

Character / Scene Breakdown — Play

Production _____ **Act** _____ **Version / Date** _____ **Page** _____

Key: +x enters during scene x on stage x- exits during scene Q quick change (letter) = alternate track

Character / Scene Breakdown – Musical

Production _____ Act _____ Version / Date _____ Page _____

Key: +x enters x on stage x- exits G group/ensemble number V offstage vocals Q quick change

Rehearsal & Performance Calendar



Production _____ Month / Year _____ As of _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

All times subject to change. Costume fittings and afternoon calls scheduled separately.

Prop & Furniture List

Production _____ **Version / Date** _____ **Page** __ **of** __ _____

C = consumable (needs replenishing) R = rehearsal prop in use A = actual show prop in use

Audition Information Form

Production _____ Audition # _____

Name _____ Pronouns _____

Phone _____ Email _____

Address _____

Height _____ Hair color _____ Grade / year / status _____

QUESTIONS

Will you accept any role offered? Yes ☐ No ☐

Are you willing to change your appearance (hair cut/color) for a role? Yes ☐ No ☐

Do you have a job or other regular commitment? Hours per week: _____ Yes ☐ No ☐

Can you rearrange your schedule to accommodate rehearsals? Yes ☐ No ☐

Roles you are interested in / previous experience (or attach résumé)

WEEKLY AVAILABILITY — SHADE THE TIMES YOU ARE NOT AVAILABLE

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

Conflicts: list any dates/times you cannot attend (other shows, trips, exams)

Contact Sheet

Production team / Cast (circle one)



Production _____ **Version / Date** _____ **Page** __ **of** __ _____

Online callboard / shared folder

Production Meeting Notes

Production	Meeting #	Date
------------	-----------	------

Time	Location / link
------	-----------------

Attending

Absent

Director	Scenery / TD
Props	Costumes
Lights	Sound / Video
Management / Schedule	Other

[illegible]

Next meeting	Notes sent
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Stage Management Team Assignments

Production _____ Version / Date _____ Page ___ of ___

TEAM

Role	Name	Phone	Email
Stage Manager			
ASM #1			
ASM #2			
ASM #3			
PA			

Stage Manager — responsibilities

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____

ASM #1 — responsibilities

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____

ASM #2 — responsibilities

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____

ASM #3 — responsibilities

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____

Prompt Book Table of Contents

Number your tab dividers to match. Reorder, rename or add sections to suit your show.

Production _____ Version / Date _____

Tab	Section	What goes here	Updated
1	Contacts	Contact sheet, emergency contacts, venue info	
2	Calendar	Rehearsal & performance calendar, daily calls	
3	Breakdowns	Character / scene breakdown, French scenes	
4	Script	Prompt script with backing pages	
5	Blocking key	Your shorthand, character initials, set symbols	
6	Ground plans	Full plan plus blocking snapshots	
7	Props	Prop & furniture list, preset lists	
8	Scenery	Shift plot, spike colors, run sheets	
9	Costumes	Costume plot, quick changes, fitting requests	
10	Cues	Cue sheets and calling key	
11	Reports	Rehearsal and performance reports	
12	Script changes	Line changes, line notes	
13	Understudies	Understudy / swing plots, track sheets	
14	Front of house	FOH information sheet, run times	
15	Safety	Emergency procedures, first aid, incident forms	
16	Meetings	Production meeting notes	
17			
18			
19			
20			
21			
22			
23			
24			

Prompt Book Page Layout — Right-Handed

How to assemble each spread in a 3-ring prompt book so your writing hand works on the backing page.



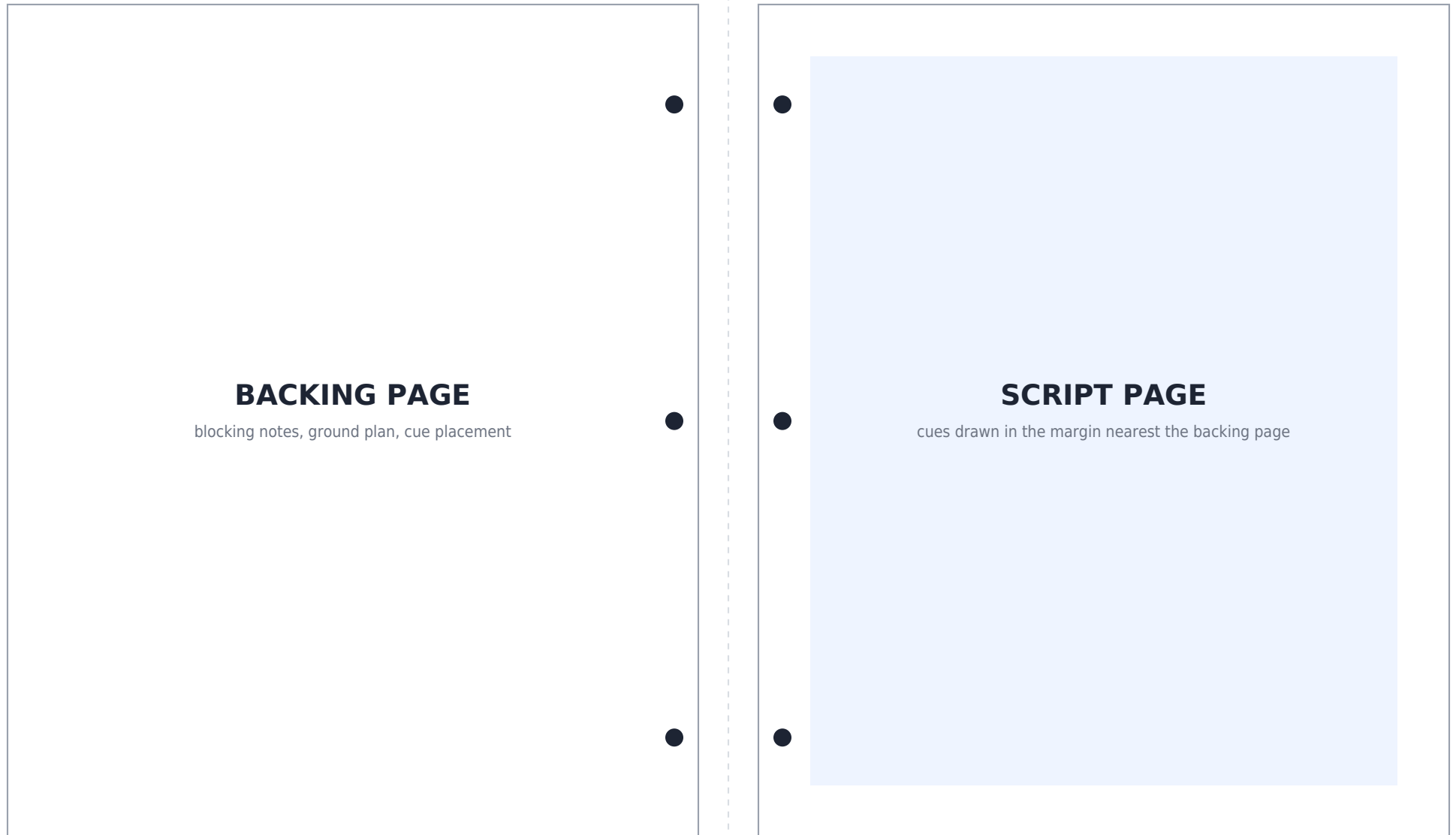
For a right-handed stage manager the script sits on the left and the backing sheet on the right, so the writing hand never covers the text while you record blocking or call cues.

Print backing sheets on the reverse of the previous script page, or interleave loose sheets.

Number each blocking note on the script and match the number on the backing sheet.

Prompt Book Page Layout — Left-Handed

How to assemble each spread in a 3-ring prompt book so your writing hand works on the backing page.



For a left-handed stage manager the script sits on the right and the backing sheet on the left, so the writing hand never covers the text while you record blocking or call cues.

Print backing sheets on the reverse of the previous script page, or interleave loose sheets.

Number each blocking note on the script and match the number on the backing sheet.

Blocking / Backing Sheet — Play

Production _____ Act / Scene _____ Script page _____

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

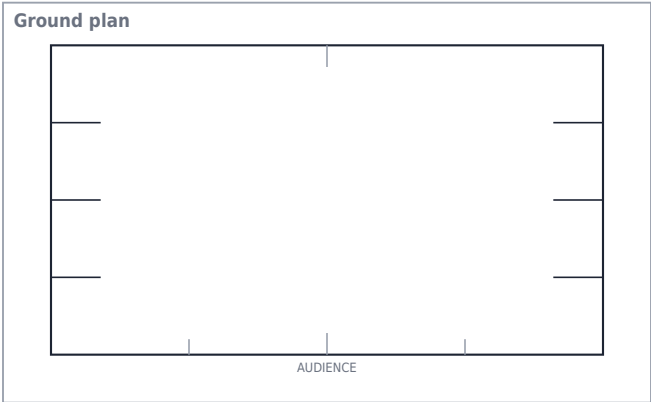
29

30

31

32

33



NOTES

In cue _____
Page _____
Date _____

Blocking / Backing Sheet — Musical

Production _____

Song / Scene _____

Page _____

Props _____

Costumes _____

Other _____

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____
- 19 _____
- 20 _____
- 21 _____
- 22 _____
- 23 _____
- 24 _____
- 25 _____
- 26 _____
- 27 _____
- 28 _____
- 29 _____

Measure / count: _____

AUDIENCE

Measure / count: _____

AUDIENCE

Measure / count: _____

AUDIENCE

Measure / count: _____

AUDIENCE

Formation Sheet — Dance

Production

Scene / Song

Date

Counts

Counts

Counts

Counts

Counts

Counts

Counts

Counts

Counts

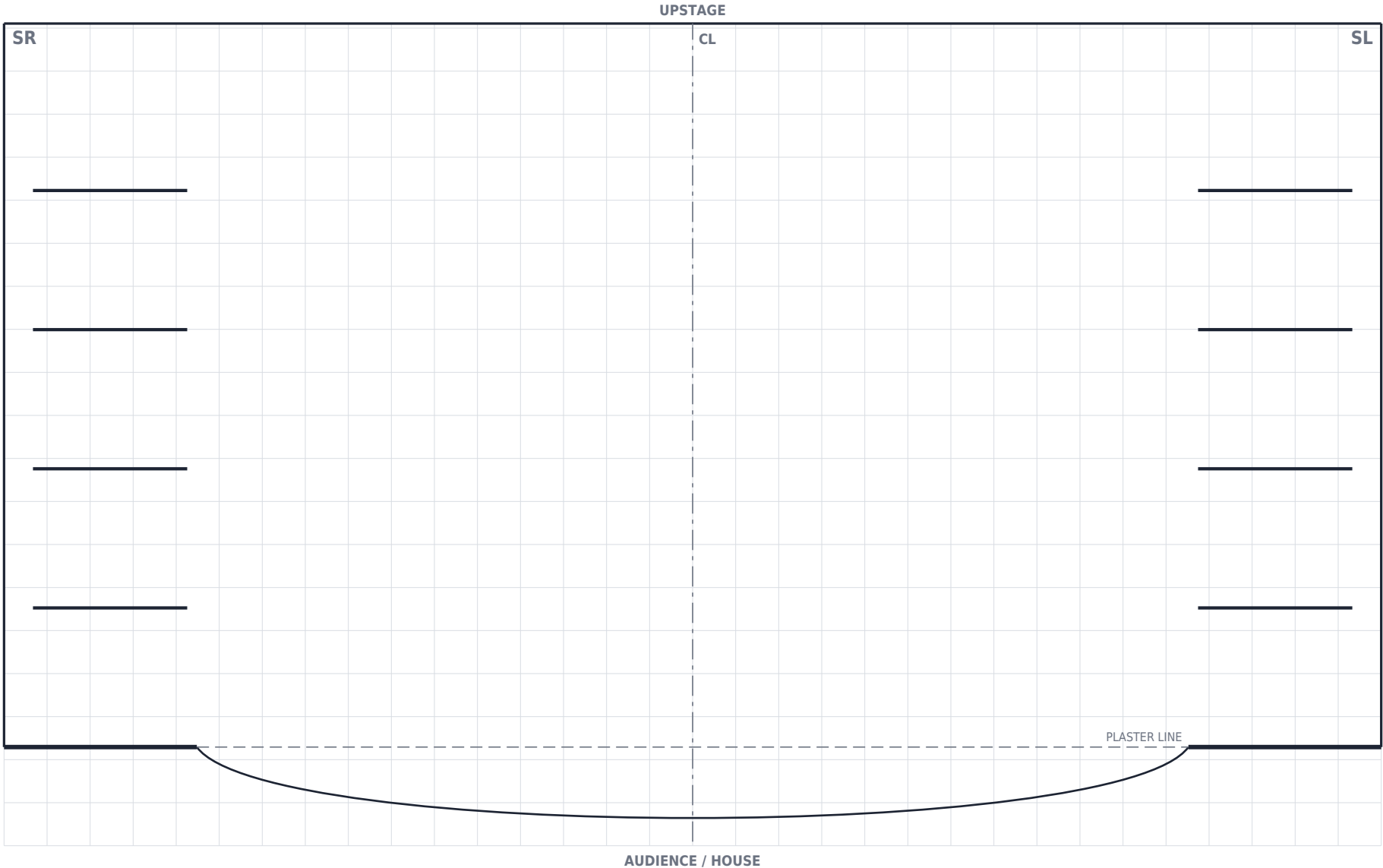
Counts

Counts

Counts

Ground Plan — Blank

Production _____ Venue _____ Scale _____ Date _____



Ground Plan — Blocking Snapshots

Production _____ Act / Scene _____ Date _____

UPSTAGE

SR CL SL

PLASTER LINE

AUDIENCE / HOUSE

Page / moment _____

UPSTAGE

SR CL SL

PLASTER LINE

AUDIENCE / HOUSE

Page / moment _____

UPSTAGE

SR CL SL

PLASTER LINE

AUDIENCE / HOUSE

Page / moment _____

UPSTAGE

SR CL SL

PLASTER LINE

AUDIENCE / HOUSE

Page / moment _____

UPSTAGE

SR CL SL

PLASTER LINE

AUDIENCE / HOUSE

Page / moment _____

UPSTAGE

SR CL SL

PLASTER LINE

AUDIENCE / HOUSE

Page / moment _____

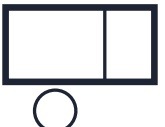
Blocking Shorthand & Symbols

Common blocking shorthand plus top-view furniture symbols. Adapt freely and record your choices on a Blocking Key.

ACTIONS

ENTER En	EXIT Ex	CROSS X	CROSS TO X→	SIT S↓
RISE / STAND R↑	KNEEL Kn↓	PICK UP PU	PUT DOWN PD	GIVE G→
TAKE T←	TURN 	LOOK AT Lk→	COUNTER Ctr	HOLD / STOP H

FURNITURE & SCENERY (TOP VIEW)

TABLE 	CHAIR 	ARMCHAIR 	SOFA 	STOOL 
BED 	DESK 	DOOR 	WINDOW 	STAIRS  UP
BENCH 	PIANO 	PLATFORM  +1'	LAMP 	BOOKCASE 

Heavy line = the back of a seat or the wall side. Write character initials beside a symbol to place an actor (e.g. JK ●).

Stage directions are given from the actor's point of view facing the audience: SR = stage right, SL = stage left, US / DS = upstage / downstage.

Blocking Key

Record the abbreviation or symbol you will use for each action, character and scenic piece.

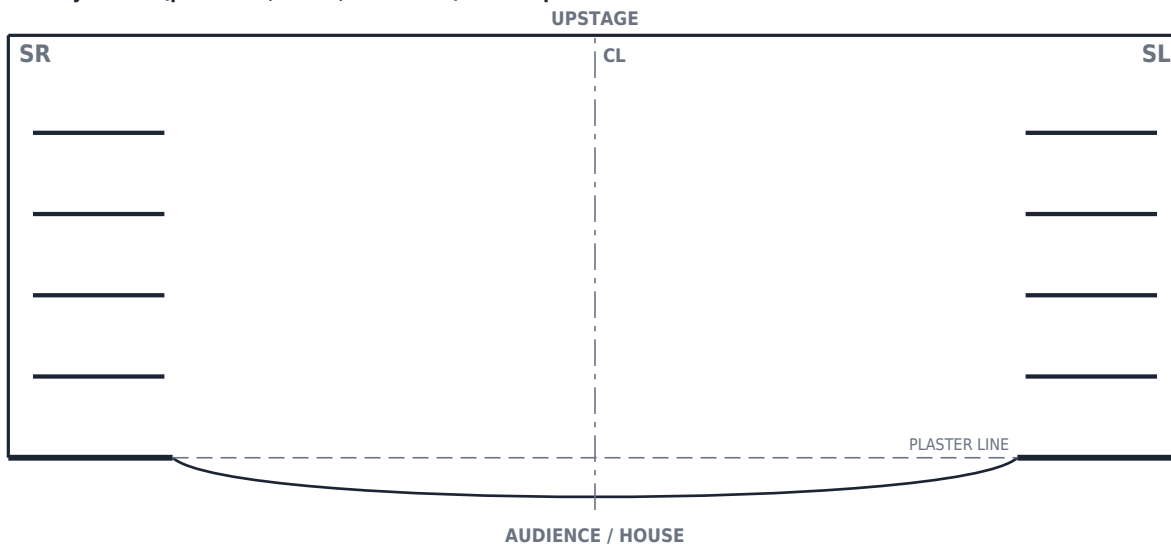
Production Version / Date Page ____ of ____

Action	Suggested	Your symbol
Enter	En	
Exit	Ex	
Cross	X	
To / toward	→	
Cross below (downstage of)	XB	
Cross above (upstage of)	XA	
Rise / stand	R ↑	
Sit	S ↓	
Kneel	Kn ↓	
Lie down	Ld	
Pick up	PU	
Put down	PD	
Give	G→	
Take	T←	
Turn	↻	
Look	Lk	
Lean	Ln	
Stop / hold	H	
Jump	J	
Go upstairs	↗st	
Go downstairs	↘st	
Counter	Ctr	
Embrace	Emb	
Put on	On	
Take off	Off	
Between	btw	
On top of	on	
Underneath	und	

Blocking Key – Set & Furniture

Production _____ **Version / Date** _____ **Page** __ **of** __

Label the parts of your set (platforms, doors, entrances) on this plan



Daily Call



Production	Date	Span of day
------------	------	-------------

Please note

[illegible]

Sign-In Sheet

Initial the box for today when you arrive. Stage management checks the sheet at call.



Production _____ **Week of** _____ **Call time** _____

Rehearsal Report

Production _____ Rehearsal # _____ Date _____
Stage Manager _____ ASM's _____
Called _____ Began _____ Breaks _____ Ended _____
Late _____ Absent _____
Guests _____

TODAY'S REHEARSAL		
Time	What	Who

NEXT REHEARSAL		
Time	What	Who

Scenery / Technical

Props

Costumes

Lights

Sound

Video / Projections

Management / Schedule

Other

Rehearsal Notes Sheet

Use during rehearsal to capture notes, then type up the report.

Production _____ Date _____ Start _____ End _____

Late _____ Absent _____

Guests _____

In attendance _____

BREAKS _____ 5 / 10 _____ 5 / 10 _____ 5 / 10 _____ 5 / 10 _____ 5 / 10

BREAKDOWN		
Time	Who	What

Props

Costumes

Scenery

Technical Director

Lights

Sound

Director / Actors

Production Mgmt / Other

Fittings / reminders sent

☐

Time _____

Last note # _____

Rehearsal report sent

☐

Time _____

Last note # _____

Actor notes sent

☐

Time _____

Last note # _____

Costume shop: list requested actors and fitting lengths; SM schedules and confirms.



Day / date _____ Day / date _____

Line Changes



Production _____ **Script version** _____ **Revision date** _____

Line Notes

Production _____ Actor _____ Date _____

Character		Page	Act/Sc
☐ Dropped line	☐ Dropped words	☐ Paraphrased	
☐ Out of sequence	☐ Jumped / missed cue	☐ Called for line	
Added / changed _____			
Correct line:			

Character		Page	Act/Sc
☐ Dropped line	☐ Dropped words	☐ Paraphrased	
☐ Out of sequence	☐ Jumped / missed cue	☐ Called for line	
Added / changed _____			
Correct line:			

Character		Page	Act/Sc
☐ Dropped line	☐ Dropped words	☐ Paraphrased	
☐ Out of sequence	☐ Jumped / missed cue	☐ Called for line	
Added / changed _____			
Correct line:			

Character		Page	Act/Sc
☐ Dropped line	☐ Dropped words	☐ Paraphrased	
☐ Out of sequence	☐ Jumped / missed cue	☐ Called for line	
Added / changed _____			
Correct line:			

Preset List

Production _____ **Version / Date** _____ **Page** __ **of** __ _____

Shift Plot

Production _____

Version / Date _____

Page ____ of ____

#	Time / placement	Crew	Line set	Unit	Move (on / off / to)	Spike	Notes
Preset							
Shift 1 — during / after: _____							
Shift 2 — during / after: _____							
Shift 3 — during / after: _____							

Costume Change Plot

Production _____ **Version / Date** _____ **Page** ____ **of** ____

[illegible]

Mark FAST changes in the last column. Bold or highlight any change needing a dresser.

Cue Sheet

Production _____ **Department** _____ **Version / Date** _____ **Page** _____

Dept: LX lights · SQ sound · FLY · SHIFT · FS follow spot · PROJ projections · SFX effects. List cues in calling order; letter inserted cues (e.g. 12.5 or 12A).

Calling Key

How cues are written in this prompt book, so anyone can pick up the book and call the show.

Production _____ Version / Date _____ Page ___ of ___

ABBREVIATIONS

Abbrev.	Meaning	Color / mark in book
LX	Lighting cue	
SQ	Sound cue	
FLY	Fly / rail cue	
SHIFT	Scenic move on stage	
FS	Follow spot	
PROJ	Projection / video cue	
SFX	Special effect (haze, pyro, etc.)	
S/B	Standby for one or a series of cues (always written in calling order)	
CL ON	Cue light on = standby	
CL OFF	Cue light off = GO	

PLACEMENT IN THE SCRIPT

- A box around a word or syllable: GO is called on that word.
- An X at the start or end of a line: GO is called immediately before or after that line.
- A cue line with an action written beside it: GO is called on that action.
- "vox" beside a cue: GO anticipates the vocal entrance.
- A cue on a counted beat (e.g. "on 3"): GO is called on that count of the measure.
- A cue on the conductor mark: GO is called with the conductor's downbeat.
- Cues bracketed together are called together on a single GO.

CUE LIGHTS

Sketch where each cue light is located backstage and who it is for

Performance Report

Production _____ Performance # _____ Date _____
Stage Manager _____ ASMs _____
House count _____ Weather / conditions _____

	RUNNING TIMES		
	Start	End	Length
House open			
Curtain up			
Act One			
Intermission			
Act Two			
Curtain down			
Total run time			

NEXT PERFORMANCE / CALL		
Time	What	Who

Performance notes

Actors or crew late / absent

Notes to house manager / front of house

Problems or repairs (by department)

Accidents or injuries

Performance Notes Sheet

Use during the show to capture notes, then type up the performance report.

Production _____ Date _____ Start _____ End _____

Late _____ Absent _____

TIMES	
	Time
House open	
Curtain up	
Act One	
Intermission	
Act Two	
Curtain down	
Total	

BREAKDOWN / INCIDENTS		
Time	Who	What

Props

Costumes

Scenery

Technical Director

Lights

Sound

Actors

Front of house

Crew

Other

Performance report sent

☐

Time _____

Last note # _____

Actor notes sent

☐

Time _____

Last note # _____

Front of House Information Sheet

Production _____ Venue _____
 Opening _____ Closing _____ Director _____
 Stage Manager _____ House Manager _____

Running times	Length	Notes
Act One		
Intermission		
Act Two		
Total		

GENERAL	Y / N	Notes / where in show
Latecomer hold (length: _____)		
Actors enter through the house		
Actors travel into the audience		
Audience members brought on stage		
ASL / audio description scheduled		
Scene change(s) in blackout		
Obstructed or partial views		
Fight call before the house opens		

EFFECTS	Y / N	Notes / where in show
On-stage gunshots		
Off-stage gunshots		
Haze / fog / smoke		
Strobe or flashing lights		
Pyro / flash effects		
Other loud sounds		
Other effects		

CONTENT	Y / N	Notes / where in show
Smoking on stage (herbal / vapour)		
Alcohol use depicted		
Drug use depicted		
Violence depicted		
Nudity		
Strong language		
Sexual / suggestive content		

Additional notes for ushers and box office

Incident / Injury Report

Complete as soon as possible after any incident. Keep confidential; share only with those who need it.

Production _____ Date _____ Time _____

Location of incident _____ Reported by _____

Person involved _____ Role _____ Phone _____

Type ☐ Injury ☐ Illness ☐ Near miss ☐ Property damage ☐ Other

During ☐ Rehearsal ☐ Tech ☐ Performance ☐ Load-in / out ☐ Other

What happened? (sequence of events, exactly as observed)

Injury details (body part, nature of injury) — leave blank if none

First aid ☐ Given ☐ Refused ☐ Not needed By _____

Medical ☐ Referred to doctor ☐ EMS called ☐ Went to hospital ☐ None

Witness name	Role	Phone / email

Actions taken / follow-up needed (repairs, rehearsal changes, safety fixes)

Notified ☐ Stage Manager ☐ Production Manager ☐ Venue / House Manager ☐ Employer / insurance

Reporter signature _____ Person involved signature _____ Date _____

Load-Out & Strike Checklist

Production _____ Venue _____ Strike date _____

Call time _____ Crew head _____ Done by _____

Task	Who	Done
Before strike		
Safety briefing held; PPE and gloves available		
Power to scenery and practicals isolated		
Fly system: who is on the rail confirmed		
Tools and carts staged; truck / storage booked		
Scenery		
Masking and soft goods struck and folded		
Flown pieces brought in and unloaded safely		
Platforms and units disassembled; hardware bagged		
Spike tape and glow tape removed from deck		
Props & costumes		
Props checked against prop list; borrowed items labeled for return		
Consumables disposed of		
Costumes collected, laundered or bagged; rentals returned		
Dressing rooms cleared of personal items		
Lights, sound & video		
Show-specific lights refocused / restored to rep plot		
Gels, gobos and specials removed		
Mics, packs and batteries collected and counted		
Show files backed up		
Venue & paperwork		
Stage swept and mopped; rubbish removed		
Venue walk-through with house / TD		
Lost-and-found collected		
Prompt book archived; final report sent		

Understudy / Swing Plot



Production _____ Performance date _____ Prepared by _____

OUT: actor	Role	IN: actor	Moves from track
Costume changes	Prop changes	Blocking / traffic to rehearse	Notes

OUT: actor	Role	IN: actor	Moves from track
Costume changes	Prop changes	Blocking / traffic to rehearse	Notes

OUT: actor	Role	IN: actor	Moves from track
Costume changes	Prop changes	Blocking / traffic to rehearse	Notes

OUT: actor	Role	IN: actor	Moves from track
Costume changes	Prop changes	Blocking / traffic to rehearse	Notes