

Prompt Book

Stage Manager's Master Document

Production:

Theatre / Company:

Director:

Stage Manager:

Assistant Stage Manager(s):

First Rehearsal:

Opening Night:

Closing Performance:

How to Use This Template

This template contains the core sections of a working prompt book. Print double-sided on letter-size paper, three-hole punch, and place in a sturdy binder with tabbed dividers between sections. Insert your script (printed single-sided with the text on the right-hand page) in the main body of the binder, after the production paperwork.

The sections in this template:

1. Contact Sheet — every actor, designer, crew, and staff member
2. Rehearsal & Performance Calendar — a blank month grid
3. Cast / Scene Breakdown — who is on stage in which scenes
4. Prop List — every prop with location and tracking
5. Costume Plot — character changes by scene
6. Cue Sheet — master list of all technical cues
7. Blocking Pages — numbered facing-page template
8. Show Report — daily performance log
9. Emergency Contacts — venue and medical reference

Pencil only. Blocking changes, cues move, schedules shift. Pencil keeps the book usable across the whole rehearsal process.

Want a digital version? CuePad is a digital prompt book that holds all of this — script, blocking, cues, ground plans, paperwork — in one searchable workspace with real-time team collaboration. Free to start at cuepad.app.

2. Rehearsal & Performance Calendar

Month: _____ Year: _____

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Use one calendar page per month of the production process. Mark rehearsals, design meetings, tech days, previews, and performances.

7. Blocking Pages

The numbered blocking notation method: write a circled number on the script at the moment a movement happens, then describe the move on the facing page next to the matching number. This template shows the structure — when assembling the book, place the script page on the right and use a blank page (or this template) on the left.

Common shorthand: X = cross, CC = counter cross, Ent = enter, Ex = exit, Sit/St = sit/stand, T = turn. Always in pencil.

#	Blocking Notes (facing page)	Script (right page)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

7. Blocking Pages (continued)

#	Blocking Notes (facing page)	Script (right page)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

7. Blocking Pages (continued)

#	Blocking Notes (facing page)	Script (right page)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

8. Show Report

Fill out and distribute after each rehearsal and performance. Make copies; one stays in the prompt book, others go to the production team.

Production:

Date:

Performance # / Rehearsal #:

Stage Manager:

Curtain Up:

Curtain Down:

Total Running Time:

Intermission Length:

Audience Count (approx):

Performance Notes (overall):

Cast Notes (illness, absences, replacements):

Lighting Notes:

Sound Notes:

Scenic / Props Notes:

Costume / Wardrobe Notes:

Front of House Notes:

Action Items / Follow-up:

9. Emergency Contacts & Venue Info

Critical reference information for every performance. Keep at the front or back of the binder for quick access.

Venue Name:

Venue Address:

Venue Phone (main):

Venue Phone (backstage):

House Manager:

Technical Director:

Production Manager:

Producer:

Nearest Hospital:

Hospital Address:

Hospital Phone:

Fire Department:

Police (non-emergency):

Emergency:

911 (US) / 999 (UK) / 112 (EU)

Evacuation Plan / Emergency Procedures:

About this template

This template was put together by the team at CuePad — a digital prompt book built for stage managers, directors, and production teams.

If you find yourself wishing for searchability, real-time team collaboration, or automatic backups across all of this paperwork, that is exactly what CuePad provides — the same prompt book workflow described here, digitized.

Free to start. No credit card. One script free forever on the Core plan.

cuepad.app