

RESOURCES PAGE

TERMS TO REMEMBER: PRODUCING/STAGE MANAGEMENT

1 Producer

The person or group responsible for funding and managing a production. Producers manage the budget, the venue, and often make important creative and planning decisions.



2 Box Office

The office or area where tickets are sold for the production. Ticket sales are essential for earning money and can give information about the audience, like their age and interests.



3 Stage Manager (SM)

The person who organises all parts of production from rehearsals to performances. They make sure that actors, crew, and technical elements work together smoothly and ensure the show runs as planned.



4 Blocking

The planned movement of actors on stage, as decided by the director. They are written down in the 'prompt book' to help the stage manager keep track of where the actors should be.



5 Call Time

The time that cast and crew must arrive at the theatre for a rehearsal or performance. Call times are set by the stage manager and allow enough time for preparation and warm up.



6 Cue

A signal for something specific to happen, such as a lighting change, sound effect, or actor's entrance. Cues are carefully timed and called by the stage manager during the show.

