

**University of North Carolina at Asheville
Department of Drama
Competence Demonstration**

Competence Evaluation - Stage Manager

Student's Name _____

Production _____ Date _____

Category _____ Faculty Juror _____

Please evaluate the drama major's progress toward satisfying a Stage Manager competence.

Knowledge

1. Understands his/her function in the production process.

Unsatisfactory Poor Average Good Excellent

2. Understands and makes a complete prompt book prior to the first rehearsal.

Unsatisfactory Poor Average Good Excellent

3. Understands and knows the show as well as the director, actors, designers, and technicians.

Unsatisfactory Poor Average Good Excellent

Skill

1. Calls all productions meetings at times that the Designers, Technical Director, Properties Master, and Director can attend.

Unsatisfactory Poor Average Good Excellent

2. Conducts production meetings in a professional and business like manner.

Unsatisfactory Poor Average Good Excellent

3. Maintains complete and accurate communication among all members of the production team, furnishing a daily written rehearsal report to all designers and properties personnel.

Unsatisfactory Poor Average Good Excellent

4. Opens the building in a timely manner for cast and crew members' preparations for the show.

Unsatisfactory Poor Average Good Excellent

5. Maintains security for the theatre building, making sure that all doors and windows are locked prior to leaving.

Unsatisfactory Poor Average Good Excellent

6. Maintains a written record of blocking, business, cuts and other stage directions from the Director during rehearsal.

Unsatisfactory Poor Average Good Excellent

7. Compiles a written properties list and makes sure the Properties Master is aware of all additions/deletions on a daily basis.

Unsatisfactory Poor Average Good Excellent

8. Notes in the prompt book where sound and light cues may occur. Coordinates among the Director and Designers to determine precise points to "call" these cues.

Unsatisfactory Poor Average Good Excellent

9. Maintains an attendance chart (sign in sheet), and calls missing actors and members of the production team if that person is not at a rehearsal or performance at which they have a responsibility.

Unsatisfactory Poor Average Good Excellent

10. Distributes Rehearsal notes to appropriate individuals.

Unsatisfactory Poor Average Good Excellent

11. Calls the show in a professional manner.

Unsatisfactory Poor Average Good Excellent

12. Discusses Expectations of everyone at 1st Rehearsal.

Unsatisfactory Poor Average Good Excellent

Dedication/Initiative

1. Reports promptly and in proper attire for each rehearsal/production.

Unsatisfactory Poor Average Good Excellent

2. Remains in theatre lobby after all dress rehearsals to take notes on performance modifications.

Unsatisfactory Poor Average Good Excellent

3. Knows where safety and emergency information is.

Unsatisfactory Poor Average Good Excellent

Collaboration

1. Cheerfully seeks and accepts direction from the technical director.

Unsatisfactory Poor Average Good Excellent

2. Works harmoniously with faculty, cast, and crew.

Unsatisfactory Poor Average Good Excellent

3. Remains mutually supportive of fellow crew members.

Unsatisfactory Poor Average Good Excellent

4. Contributes to a positive and productive environment throughout the production period.

Unsatisfactory Poor Average Good Excellent