, and after)
 - Representative sample from the promptbook: at least 5-10 consecutive pages from the prompt script that includes dense blocking notation and technical cues (lights, sound, etc.)
 - Representative documentation: at least three examples of production documentation from the following list:
 - Props list;
 - Costume change plot;
 - Rehearsal calendar;
 - Rehearsal reports (up to five);
 - Scene change assignments;
 - Line notes;
 - Additional production-specific documents.

- 2** A five to eight (5-8)-minute presentation summarizing the work with connections to concept, collaboration, and design decision-making. The Thespian may use digital media during the

The image shows a 'BRIGHT STAR QUICK CHANGE PLOT' table. The table is organized into columns for 'ACTS' (1, 2, 3, 4) and 'SCENES' (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100). The rows represent different scenes and their durations. The table is color-coded by act and scene. At the bottom of the table, it says 'Questions? (SM) Natalie Lawton' and 'v4 LU 4/8/2021'.

presentation (the Thespian must provide their own equipment for viewing), or the Thespian may bring photo boards or other visual aids to display along with the portfolio. The Thespian should address category-specific topics such as:

- What role(s) did the design elements play in the stage management for this production?
- What did you learn during your stage management experience that you can take into other areas of your life?
- If you led production meetings, describe your process.

- 3** Optional written essay response to share additional information about the stage management process with the adjudicators.

SKILLS MEASURED

The skills measured by the adjudicators during the presentation are:

- Ability to demonstrate an understanding of the stage manager's role and specific responsibilities;
- Ability to organize stage management ideas, products, and choices that support a realized or theoretical production;
- Ability to document, present, and clearly explain and justify stage management products and choice.

STAGE MANAGEMENT RUBRIC

Stage Management

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THE INTERNATIONAL THESPIAN EXCELLENCE AWARDS

Student(s): School:
 Selection: Troupe:

SKILLS	4 Superior Above standard	3 Excellent At standard	2 Good Near standard	1 Fair Aspiring to standard	SCORE
Presentation Explanation of duties, responsibilities, and materials.	Presentation thoroughly explains the roles and responsibilities of the stage manager throughout the production process and addresses the specific needs of the production with exceptional examples and documentation.	Presentation clearly explains the roles and responsibilities of the stage manager throughout the production process and addresses the specific needs of the production with sufficient examples and documentation.	Presentation partially explains the roles and responsibilities of the stage manager and addresses the specific needs of the production with cursory examples and documentation.	Presentation fails to explain the roles and responsibilities of the stage manager and/or fails to provide sufficient examples and documentation.	
Comment:					
Promptbook Representative promptbook sample demonstrates organized thought and execution of production needs.	Promptbook sample demonstrates thorough and consistent planning ; cues and notation are comprehensive, legible, and well organized.	Promptbook sample demonstrates clear planning ; cues and notation are legible, and well organized.	Promptbook sample demonstrates some organization and planning ; cues and notation are legible.	Promptbook sample demonstrates marginal planning ; cues and notation may or may not be included and/or legible.	
Comment:					
Leadership Organization and presentation combine to demonstrate unique strengths and leadership skills.	Documentation and presentation combine to provide evidence of exceptional organization and leadership.	Documentation and presentation combine to demonstrate organization and leadership skills.	Documentation and presentation combine to demonstrate some organization and emerging leadership.	Documentation and presentation fail to demonstrate effective organization and/or leadership.	
Comment:					
Paperwork Representative paperwork samples demonstrate organized thought and management of the production's needs.	Representative paperwork samples demonstrate consistent and clear planning ; documents are comprehensive and well-organized to support seamless management of production needs.	Representative paperwork samples demonstrate clear planning ; documents are well organized , to support effective management of production needs.	Representative paperwork samples demonstrate some planning ; documents minimally contribute to management of production needs.	Representative paperwork samples demonstrate limited planning ; documents are not well organized and do not contribute to management of the production's needs.	
Comment:					
Execution Products demonstrate conveyed ideas, procedures, and choices that support collaboration and production needs.	Comprehensive evidence of the stage manager's ability to expertly choose and use processes and procedures for seamless production support.	Evidence of the stage manager's ability to effectively choose and use processes and procedures for production support.	Limited evidence of the stage manager's ability to effectively use processes and procedures for production support.	Little to no evidence of the stage manager's ability to effectively use processes and procedures for production support.	
Comment:					

RATING (Please circle)	4 Superior (Score of 20-18)	3 Excellent (Score of 17-13)	2 Good (Score of 12-8)	1 Fair (Score of 7-5)	TOTAL SCORE
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Judge's name (please print)

Judge's signature

ATTENTION TABULATION ROOM: Please note the following:

- Timing Issue: (_____ mm _____ ss)
- Rule Violation: _____ ; _____ ; _____
- Other Comments: _____

This rubric should not be considered an assessment of student learning. However, it can serve as a model for designing curriculum-based performance assessments and for this reason, alignment to the National Core Standards has been indicated on this form.

For examples of standards aligned to the Thespys rubrics, see the alignment chart on EdTA's online Learning Center:
<http://learn.schooltheatre.org/thespy-standards-alignment>

To access the full descriptions of the above and all the Core Theatre Standards go to: www.nationalartsstandards.org

Optional aligned state standards: _____

State standards website: _____