

Production Documents

Introduction

My Culmination Project was stage managing a full length musical production. I have stage managed several shows with this same company, Kidz Theater. For this production, we were doing *Les Misérables* at The Center at West Park. First of all, it was a space we had never worked in before, and second of all, it was formerly a church that had newly been transformed into a theatrical space. So we were working with theater management that was hosting a full theatrical company for the first time ever. This seemed like a fairly overwhelming venture to me, so I decided the best course was to document as much as possible. I did this in order to stay ahead of any potential issues, and so we can look back and see any mistakes we can correct for next time.

The skills include:

1. Prep documents
2. Run tech rehearsals
3. Problem solving (technically and personally)
4. Calling shows

The Process

The two most important documents that I needed to create for the process to run smoothly were:

- Performance Report

This document was so important because it was an organized way to get information to the entire production team. Any mistakes that were made, anything we needed to fix, any pertinent information that I needed to share would be communicated via these reports.

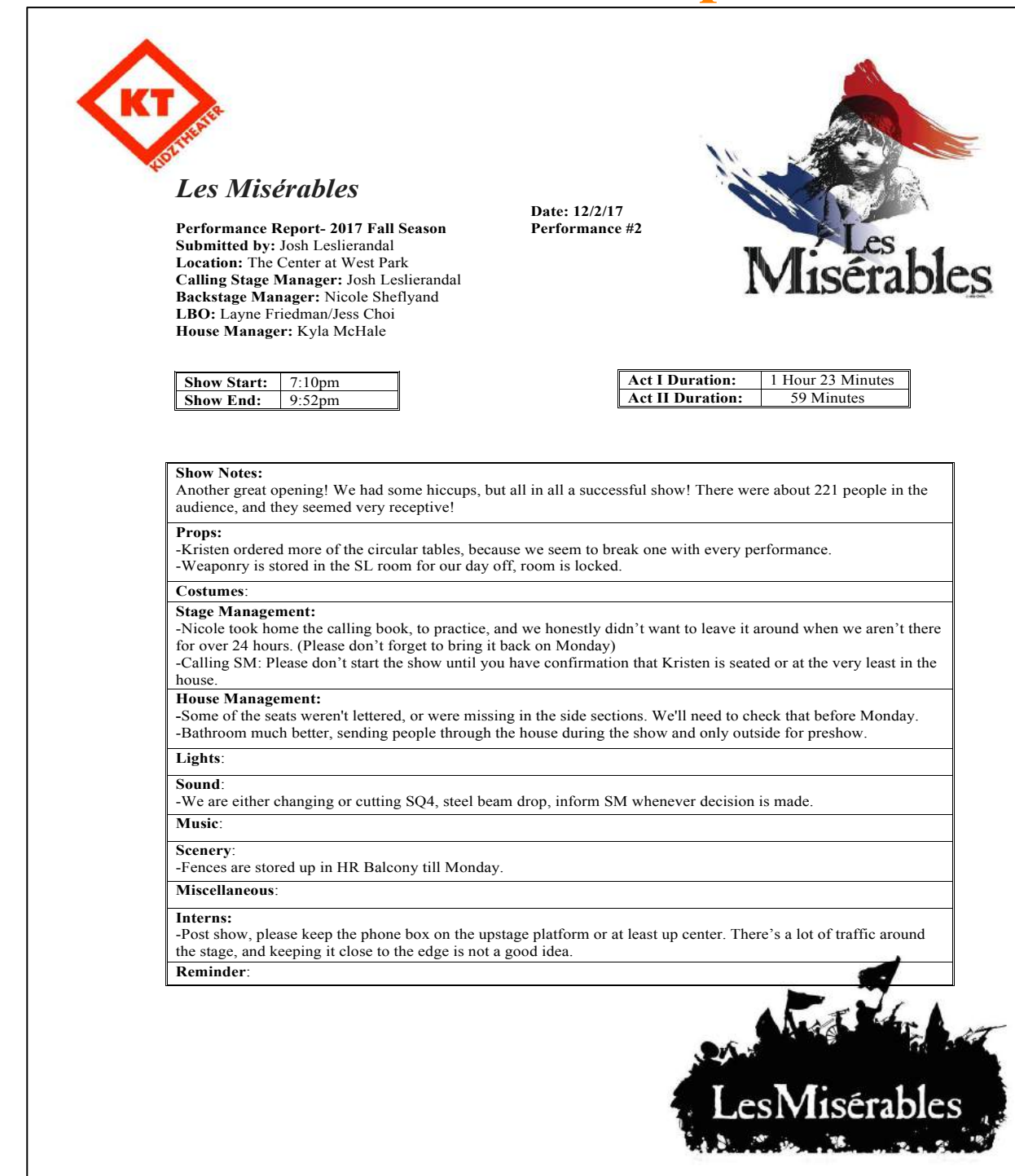
- Show Run List

This document was a concise way for me to put in writing what every single person on the production team should be doing before, during, and after the performance. These are things that I won't have to tell people to do on headset, this document is a physical guide of what needs to get done at certain times.

Live Production/Safety

- Safety of the performers comes before anything else.
- We had prop/fake firearms in our production.
- No weapons or blanks were ever discharged in the space. We only used sound cues to simulate the sounds of the weapons.
- The performers had to go through a thorough fight call, and check their weapons in and out with a member of stage management.

Performance Report



Les Misérables
 Performance Report: 2017 Fall Season
 Submitted by: Josh Leslierandal
 Location: The Center at West Park
 Calling Stage Manager: Josh Leslierandal
 Backstage Manager: Nicole Sheflyand
 LBO: Layne Friedman/Jess Choi
 House Manager: Kylie McFate

Date: 12/2/17
 Performance #2

Show Start: 7:10pm
 Show End: 9:52pm
 Act I Duration: 1 Hour 23 Minutes
 Act II Duration: 59 Minutes

Show Notes:
 Another great opening! We had some hiccups, but all in all a successful show! There were about 221 people in the audience, and they seemed very receptive!

Props:
 -Kristen ordered more of the circular tables, because we seem to break one with every performance.
 -Weaponry is stored in the SL room for our day off, room is locked.

Costumes:

Stage Management:
 -Nicole took home the calling book, to practice, and we honestly didn't want to leave it around when we aren't there for over 24 hours. (Please don't forget to bring it back on Monday)
 -Calling SM: Please don't start the show until you have confirmation that Kristen is seated or at the very least in the house.

House Management:
 -Some of the seats weren't lettered, or were missing in the side sections. We'll need to check that before Monday.
 -Bathroom much better, sending people through the house during the show and only outside for preshow.

Lights:

Sound:
 -We are either changing or cutting SQ4, steel beam drop, inform SM whenever decision is made.

Music:

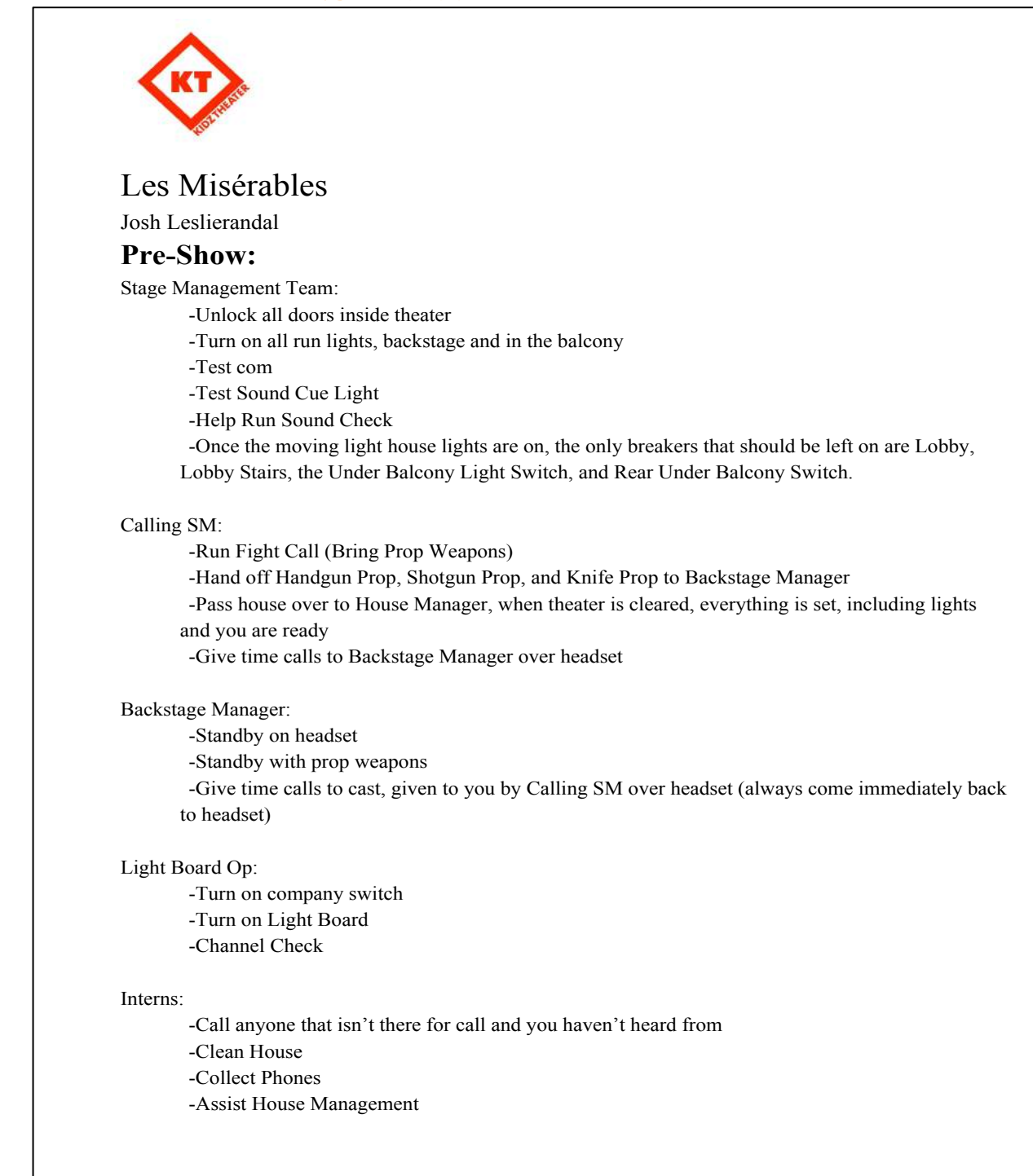
Scenery:
 -Fences are stored up in HR Balcony till Monday.

Miscellaneous:

Intercom:
 -Post show, please keep the phone box on the upstage platform or at least up center. There's a lot of traffic around the stage, and keeping it close to the edge is not a good idea.

Reminder:

Show Run List



Les Misérables
 Josh Leslierandal
Pre-Show:
 Stage Management Team:
 -Unlock all doors inside theater
 -Turn on all run lights, backstage and in the balcony
 -Test com
 -Test Sound Cue Light
 -Help Run Sound Check
 -Once the moving light house lights are on, the only breakers that should be left on are Lobby, Lobby Stairs, the Under Balcony Light Switch, and Rear Under Balcony Switch.

Calling SM:
 -Run Fight Call (Bring Prop Weapons)
 -Hand off Handgun Prop, Shotgun Prop, and Knife Prop to Backstage Manager
 -Pass house over to House Manager, when theater is cleared, everything is set, including lights and you are ready
 -Give time calls to Backstage Manager over headset

Backstage Manager:
 -Standby on headset
 -Standby with prop weapons
 -Give time calls to cast, given to you by Calling SM over headset (always come immediately back to headset)

Light Board Op:
 -Turn on company switch
 -Turn on Light Board
 -Channel Check

Intercom:
 -Call anyone that isn't there for call and you haven't heard from
 -Clean House
 -Collect Phones
 -Assist House Management

Conclusion:

Overall, the production was very successful. We hit several bumps along the way, as any production unavoidably will, but it didn't effect any of our overall goals. Documenting everything was truly an integral part of the success of the show. A fair amount of things would have fallen to the wayside, if they hadn't been documented and distributed out. Our tech process, performance process, and strike process all moved along fairly smoothly. We had 8 performances with close to 400 audience members at each performance, and nothing went wrong! We had prepared for almost any situation we could think of, in case anything went wrong, but we opened and closed the show with much success. None of our performers ever got hurt, the worst that happened was we broke a few props, but they were easily replaceable. From start to finish, we were over prepared and we over documented everything, which led to a successful run of the show.

Production Planning

Budget

Kidz Theater Josh Leslierandal Budget		Les Misérables 2017	
Show Rights:		\$8,000	
Total:		\$8,000	
Theater Rental:		\$4,000	
Total:		\$4,000	
Insurance:		\$2,500	
Total:		\$2,500	
Musicians:		\$3,000	
Conductor:		\$800	
Total:		\$3,800	
Lighting Rental:		\$7,900	
Electricians:		\$1,500	
Total:		\$9,400	
Sound Rental:		\$4,000	
Sound Technicians:		\$800	
Total:		\$4,800	
Props/Costumes:		\$2,000	
Total:		\$2,000	
Scenic Elements		\$500	
Total:		\$500	
Misc:		\$2,000	
Total:		\$2,000	
Subtotal:		\$37,000	

Calendar

Date	Time	Location	Room	Event	Notes
Sat 11/11	11:30-12:00pm	CHELSEA	608	The Final Battle	Marius, Enjolras, Students, Valjean, Marius, Cosette, Thénardier, Madame Thénardier, Wedding Guests (Joly, Comberferre, Lesgles, Grantaire, Prouvaire, Ensemble 1, Ensemble 3, Ensemble 4, Ensemble 5), Ensemble 1-11, Enjolras, Gavroche, Feuilly, Courfeyrac
	12:00-2:00pm	CHELSEA	605	Act II Blocking	Full Company
	2:00-3:00pm	CHELSEA	605	Blocking "Epilogue"	Full Company
	3:00-4:00pm	BREAK	BREAK	BREAK	BREAK
	4:00-8:00pm	CHELSEA	605	Act I Run Through	Full Company
Tue 11/14	5:00-5:30pm	CHELSEA	Ask at Desk	Javert's Suicide & Marius and Cosette	Javert, Valjean, Marius, Cosette
	5:30-6:00pm	CHELSEA	Ask at Desk	The Wedding	The Thénardiens, Marius, Cosette, Wedding Guests (Joly, Comberferre, Lesgles, Grantaire, Prouvaire, Ensemble 1, Ensemble 3, Ensemble 4, Ensemble 5)
	6:00-9:00pm	CHELSEA	Ask at Desk	Act II Run Through	Full Company
Fri 11/17	5:00-9:00pm	CHELSEA	606	Run Through	Full Company
Sat 11/18	12:00-3:30pm	RIPLEY	16T	Run Through	Full Company
	3:30-4:30pm	BREAK	BREAK	BREAK	BREAK
	3:30-8:00pm	RIPLEY	16T	Run Through	Full Company
Tue 11/21	5:00-9:00pm	CHELSEA	Ask at Desk	Run Through	Full Company
Sun 11/26	12:00-3:30pm	CHELSEA	602	Run Through	Full Company
	3:30-4:30pm	BREAK	BREAK	BREAK	BREAK
	3:30-8:00pm	CHELSEA	602	Run Through	Full Company
11/27-11/30	On Monday, 11/27 and when you aren't in rehearsal on 11/28-11/30 you are WELCOME to come to the theater and help with the tech process. There will be jobs for all ages. We'd love to have you and it's a great bonding and learning experience! If you are interested, please Email our Stage Manager, Katie Gorum at katie@kidztheater.org				
Tue 11/28	4:30-9:30pm	THEATER		Tech Rehearsal	Full Company
Wed 11/29	4:30-9:30pm	THEATER		Tech Rehearsal	Full Company
Thu 11/30	4:00-10:00pm	THEATER		Tech Rehearsal	Full Company
Fri 12/1	4:30pm Call	THEATER		7:00pm Performance	OPENING
Sat 12/2	5:00pm Call	THEATER		7:00pm Performance	OPENING
Sun 12/3	NO PERFORMANCE				
Mon 12/4	5:00pm Call	THEATER		7:00pm Performance	SEE PERFORMANCE SCHEDULE
Tue 12/5	5:00pm Call	THEATER		7:00pm Performance	SEE PERFORMANCE SCHEDULE
Wed 12/6	5:00pm Call	THEATER		7:00pm Performance	SEE PERFORMANCE SCHEDULE
Thu 12/7	5:00pm Call	THEATER		7:00pm Performance	SEE PERFORMANCE SCHEDULE
Fri 12/8	5:00pm Call	THEATER		7:00pm Performance	CLOSING
Sat 12/9	3:00pm Call	THEATER		6:00pm Performance	CLOSING
	AFTER LAST SHOW	THEATER		ALL ACTORS MUST STAY UNTIL THE DRESSING ROOM IS TOTALLY EMPTIED	FULL COMPANY FOR STRIKE



Acknowledgements:

- Kidz Theater
- Entertainment Technology Dept.
- Chip Scott & Norma Lee Chartoff
- Susan Brandt & Leah Montesinos
- Kristen Caesar & Ashley Vellano
- Katie Gorum & Patrice Christu
- Nicole Sheflyand & Layne Friedman
- John Robinson & Ellie Mallardi
- Fortress of Friendship