# Transitioning to Digital Stage Management: You want to us an app for that?

Presenters:
Ken White
University of North Carolina at Greensboro - Greensboro, NC
kdwhite@uncg.edu

Shawn Paul Evans
Washington and Lee University - Lexington, VA
evanss@wlu.edu
https://shawnpaulevans.com/Links/

# Stage Manager

Interacts with every other department in the production.

Manages a lot of information.

Everybody is a stake holder in how and what the stage managers does.

Stage manager who is effective ensures good communication and things running smoothly.

# New Technology

- Change is scary!

- New - cutting edge software or hardware can be unstable - test first.

- Don't change in the middle of a show.

- Internet Access.

- Learning Concepts as apposed to learning specific software and skills.

# Rules of Technology
## More what you'd might call guidelines, really.

*Technology is a tool - a means to an end.*

*The "technology" or tool should allow me to accomplish the task faster/better than without the tool. Technology for technologies sake is not helpful.*

*The "fruits" of the technology must be easily accessible to all others involved in the project.*

*There is always a learning curve.*

*Backup, Backup, Backup*

# Process of Adapting New Technology
## Research, Experiment, Plan, Implement, Evaluate

- Research
  - What hardware/software will we use? Is it compatible with existing hardware/software?
  - Why and how are we using the technology or information?
- Experiment / Incubation
  - Give your team plenty of TIME to try different options and workflows.
  - What features/options does the hardware/software have? What features/options do we wish they had?

# Process of Adapting New Technology
## Research, Experiment, Plan, Implement, Evaluate

- Plan
  - Develop a clear goal for how the new hardware / software will be used. Create measurable criteria for evaluation of success.
  - Plan TIME for training and learning outside of the production process.
  - Make sure everyone on the team is aware of the expectations for the new hardware/software.
  - How can the new hardware/software integrate with our current technology and become a hybrid system rather than a replacement?

# Process of Adapting New Technology
## Research, Experiment, Plan, Implement, Evaluate

- Implement
  - Provide support for users during the process.
- Evaluate
  - Examine effectiveness throughout the process.
  - Establish specific date to solicit specific evaluations of hardware/software throughout entire process.
  - Arm users with copies of measurable evaluation criteria from beginning of process.

- Let's start by examining the current process and tools.
  General Question - What is your current stage management workflow?

- Specific Questions:

- What is the current information that is managed by stage managers?
  What type of tools do the the stage managers currently use and how and in what do way do they use those tools? List as many as possible - remember that a pencil and paper are tools.
  What are the 5 most important things that the stage mangers do for the production?
  What is the one best thing that stage mangers currently do? Why is this element working so well?
  What is the one element that you would like the stage management team to do better and why?
  In what ways do the stage managers collaborate to help in the creative process of a production?

- Try to get as many of the stakeholders as possible to answer these questions independently, and until they answer the questions don't let them see each others answers. Ask the stage managers, directors, designers, crew, and actors. The more diversity you can achieve in asking these questions, the broader and more complete the implementation of a new digital workflow will be.

# Data

- Different opinions and perspectives will emerge.

- Everyone may not be convinced that new techniques are appropriate.

- Archiving of data.

| What is your current stage management workflow? | V |
| --- | --- |
| School of Theatre Program Content<br>Responsibilities Policy<br>Color Key:<br>Yellow: stage manager provides<br>Blue: marketing manager (graduate student) in charge of the program or Josh Ritter provides if there is no graduate student involved for some reason<br><br>Deadlines:<br>The marketing manager will add all the information highlighted in blue to the program document.  Once the stage management information is compiled on the drive, the<br><br>*The stage manager will compile bios/headshots and all the information highlighted in yellow in this document in the marketing folder on the shared drive at least two da<br>Bios should be 100 words or less and they should begin with the name of the actor and then their role in parentheses.  For example: John Smith (Nathan Detroit).   The I<br><br>*We do not collect bios and headshots for ONE-ACT MFA Directing productions.<br><br>Program Workflow Process:<br>As stated above, all program content should be on the drive at least two days before the 1st proof deadline.  If an element is not ready, please make sure the marketing<br>The marketing manager sends the stage manager a reminder email one week before the program content is due and includes Andrew Duff on the message.<br>The marketing manager begins updating the sections of the program that do not require show specific content.<br><br>The stage manager puts all the program content on the drive at least two days before the 1st proof deadline on the production calendar and alerts the marketing manag<br><br>Josh Ritter emails 1st Proof to stage manager: See publicity deadlines on production calendar<br><br>The stage manager immediately distributes a digital draft to EVERYONE involved and posts a paper copy in a place where people can check for errors.<br>1st Proof Edits emailed directly to Josh Ritter: See publicity deadlines on production calendar. The stage manager should write out edits in a Word document that is org<br><br>Josh Ritter emails 2nd Proof to stage manager: See publicity deadlines on production calendar<br><br>The stage manager distributes a digital draft to EVERYONE involved and posts a paper copy in a place where people can check for errors.<br><br>2nd Proof Edits emailed directly to Josh Ritter: See publicity deadlines on production calendar. The stage manager should write out edits in a Word document that is org<br><br>Josh Ritter sends the program to print: See publicity deadlines on production calendar<br><br>Program Delivered by Spartan Printing before opening night | I |
| I am unsure | H |
| Currently, our stage managers do a lot of paperwork in a digital form but the scripts and call scripts are still paper. | N |
| Ours is a Google Campus. Stage managers use cloud storage services such as Google Drive to store digital information. They occasionally make use of Google Forms | N |
| I am currently student teaching, though I attempt to use digital resources as much as possible in my theatrical work. | S |
| My prep week includes going through a physical script and identifying needs by underlining/circling. I have attempted a digital version of this process and found it unsu | S |

# UNCG Stage Management Workflow Survey

| What are the 5 most important things that the stage managers do for the production? | |
|---|---|
| 1. Organize<br>2. Communicate<br>3. Manage<br>4. Call cues<br>5. Leadership | |
| Organization, time management, communicate, unify, and record | |
| Document when things go not as planned, take attendance, report crew or cast issues, record times, communicate. | |
| 1) Central hub of communication. 2) Official record of the production. 3) Maintain the artistic integrity of the production. 4) Run the show inclu | |
| Manage the cast<br>Bridge Communication between production team members<br>Ensure understanding between team members<br>Track movement on and off stage<br>Run performances | |
| Calling a show, maintaining and distributing all tracking paperwork, creating and distributing all reports and notes, providing a real human co | |

# Element to Digitize

- Some examples include:

- Email Communication

- Meeting Minutes

- Rehearsal / Performance Reports

- List Management

- Prop / Costume Set Tracking

- Calendar

- Blocking

- Cue Script

## Things to Consider:

- Pro/Con Risk/Reward

  - Improve Communication

  - Reduce time to create

- Stability

- Training Time

- Costs

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