

Stage Management: Create a Rehearsal Schedule Challenge

1. Your goal with this challenge is to create a rehearsal schedule for one day of an imaginary rehearsal for an imaginary show.
2. Use the “Schedule Needs” information (below). This is a list of tasks that need to be done during this rehearsal, and which actors are needed for which tasks. This also includes any conflicts that you need to work around.
3. Use the blank schedule (below), filling in the TIME, WHAT, and WHO. Do your best to schedule things so that everyone’s time is being used efficiently and no one is sitting around not working. (Hint: Some tasks may overlap!)
4. When you have completed your schedule, film a short video telling us about how you arranged the schedule. Did you find this scheduling exercise challenging or easy? Why? What did you learn?
5. Upload both your video and your rehearsal schedule (so Kerry can take a look!) via the ACT SPOTLIGHT page by Thursday at 3pm.

Background Info: Directors, Choreographers, and Music Directors are responsible for telling you (the Stage Manager) what they want to work on, how long they need to work on each scene, song or dance and who they need present. The stage manager takes this information and arranges a daily schedule that efficiently uses everyone’s time so no one is sitting around not being used for long periods of time. In some cases, you will have outside conflicts (such as actors’ day jobs or school) which you need to keep in mind.

Schedule Needs for Imaginary Rehearsal for Imaginary Show Rehearsal hours are 5:00pm-8:00pm

TASK	AMOUNT OF TIME NEEDED	WHO IS NEEDED
Block Act I, Scene 3	30 minutes	Kathryn, Lester
Block Act I, Scene 4	30 minutes	Kerry, Kathryn. Add Lester for the last 15 minutes
Block Act II, Scene 2	45 minutes	Full Cast
Choreography	30 minutes	Kerry, Kathryn. Music Director is also needed for this slot.
Music	25 minutes	Kerry, Kathryn
Costume Fittings	15 minutes each	Kerry, Lester
Break 1	5 minutes	All
Break 2	10 minutes	All

CONFLICTS: Lester works until 5:30pm

Imaginary Rehearsal for Imaginary Show

Time	What	Who
5:00-		
8:00 pm	End of Day	