

STAGE MANAGER QUESTIONNAIRE

Please fill out and return to the Box Office or Mandela Gardner (in Theatre Department office) before opening night. Please meet with House Manager to go over any details or questions before the house opens on the opening night of your production. Thank you.

Stage Manager: _____ Phone: _____ E-mail: _____

Show title: _____

Director: _____

Running time of show: _____ How many intermissions? _____ How far into show is intermission? _____
Intermission will be 10 (ten) minutes UNLESS otherwise noted

Are there tickets being set aside by the director/ cast/crew? Yes ___ No ___
How many? _____ For whom? _____

Will there be open flame used during the show? Yes ___ (which act(s)? _____) No ___

Will there be a strobe light? Yes ___ (which act(s)? _____) No ___

Will there be any gunshots? Yes ___ (which act(s)? _____) No ___

Will performers be using any outside doors for exits or entrances? Yes ___ No ___

If Yes, which doors? _____

(It is the Stage Managers' responsibility to ensure these doors are accessible before top of show)

Exactly how many seats are being used? _____

Will you allow use of the Balcony for seating? Yes ___ No ___

Is late seating allowed? (See the Director)

Strider Theater: Yes, balcony ONLY ___ No ___ Other (specify) _____

If Yes, when is late seating allowed? _____

Cellar Theater: Yes ___ No ___

If Yes, when is late seating allowed? _____

Will the show be videotaped? (See John Ervin) Yes ___ No ___

If Yes, which night(s)? _____

Do you need seats set aside for this? Yes ___ No ___ How many? _____

House is to open 30 minutes before top of show.

I will contact the House Manager 35 minutes prior to the top of show _____

House Manager should contact me 35 minutes prior to the top of show _____

Other comments: