

UCLA STAGE MANAGEMENT SUMMER INSTITUTE Session A

TH 50 & TH 72 / Summer 2025

Instructor: Morgan Zupanski

Email: mzupanski@tft.ucla.edu

Class Location: Varies

Class Meeting Times: Varies

Experience Level:

Applicants should be high school or college students who have a serious interest in stage management. They should have some experience in stage management or technical theater.

STMSI SA Course Description:

The UCLA Stage Management Summer Institute is a three-week intensive conservatory style program for college and high school theater students encompassing the study and application of stage management, leadership, teamwork, and problem solving. Students will also be introduced to current industry practices through workshops and hands-on activities as it is an essential component to the learning process. Students will culminate the program by working on a final devised production from preproduction thru performance.

The program is designed for college and high school students who have a serious interest in stage management and who seek the discipline and training required for participation in a university theater program or a career in the performing arts. Students will spend the morning sessions breaking down stage management at each step of the theatrical process. We will look at not just how to get something done but why it's done that way, how it was done in the past, who it affects, and how it makes the process better. Students will then put our lessons to practice with hands-on experience as they step into the rehearsal room with the APSI program. The students will all work as a stage management team alongside the professional production team for the APSI rehearsals and performances. Stage Management students will also work with UCLA production staff to learn about different areas of design and work with APSI students to bring together all necessary production elements. While each student will be assigned a stage management role, students will come together each day to discuss their experiences in rehearsal so the students receive a complete picture of what it takes to become a successful stage manager in a real life scenario.

Required Course Materials:

A Laptop (for in class and homework assignments), A Scale Ruler, A Notebook and a few Writing Utensils (a black ink pen, a mechanical pencil, and a black sharpie).

Additional Suggested Course Materials:

A free download of Qlab Software, Microsoft Office (365) Software

Required TH 72 Reading:

Proof by David Auburn, *The Heart of Robin Hood* with Text by David Farr and Lyrics by Salka Sol

Grading Scale:

Letter Grade	Percentage
A	90-100%
B	80-89 %
C	70-79 %
D	60-69%
F	59% and below

TH 72 Grading:

Pre-Arrival Work.....	20%
Attendance / Participation.....	60%
In Class Assignments.....	20%
TOTAL	100%

Attendance / Participation:

The success of this course relies highly on conversations, discussions, and then putting what we learn into practice through in-class projects. Students will need to be in class to engage in real time discussion and activities. Participation refers to your active contribution and due diligence in the completion of tasks. Attendance will be taken at the beginning of class for each session. *Arriving late for two classes equates to one absence.*

In Class Assignments:

There will be exercises, projects, and some homework to complete. Don't be afraid to ask if something doesn't make sense, you are likely not the only person with the same question. Unexcused late submissions will automatically be reduced by one full grade.

Pre-Arrival Work:

All students should submit their pre-arrival work via email by end of day Friday, June 20th. You should submit an editable version of each file as well as a PDF of each file. Please email all these documents to mzupanski@tft.ucla.edu and title the email "STMSI SA Prep Work". Please do not send me any links to files, google docs, etc - I will not open them.

Assignment Details (Due Friday, June 20th):

Stage managers should always come into the first rehearsal being as prepared as they can. Since you will be working on a devised piece for this program and won't have a script to study beforehand, we want to build some soft and hard skills so you can walk in to any show process and start responding to what is needed. With that in mind, we will use two plays as supporting content for the lectures and in class work we will do.

It's important to know that every stage manager prepares for rehearsal differently. Each show you prepare for as a stage manager is different based on the needs of that specific production and/or theater. Generally on an AEA (Actors Equity Association) contract, stage managers get compensated to do a certain amount of hours of prep work on a show. Let's pretend you have 10-15 hours of paid pre-production time on this show. With that in mind, I want you to prep the following:

1. Please read two plays:
 - *The Heart of Robin Hood* with Text by David Farr and Lyrics by Salka Sol.
 - *Proof* by David Auburn.
 - Links to download/purchase both items on last page of Syllabus

2. Make a Production Analysis (also known as a Production Breakdown) for *Proof*.
 - If you have never made a Production Analysis before, I encourage you to watch this video: *Production Analysis Like a Pro I The (Almost) Complete Guide to Stage Management #5*
 - Link to video on last page of Syllabus

3. Make a Daily Schedule Template for *The Heart of Robin Hood*. As the stage manager, you are the communication hub. The cast needs to know each day what the plan is for the next rehearsal as early as possible. Your daily schedule template should include the following information:
 - a. Show Name (*The Heart of Robin Hood*)
 - b. Theater Info (UCLA Freud Playhouse)
 - c. Rehearsal Date (Wednesday, June 25th)
 - e. Top of Day and End of Day (Rehearsal hours are 12pm-6pm)
 - f. Notes

4. Make a Rehearsal Report Template for *The Heart of Robin Hood*. A stage manager must keep records of what happens each day in rehearsal and send out those records in a report to the designers, director, and production staff/admin. Create a template that will be easy to fill in each day and email out at the end of rehearsal.

The template should include:

- a. Show Name (*The Heart of Robin Hood*)
- b. Theater Info (UCLA Freud Playhouse)
- c. Rehearsal Date (Wednesday, June 25th)
- d. "Accomplished Today" Section
- e. Sections for Notes for each Department (Try to guess which departments you would have working on this show. Ex: Props, Scenic, etc)
- f. Schedule for Next Rehearsal (Thursday, June 26th. Specifics TBD)
- g. Distribution List (Write out all the people/positions you think should receive this report)

TH 50 Lab Portion

As mentioned above, the lab portion of this program will give students the chance to put the lessons from TH 72 in to practice with hands-on experience as they step into the rehearsal room with the APSI program. The students will all work as a stage management team alongside the professional production team for the APSI rehearsals and performances. Stage Management students will also work with UCLA production staff to learn about different areas of design and work with APSI students to bring together all necessary production elements. Mentors will be onsite to help students implement the knowledge they are gaining from the lecture classes and help connect the dots to real life experience.

TH 50 Grading:

Attendance / Participation.....	70%
Skills Applied.....	30%
TOTAL	100%

UCLA Policies:

This class follows the Department of Theater Attendance policy. Please make sure you can attend all class sessions before enrolling in the class.

Students needing academic accommodations based on a disability should contact the Center for Accessible Education (CAE) at (310) 825-1501. When possible, students should contact the CAE within the first two weeks of the term as reasonable notice is needed to coordinate accommodations. For more information visit www.cae.ucla.edu

Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you have experienced sexual harassment or sexual violence, you can receive confidential support and advocacy at the CARE Advocacy Office for Sexual and Gender-Based Violence, 1st Floor Wooden Center West, CARE advocate@caps.ucla.edu, (310) 206-2465. In addition, Counseling and Psychological Services (CAPS) provides confidential counseling to all students and can be reached 24/7 at (310) 825-0768. You can also report sexual violence or sexual harassment directly to the University's Title IX Coordinator, 2241 Murphy Hall, titleix@conet.ucla.edu, (310) 206-3417. Reports to law enforcement can be made to UCPD at (310) 825-1491.

Faculty and TAs are required under the UC Policy on Sexual Violence and Sexual Harassment to inform the Title IX Coordinator should they become aware that you or any other student has experienced sexual violence or sexual harassment.

Links Page:

- Download of *The Heart of Robin Hood* with Text by David Farr and Lyrics by Salka Sol: <https://www.dropbox.com/scl/fi/rylsn2l2j8qz07oy6rx42/HORH-Script-12.1.17-V.11.pdf?rlkey=u3ulu7qd7wxj8mya8sxcjd4z&st=kk6w9et0&dl=0>
- Purchase *Proof* by David Auburn: https://www.amazon.com/Proof-Play-David-Auburn/dp/0571199976/ref=sr_1_1?dib=eyJ2ljojMSJ9.9x1aWPzIJ_Q42ttVxGN_FHvID1rVcfR2l_woGVkQVMYipL9Lf0PINiOVVHQg63g59KdYIZVpJDczYkCNgm7_H9Zn-7-YMqGiYIGu7HvTyDnlwO2Fx8YqUq1eBfxzDStti9jcdW09PsM-CjVMNC-O7LMfCuXhT7T3W4n-IfVudgvErQFe_sViUAOAIA5qHGyMcBJuVZ78lyuhyzR5IPtTpCTIUDXsgvrtmUYK272Xe-E.45k2t8nd_cOovN4YCymcGxlt5-_4zRhtPU6bprJ3Jw&dib_tag=se&keywords=proof+the+play&qid=1716320305&sr=8-1
- Video Link to *Production Analysis Like a Pro I The (Almost) Complete Guide to Stage Management #5*: <https://www.youtube.com/watch?v=7HbnsyCQr5Y>
- Link to optional place to purchase Scale Ruler: <https://a.co/d/1weQDRE>
- Links to suggested Course Materials:
 - A free download of Qlab Software: <https://qlab.app/download/>,
 - Microsoft Office (365) Software: <https://www.office.com/>