

Josh Leslierandal
New York City College of Technology
ENT 4499 Culmination
Proposal

1) Project Description:

Stage Managing has had one of the strongest impacts on my life. My goal, post-graduation, is to find as many management positions as possible. A huge part of that will be managing new spaces and new theatrical settings. It's imperative as the stage manager to be able to keep yourself as organized and communicative as possible. You have to keep the lines of communication strong between yourself, and the cast, director(s), producers, designers, crew members, and the management of the theatre space. I think of myself as a fairly good communicator, but I don't always prioritize paperwork and this affects my ability to be organized and communicate well. For my culmination, I want to stage manage a full length musical production, in a space I've never worked in before, and keep it as well documented as possible. The production is *Les Miserables*, being done at The Center at West Park, by Kidz Theater. Keeping it as organized as possible, I can prevent any issues that might usually pop up without anyone noticing before hand. And if I document as well as I can, this will strengthen the skills I already have, and will reveal any short comings that I need to fix for the future. I believe this exercise, will be a challenge in the sense that I have to deal with a space I've never worked in before, and I will do as much prep as needed so that when I'm in the space, I can run rehearsals and performances as smoothly as possible.

2) Methods:

My methods will involve creating many things, such as rehearsal, technical, and performance reports. These documents are the ways I can communicate information to the entire staff, design team, and technical members all at once. Keeping track of everything that goes on, and notating what is important for extended members of the team to know, in order for the production to flow as smoothly as possible.

My biggest source of information that I will create is my prompt book. This book will contain any and all pertinent information that I will need for the production. Creating this book, and keeping it organized, will lead me down a path of success. It will contain my calling script, any reports I have, theatrical documentation, schedules, prop list, microphone list, contact sheet, and anything imperative to the production.

3) Project Deliverables:

- Culmination Poster
- OpenLab Portfolio
- Production Schedule
- Production Reports
- Production Meeting Notes
- Calling Script
- Photos of tech production, performance, and theater.

4) Calendar:

Sunday 11/26/17:

Final Studio Rehearsal 12pm-8pm

Monday 11/27/17:

Load-in day 8am-10pm

-Lighting Hang

-Scenery Build

-Audio Set-up

-Dressing room set-up

-Prep space for Tech Rehearsals

Tuesday 11/28/17:

Crew Work Call 10am-4:30pm

1st Tech Rehearsal 4:30pm-9:30pm

Wednesday 11/29/17:

Crew Work Call/Dry Tech 10am-4:30pm

2nd Tech Rehearsal 4:30pm-9:30pm

Thursday 11/30/17:

Crew Work Call/Last Minute Notes 10am-4pm

3rd Tech Rehearsal/Final Dress Rehearsal 4pm-10pm

Friday 12/1/17-Saturday 12/9/17

Performances (8 total)

Saturday 12/9/17

Strike post show till Midnight

Sunday 12/10/17

Strike till Midnight (or till done)

5) Required Resources:

-Script

-Original source material

-Backstage Handbook

-The Stage Management Handbook

-The Stage Manager's Toolkit

6) Budget:

\$30,000

-This includes show rights, theatre rental, lighting, sound, and scenery budget.

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