



Stage Management Award - Check List Part "A"

Student's Name _____ School _____											
Criteria	Comments	Poor					Excellent				
		1	2	3	4	5	6	7	8	9	10
Demonstrates that they have done the homework and have a good working knowledge of the theatre space		1	2	3	4	5	6	7	8	9	10
Establishes a good working relationship with the host venue staff. (i.e. Can they name the theatre's technical staff when communicating? Do they say 'please' and 'thank you'?)		1	2	3	4	5	6	7	8	9	10
The Stage Manger is well-versed when Ensemble members or Festival Staff have questions about:	Properties	1	2	3	4	5	6	7	8	9	10
	Spiking of Set Elements										
	Costumes										
	Required Paperwork										
	Lighting Cues										
	Sound Cues										
Has cast and crew ready to take the stage when technical rehearsals start		1	2	3	4	5	6	7	8	9	10
Organizes placement of furniture and props or oversees a crew member to ensure this is done correctly		1	2	3	4	5	6	7	8	9	10
Has practicals tested and ready to go. Has tested sound cues before house opens. Has made sure lighting specials are still focussed		1	2	3	4	5	6	7	8	9	10
Times the run-through		1	2	3	4	5	6	7	8	9	10
Takes notes for the Director		1	2	3	4	5	6	7	8	9	10
Informs theatre staff of the needs of the production and politely follows through to ensure those needs are met		1	2	3	4	5	6	7	8	9	10
Has the play's set in place within the 10 minute set up time		1	2	3	4	5	6	7	8	9	10
Has the set cleared within the 5 minute strike time		1	2	3	4	5	6	7	8	9	10
Has actors in places when the House Manager gives them the house		1	2	3	4	5	6	7	8	9	10
Call the show		1	2	3	4	5	6	7	8	9	10
Checks to make sure no members of their Ensemble leave personal or show items behind		1	2	3	4	5	6	7	8	9	10
Ensures dressing rooms are left neat and tidy		1	2	3	4	5	6	7	8	9	10
Actively participates/oversees the load in/load out of the Ensemble's van or truck		1	2	3	4	5	6	7	8	9	10
SUBTOTAL MARKS							/160				



Stage Management Award - Check List Part "B"

General Impression Marks

Student's Name _____ School _____

This section allows for the evaluator to consider the Candidate's instinctive qualities as a Stage Manager. The final mark totals the marks from both Part A and Part B. Please rate the candidate on the following criteria. These marks are worth four times the marks in Part A.

Criteria	Comments	Poor										Excellent			
		4	8	12	16	20	24	28	32	36	40				
<p>Assumes Responsibility:</p> <ul style="list-style-type: none"> ✦ Realizes that the bulk of responsibility for the smooth running of the rehearsal process and the show's performance rests on their shoulders. ✦ Remembers that responsibilities can and should be shared with their assistants ✦ Are they self-motivated and are they able to motivate others in the Ensemble 															
		4	8	12	16	20	24	28	32	36	40				
<p>Stays Calm:</p> <ul style="list-style-type: none"> ✦ Never loses their temper, especially in front of the cast and theatre personnel ✦ Maintains a professional attitude at all times: Remaining loyal to all aspects of the production and never gossiping about their company. ✦ Remembers that they are privy to many discussions that are not for the entire Ensemble to hear. ✦ Remembers to always add 'please' and 'thank you' to every conversation they have, and shows respect to other Ensembles and teachers 															
		4	8	12	16	20	24	28	32	36	40				
<p>Demonstrates that they are organized, efficient and observant:</p> <ul style="list-style-type: none"> ✦ Always has paperwork ready, props gathered, is well-organized, always ready for the unexpected and always ready for what is to happen next ✦ Do they demonstrate that they have good listening skills 															
		4	8	12	16	20	24	28	32	36	40				
<ul style="list-style-type: none"> ✦ To what degree is the Stage Manager REALLY running the show (as opposed to the teacher) 															
SUBTOTAL MARKS												/160			
FINAL MARK (Part A + Part B)												/320			