



SEARS ONTARIO DRAMA FESTIVAL
FESTIVAL DE THÉÂTRE SEARS DE L'ONTARIO

Stage Management Award Check List Part “A”

Name: _____

School: _____

Criteria	Comments	Poor-Excellent
Demonstrates that (s)he has done the homework and has a good working knowledge of the theatre space (e.g. Hart House).		1 2 3 4 5 6 7 8 9 10
Establishes a good working relationship with the host theatre staff. That is, Can s(he) use the names of the theatre’s technical staff when communicating? Are “please” and “thank you” in the SM’s vocabulary?		1 2 3 4 5 6 7 8 9 10
The stage manager is well-versed when company members or Sears staff have questions about: ____ properties ____ spiking of set pieces ____ costumes ____ required paper work ____ light cues ____ sound cues		1 2 3 4 5 6 7 8 9 10
Has cast and crew ready to take the stage when technical rehearsal begins.		1 2 3 4 5 6 7 8 9 10
Organizes placement of furnishings and properties or oversees a stage hand to ensure this is done correctly.		1 2 3 4 5 6 7 8 9 10
Has buzzers, bells, or phones, or “practicals” tested and ready.		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 needs for 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 ten minute limit.		1 2 3 4 5 6 7 8 9 10
Has set cleared within the five minute limit.		1 2 3 4 5 6 7 8 9 10
Has actors in their places when House Manager says, “We have the house.”		1 2 3 4 5 6 7 8 9 10
Calls the show.		1 2 3 4 5 6 7 8 9 10
Checks to make sure no members of their company have left personal or show properties anywhere that might prove to be an encumbrance for other companies.		1 2 3 4 5 6 7 8 9 10
Ensures dressing rooms or dressing areas 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 company’s truck or autos.		1 2 3 4 5 6 7 8 9 10
Total out of 160 Marks for Part A		/160 To be added to Part B for a total out of 320 marks.

Please turn over for Part B...



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Stage Management Award Checklist, Part “B” General Impression Marks

This section is for the evaluator to consider the candidate’s “holistic” qualities as a stage manager with the final mark total equal to the marks allotted in Part A. Please rate the candidate on the following criteria:

Name: _____ School: _____

Criteria	Comments	Poor-Excellent
<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 is on his/her shoulders. • Remembers that responsibilities can and should be shared with able assistants. 		1 2 3 4 5 6 7 8 9 10
<p>Keeps his/her cool:</p> <ul style="list-style-type: none"> • Never loses his or her 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. Remember (s)he is privy to many discussions that are not for the cast and crew. • Remembers to always add "please" and "thank-you" to everything (s)he does and says, while always showing respect to other performing companies and teachers. 		1 2 3 4 5 6 7 8 9 10
<p>Demonstrate that (s)he is organized, efficient, and observant:</p> <p>Always has paperwork ready, props gathered, is well-organized, always ready for the unexpected, and always ready for what is to happen next.</p>		1 2 3 4 5 6 7 8 9 10
<p>To what degree is the stage manager REALLY running the show (as opposed to the teacher...).</p>		1 2 3 4 5 6 7 8 9 10
Total Marks:		/40
Part B (Impression) Marks X 4=		/160
Part A Mark /160 + Part B Mark /160		Final Mark = /320