Stage Managing for S.O.A.P.S. - Emily Zimmerman

- For auditions, I separated the kids into 6 separate groups (for the 6 separate shows), and they did rotations every 20 minutes.
- For callbacks, I put the kids into color coded groups depending on how many shows they were called back for. For example, the yellow group was called back for all 6 shows, so they rotated every 20 minutes, and the blue group was called back for 4, so they rotated every 30 minutes, and so on. I also ran around and helped the directors to know what groups they needed to switch, and when.
- I created a calendar that showed both the director and their actors where they would be each day. I made them switch through rotations in the black box, the stage, the upstairs areas, the pit, and other areas throughout the school. This helped everyone know where they needed to be.
- I gave each director a couple rehearsals in the black box, and they all had one tech day where they could figure out their lights and sound. However, I asked for a sound list in advance so that the sound techie could get that done beforehand. During the tech days, I also helped and learned how to run the light board and helped each director with recording the light cues because many of them had not done it before.
- I also had 2 assistant stage managers, and I had them stationed at one side of the school so that if a director needed help they could tell my ASM and my ASM would then tell me. Both ASM's ran cues for at least one show, and on show nights if they were not running it, they helped me to keep everyone in order everywhere else.
- During rehearsals, I usually walked around and asked each director if they needed anything from me.
- I split the shows up so that it would be 3 per night. We had 3 fairytale shows (B Shows), and 3 more realistic shows (A shows), and I put them together to perform on the same nights.
- Because we had a limited amount of time, I had to make the directors run their shows in 40 minutes on one day. Each set of shows would go on the same day for 40 minutes each. For example, fairytale 1 would go from 3:00-3:40 and fairytale 2 would go from 3:40-4:20, and so on.
- I regularly checked with sound, the directors, and props to check if they needed anything done or anything from me. I also made sure the directors had all of the props and costumes that they needed.
- For lights, one director from that night's set of shows, would run another shows lights. For example, the director from show 3 would run show 1's lights.
- On show nights, I put together a group of people running house (It was usually the directors of the shows that were not performing that night.) I helped to get everything ready and get everything clean, but most of the duties for show night went to the house manager. I also helped in folding and stapling the programs.
- For each show, I had a script that included light cues (by number) and sound cues (by letter). I read the script as the show was going and told lights and sound when to go and where by saying "ready light cue 1 and Sound cue A.... Go." Each show ran about 40 minutes, and they had until the next hour mark to clean up their show, and set up the next one. I made sure to help and get this done as quickly as possible. Once the shows were over, I made sure that each directors had put away all of their props and costumes properly.