

STAGE MANAGER RULES AND REGULATIONS

The following is required in order to be a stage manager at the Alaska Center for the Performing Arts.

- 1) Must be an ACPA qualified Stage Manager. List of qualified Stage Managers is available from the Production Department.
- 2) CPR/First aid certification.
- 3) Emergency evacuation training for the Alaska Center for the Performing Arts.
- 4) Alaska Center for the Performing Arts procedure and communication training.
- 5) Knowledge of theatrical terms, communication, and procedures.
- 6) Knowledge of the process of supervising a theatrical production.

Training is available to meet the above requirements from ACPA. Persons requesting training must make arrangements with the Production Department of ACPA. Touring Stage managers will receive ACPA procedures from the Production Department upon arrival.

The Production department requires the following information a minimum of one week prior to first rental date.

- 1) Manifest of all personnel needing backstage access. Manifest will need to include the following information.
 - a) List of Stage Managers and Assistant Stage Managers.
 - b) List of personnel authorized to check out backstage keys.
 - c) List of personnel authorized to add name to the original manifest. Maximum of ten names can be added.
 - d) List of any back stage guests.
 - e) List of any press media.
- 2) Schedule of load-in, rehearsals, crew calls, and load-out.
- 3) Inventory requests from all departments.
- 4) Lengths of show, intermissions, number and name of groups performing (if more than one), and any pre or post-show events.
- 5) List of any special effects; smoke, gun fire, pyrotechnics, etc.
- 6) Production must be notified of any video recording or live TV broadcast.
- 7) Special request for temperature and humidity.
- 8) Request for additional phone service.
- 9) Dressing room and office requests.
- 10) Loading dock access requests.
- 11) List of anything unusual or unique for your production.

The following are requirements of the Stage manager during the production.

- 1) The stage manager must be the first to arrive and the last to leave. No personnel will be allowed in the backstage area until the arrival of the Stage manager or designated supervisor.
- 2) The Stage manager has the responsibility to unlock and lock all backstage areas assigned.
- 3) The Stage manager or designated supervisor must be present at all times when their company is in backstage areas.
- 4) The Stage manager is required to check-in/ out radios, pagers, and keys from the ACPA Security.
- 5) The Stage manager is responsible to communicate any changes, problems, or concerns with the ACPA Production manager.
- 6) The Stage manager is responsible for communications with the House manager.
- 7) The Stage manager or the designated supervisor must go over final check out list with the ACPA Production manager after load-out is completed. A check-in/ out sheet must be fill out before load-in and after load-out.

Stage managers are the key communicators between their production and the ACPA Production department. Without clear communication, problems and possible additional cost will occur.