

# PROMPT BOOK SAMPLES

## "SILENT SKY"

By: Lauren Gunderson



### DIAMOND HEAD THEATRE STAGE II PRODUCTION

The following documents are samples created for a Stage Management class in which students were to create a prompt book for a production of their choice. The full prompt book associated with this project can be provided in person for review upon request.

# "Silent Sky" Script Analysis and Information

## General Notes

<b>Time Period:</b> 1900-1920	<b>Cast:</b> 4W 1M	<b>Locations:</b> - Star Field - The Harvard Observatory 2nd floor offices -Leavitt Home in Wisconsin - Ocean Liner on the Atlantic - Henrietta's Home in Cambridge MA	<b>Sets:</b> simple, minimal design, should be easy to move on an off quickly, no entire rooms, walls ect	<b>Stars:</b> Stars should always be on, during intermission, and when stage lights are out during transitions. They should "cradle" the set.	<b>Specialty Props:</b> Photographic Plates should be true negatives of the night sky (black and white)	<b>Reference:</b> <a href="http://tdc-www.harvard.edu/plates/gallery">http://tdc-www.harvard.edu/plates/gallery</a>	<b>Music:</b> Original music should be used and licensed	<b>ORDER HERE:</b> <a href="http://www.dramatists.com">www.dramatists.com</a> <a href="http://www.Reference.com">Reference.com</a> <a href="http://SilentSkyPlay.tumblr.com">SilentSkyPlay.tumblr.com</a>	<b>Props List:</b> - Hearing Aid - Star Glass Plates -Star "spanker" - Notebooks/Pencils -Letters - Gloves (M and F) - Man's Hat - Piano - "Votes for Women" Sash and Phamplet -Luggage	<b>Reference:</b> <a href="https://cmhsmedievaltimes.com/4562/uncategorized/1900s-1960s-womens-clothes/">https://cmhsmedievaltimes.com/4562/uncategorized/1900s-1960s-womens-clothes/</a>
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## Page by Page Breakdown

PG	ACT	SC	LOCATION	TIME OF DAY	CHARACTERS	WARDROBE	PROPS	SCENIC	LIGHTING	SOUND	CUES
9	1	1	Outside a church, rural Wisconsin	late evening	Henrietta	H and M: coats/scarves		church doors, grass	evening/night lights up		H: "up there they say"
					Margaret				first Star appears	single music note	H: "billions and billions of..."
									second star appears	single music note	H: "exceptions"
									full lights up		H: "on the exceptional..."
10						M: engagement ring	H: Letter from Harvard				
13			Harvard Observatory					scene change, swap church with Harvard Observatory	transition lighting		M: "just.come back"
13	1	2	Harvard Observatory	mid morning	Henrietta		P: pencil, charts and papers	Attic-like (desk, files, boxes etc)			
					Peter			window			
					Annie			4 seperate work desks			
					Williamina						
					Margaret						
15							H: hearing aid				
16							P: glass star plate				
17							W: glass star plate				
18							A: wire and glass paddle (reminicent of a fly swatter) (later refered to as a spanker)				
20							A: multiple glass star plates	4 work desks needed	single star appears	single music note	H: "Alpha Leonis..."
											A: "Beta Orionis 1713"
21							M and H: letter			background noise dulls, Henrietta and Margret remain normal volume	A: "Spectral Class B"
									single star appears	single music note	H: "Aphiha Andromedae 15"
											A: "Star name"
											H: "Star name"
											W: "Star name"
22							P: star glass plate				
23									many stars fill up the sky		H: "We're always here if you need us..."
							H: letter				
							M: letter				
27							W: paper ball				
							M: sweaters, box				
									transition lighting, special on M		M: "Friends on earth and freinds above..."
28	1	3	Harvard Observatory (5 years later)	early morning	Peter		H: hearing aid	Attic-like (desk, files, boxes etc) add more filing cabinents/papers to show passage of time			
					Williamina			window			
					Henrietta			4 seperate work desks			
					Annie						
									transition lighting		W: "time to breathe..."
31	1	4	Harvard Observatory	late night	Henrietta	A: gloves, coat	H: hearing aid	Attic-like (desk, files, boxes etc) very cluttered			
					Annie			window			
					Peter			4 seperate work desks			
32							H: notebook, obviously used/well worn				
							H: spanker				
33						P: gloves, coat, hat					
35								Scenic change to Ocean Liner. Deck lights, rails, maybe some port holes	lights change to romatic evening at sea	ship horn, romatic music	P: "and finally I tell you, and finally you hear"
35								scenic change back to observatory	lights change back to the observatory	music stops completely	P puts H in a romantic dip
36								scenic change from observatory to Leavitt home	transition lighting		H: "I like that!"
36	1	5	Leavitt Home, Wisconsin	mid morning	Henrietta		H: 2 boxes of star glass plates	inside a small living room, piano, small table, other furniture	no star lighting		
					Margaret						
					Peter						
					Annie						



# "Silent Sky" Script Props List

## General Notes

<b>Time Period:</b> 1900-1920	<b>Specialty Props:</b> Photographic Plates should be true negatives of the night sky (black and white)	<b>Reference:</b> <a href="http://tdc-www.harvard.edu/plates/gallery">http://tdc-www.harvard.edu/plates/gallery</a>	<b>Props List:</b> - Hearing Aid - Star Glass Plates - Star "spanker" - Notebooks/Pencils - Letters - Gloves (M and F) - Man's Hat - Piano - "Votes for Women" - Sash and Phamplet - Luggage	<b>Hats/Gloves/Clothing</b> <b>Reference:</b> <a href="https://cmhsmidievaltimes.com/4562/uncategorized/1900s-1960s-womens-clothes/">https://cmhsmidievaltimes.com/4562/uncategorized/1900s-1960s-womens-clothes/</a>	<b>Votes for Women Sash/Phamplet Reference:</b> <a href="https://www.mcnv.org/story/100-years-19th-amendment?gclid=Cj0KCQjw1a6EBhC0ARIsAOITkrFoBzCAip81e0R_xqZRzZM8phufRuILDN_SzBJJbxkQtmay1Yya5PAaAnLIEALw_wcB">https://www.mcnv.org/story/100-years-19th-amendment?gclid=Cj0KCQjw1a6EBhC0ARIsAOITkrFoBzCAip81e0R_xqZRzZM8phufRuILDN_SzBJJbxkQtmay1Yya5PAaAnLIEALw_wcB</a>	<b>Star "Spanker"</b> <b>Reference:</b> <a href="https://www.pinterest.com/pin/469429961144578840/">https://www.pinterest.com/pin/469429961144578840/</a>	<b>Hearing Aid</b> <b>Reference:</b> <a href="https://www.audicus.com/hearing-aid-timeline-visual-history/">https://www.audicus.com/hearing-aid-timeline-visual-history/</a>			
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## Page by Page PROPS Breakdown

PG	ACT	SC	LOCATION	TIME OF DAY	CHARACTERS	PROPS	QUANTITY	BUY/RENT/PULL/BUILD	STARTS	ENDS	NOTES
9	1	1	Outside a church, rural Wisconsin	late evening	Henrietta Margaret						
10						H: Letter from Harvard	1	BUILD	SR	SR W/ H	
13			Harvard Observatory								
13	1	2	Harvard Observatory	mid morning	Henrietta Peter Annie Williamina Margaret	P: pencil, charts and papers	1 Pencil, 5-10 papers/charts	PULL	SR	SR W/P	
15						H: hearing aid	1	BUILD	W/ H	ON DESK DSR	H is wearing this, it will be pre-set at the top of the show on the SL Prop Table, closest to the dressing rooms. She will need assistance making sure it is in correctly
16						P: glass star plate	5-10	BUILD	SL	ON DESK DSR	Will be returned SL during blackout/transition
17						W: glass star plate	1	BUILD	SR	ON DESK DSR	" "
18						A: wire and glass paddle (reminicent of a fly swatter) (later refered to as a spanker)	3	BUILD	ON DESK SL	ON DESK SL	" "
20						A: multiple glass star plates	5-10	BUILD	ON DESK SL	ON DESK SL	" "
21						M and H: letter	2	BUILD	1 SL , 1 SR	1 SL, 1 SR	Should look identical

22						P: star glass plate	1	BUILD	SL	SL	
23											
						H: letter	1	BUILD	SR	SR	
						M: letter	1	BUILD	SL	SL	
27						W: paper ball	1	BUILD	SR	SR	may need to be replaced periodically due to wear and tear
						M: sweaters, box	1 box, 4 sweaters	PULL	SR	SR	sweaters will need to be folded before each run
28	1	3	Harvard Observatory (5 years later)	early morning	Peter	H: hearing aid	1	BUILD	W/H	W/H	H is wearing this, it will be pre-set at the top of the show on the SL Prop Table, closest to the dressing rooms. She will need assistance making sure it is in correctly
					Wiliamina						
					Henrietta						
					Annie						
31	1	4	Harvard Observatory	late night	Henrietta	H: hearing aid	1	BUILD	W/H	ON DESK DSR	H is wearing this, it will be pre-set at the top of the show on the SL Prop Table, closest to the dressing rooms. She will need assistance making sure it is in correctly
					Annie						
					Peter						
32						H: notebook, obviously used/well worn	1	PULL	ON DESK DSR	ON DESK DSR	
						H: spanker	1	BUILD	ON DESK DSR	ON DESK DSR	
33											
35											
35											
36											
36	1	5	Leavitt Home, Wisconsin	mid morning	Henrietta	H: 2 boxes of star glass plates	2 boxes, 20 plates in each	PULL boxes, BUILD plates	CSR	SR	
					Margaret						
					Peter						
					Annie						
					Wiliamina						
37											
38						W, A and P: 3 letters	3	BUILD	2 SL, 1 SR	2 SL, 1 SR	should look identical
						H: paper and pen	10 sheets of paper, 1 pen	PULL	SL	SR	
39	1	6	Leavitt Home, Wisconsin	mid day	Margaret						
					Henrietta						
					Annie						
					Wiliamina						
41											
42						H: hearing aid	1	BUILD	W/H	W/H	Should be dopped off back at the SL prop table during intermission. She may need assistance taking it out.

Intermission											
43	2	1	Ocean Liner, December 1910	nighttime	Peter	H: *NO HEARING AID*					
44			Harvard Observatory	daytime	Henrietta	H: add hearing aid	1	BUILD	SL	W/H	
					Peter						
					Williamina						
					Annie						
45						W: Journal	1	PULL	SR	SR	
46						H: breakable glass plate	1	BUILD			
47											
			No location, dream-like emptiness								
49	2	2	Real Ocean Liner		Henrietta	4 letters (M P W A)	4	BUILD	2 SR, 2 SL	2 SR, 2SL	should look identical
					Margaret						
					Peter						
					Williamina						
					Annie						
50			Boston		Henrietta	H: luggage	2	BUY	SL	SR	look at reference above for purchase decisions
					Margret						
51					Williamina	W: luggage	1	BUY	SR	SL	look at reference above for purchase decisions
					Annie	A: luggage	2	BUY	SL	SL	" "
52	2	3	Harvard Offices	daytime	Annie	A: glass plates	5	BUILD	ON DESK DR	ON DESK SR	
					Peter	P: letter	1	BUILD	SR	SR	
53			House in Cambridge	daytime	Henrietta	H: blanket	1	PULL	SL	SL	
					Margaret						
55					Williamina						
					Annie						
56						A: "Votes for Women" pamphlets	1 sash, 10 pamphlets	BUY	SR	SR	look at reference above for purchase decisions
57					Peter						
58											
59											
61											
61	2	6	dream like void	N/A	Henrietta						
62											

Curtain

# "Silent Sky" Rehearsal Schedule

## Diamond Head Theatre Stage II

Small Rehearsal Hall, and Stage II Stage  
520 Makapuu Ave, Honolulu, HI 96816

Please note rehearsal calls and times. If this schedule changes for any reason, you will be notified via e-mail.

### April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> Table Read and ACT I SCENE I Blocking	6:00-9:00 PM <b>CALLED:</b> Henrietta and Margret  <b>WORK:</b> ACT I SCENE I Blocking	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT I, SCENE II Blocking	6:00-9:00 PM <b>CALLED:</b> Peter, Henrietta, Williamina, Annie  <b>WORK:</b> ACT I, SCENE III Blocking	6:00-9:00 PM <b>CALLED:</b> Henrietta, Annie, Peter  <b>WORK:</b> ACT I, SCENE IV Blocking	6:00-9:00PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT I, SCENE V Blocking
16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
	6:00-9:00 PM <b>CALLED:</b> Margret, Henrietta, Annie, Williamina  <b>WORK:</b> ACT I, SCENE VI Blocking	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT I Stumble Through	6:00-9:00 PM <b>CALLED:</b> Peter, Henrietta, Annie, Williamina  <b>WORK:</b> ACT II, SCENE I Blocking	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT II, SCENE II Blocking	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT II, SCENE III Blocking	6:00-9:00 PM <b>CALLED:</b> Henrietta  <b>WORK:</b> ACT II, SCENE IV
23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT II Stumble Through	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT I Run	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT II Run	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT I Run <a href="#">Off Book</a>	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT II Run <a href="#">Off Book</a>	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> Run Full Show <a href="#">Off Book</a>
30						

Location:  
Small Rehearsal Hall

### May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT I SCENES I, II, III <a href="#">Off Book</a>	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT I, SCENES IV, V, VI <a href="#">Off Book</a>	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT II, SCENES I, II <a href="#">Off Book</a>	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT II, SCENES II, IV <a href="#">Off Book</a>	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> Run Full Show <a href="#">Off Book</a>	<b>DAY OFF</b>
<b>7 TECH WEEK</b> <i>Actors will not be able to call for "line" during tech week</i>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13 PREVIEW NIGHT</b>
	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT I Stop and GO	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT II Stop and Go	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT I Cue to Cue	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> ACT II Cue to Cue	6:00-9:00 PM <b>CALLED:</b> Full Cast  <b>WORK:</b> FINAL DRESS REHEARSAL	6:00-9:00 PM <b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew
<b>14 SHOW WEEK #1</b> <b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>CALLED:</b> Full Cast and Crew			<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew	<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew	<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew	<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew
<b>21 SHOW WEEK #2</b> <b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>CALLED:</b> Full Cast and Crew			<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew	<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew	<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew	<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew
<b>28 SHOW WEEK #3</b> <b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>CALLED:</b> Full Cast and Crew			<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew			

Location:  
Stage II Stage

### June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>28 SHOW WEEK #3</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>
				<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew	<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew	<b>Calltime: 6:30PM</b> <b>Start Time: 7:00PM</b>  <b>CALLED:</b> Full Cast and Crew

Location:  
Stage II Stage

# “Silent Sky” Rehearsal Report

## Diamond Head Theatre

Director: Ablan Roblins  
DATE: Monday, April 10, 2023

Stage Manager: Mia Sherlock  
Read Through and Blocking SC I ACT I

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**Rehearsal Report #1**

**Small Rehearsal Hall**

**6:00-9:00PM**

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Breaks: 6:54-7:00PM, 8:09-8:15PM

### **ATTENDANCE:**

NAME	PRESENT	ON TIME
Carl Bieber	X	X
Megan Berning	X	X
Ginger Harris	X	X
Selby O'Brian	X	X
Olivia White	X	X

### **GENERAL**

- Today was our first rehearsal! We did our first table read all the way through the show and began blocking for Act I, Scene I
- We also did some ice breakers and get to know you activities. We shared our love languages, pet peeves, and favorite theatrical experiences/stories. The team already has a great energy and enjoy listening to each other's perspectives
- The rehearsal room was a bit chilly tonight. Actors were cold and wore sweatshirts/jackets
- We ended our rehearsal with a cool down and some discussion about what we are looking most forward to in the show

### **SCENIC**

- Nothing today, thank you

### **LIGHTING**

- Ablan Roblins (Director) would like to know if someone from the lighting design team will be sitting in on any upcoming rehearsals to see the pacing/timing of line deliveries and how that will affect the “star” lighting cues”

### **COSTUMES**

- Nothing today, thank you

## **PROPS**

- Alblan Roblins (Director) would like to know when the earliest we can start using the star glass plate props in rehearsal

## **SOUND**

- Nothing today, thank you

**REMINDERS:** *Nothing today, thank you*

Thanks for a great first rehearsal everyone!

-Stage Management

# “Silent Sky” Rehearsal Report

## Diamond Head Theatre

Director: Ablan Roblins  
DATE: Tuesday, April 25, 2023

Stage Manager: Mia Sherlock  
Work/Act I Runthrough

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**Rehearsal Report #12**

**Small Rehearsal Hall**

**6:00-9:00PM**

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Breaks: 6:55-7:10PM, 8:00-8:09PM

### **ATTENDANCE:**

NAME	PRESENT	ON TIME
Carl Bieber	X	Late (excused)
Megan Berning	X	X
Ginger Harris	X	X
Selby O'Brian	X	X
Olivia White	X	X

### **GENERAL**

- Today we ran through Act I off book.
- Prior to our run we had warm ups led by Director Ablan Roblins
- We began running Act I, Scene I, the cast offstage was quite chatty during this scene, as warm ups got the cast very energized
- After Act I, Scene I, stage management made an announcement about limiting side conversations after this, the energy was focused and productive. Cast members were respectful and professional.
- We discovered the electrical outlet near the south wall is not working. This is typically used for the Stage Manager, Mia, to charge her laptop. Please advise.
- Overall, the run was smooth and went well, no memory slips or mistakes

### **SCENIC**

- Nothing today, thank you

### **LIGHTING**

- Nothing today, thank you

### **COSTUMES**

- Peter's gloves are fitting a bit tight. Please advise.

### **PROPS**

- Nothing Today, thank you

**SOUND**

- Nothing today, thank you

**REMINDERS:** *We will be moving to the Stage II stage for rehearsals starting Monday, May 1st*

Thank you,

-Stage Management

# Stage Manager's PreShow Checklist

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LOCATION: Diamond Head Theatre Stage II

Stage Manager: Mia Sherlock

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## **Time: 6:15PM**

**(15 minutes before actor call)**

- \_\_\_\_\_ Post Sign in
- \_\_\_\_\_ Unlock theatre doors
- \_\_\_\_\_ Turn on theatre work lights
- \_\_\_\_\_ Check with Box Office about Audience size
- \_\_\_\_\_ Check in with Bar Manager
- \_\_\_\_\_ Review FOH Info sheet/latecomer policy with FOH manager
- \_\_\_\_\_ Unlock dressing and makeup room and green room
- \_\_\_\_\_ Turn on dressing room lights
- \_\_\_\_\_ Unlock booth
- \_\_\_\_\_ Unlock properties cabinet
- \_\_\_\_\_ Put ghost light away
- \_\_\_\_\_ Find out who will be the technician on call.

## **Time: 6:30PM**

**(15min before House open)**

- \_\_\_\_\_ Give "15 minutes to house is open, please" call
- \_\_\_\_\_ Check that Crew has reported to Laney Granito
- \_\_\_\_\_ Check that Actors have signed in
- \_\_\_\_\_ Check that all running lights are in working order
- \_\_\_\_\_ Have actors check properties
- \_\_\_\_\_ Synchronize watches with house manager
- \_\_\_\_\_ Give half-hour call to cast and crew

## **Time: 6:40PM**

**(10 minutes after actor call)**

- \_\_\_\_\_ Check that all actors have signed in. CALL LATECOMERS IMMEDIATELY.

\_\_\_\_\_ Sign in all running crews. CALL LATECOMERS IMMEDIATELY.

\_\_\_\_\_ Check all headsets (booth, backstage)

\_\_\_\_\_ Check monitor system (dressing room, green room, booth)

\_\_\_\_\_ Make sure all crew checks have begun

\_\_\_\_\_ Dimmer check

\_\_\_\_\_ Sound check

\_\_\_\_\_ Costume check

\_\_\_\_\_ Check the following yourself:

\_\_\_\_\_ Set

\_\_\_\_\_ Properties

\_\_\_\_\_ Furniture

**Time: 6:45PM**

**(House Opens)**

\_\_\_\_\_ Make sure all checks are complete

\_\_\_\_\_ Turn off work lights

\_\_\_\_\_ Note that lighting and sound pre-set are up

\_\_\_\_\_ Be sure light board has control of house lights

\_\_\_\_\_ Give "Stage is closed, please," call

\_\_\_\_\_ Do final visual check of stage

\_\_\_\_\_ Give "Places" for crew call

\_\_\_\_\_ Give Actor's 15 min warning

**Time: 6:55PM**

**(5 mins before top of show)**

\_\_\_\_\_ Check in with Box/Office House manager about patron seating and attendance

\_\_\_\_\_ Give Actors 5 min warning

\_\_\_\_\_ Give Actor's Places Call

\_\_\_\_\_ Listen for crew on headset to sign on

**Time: 6:57PM**

(3 mins before top of show)

\_\_\_\_\_ Check with the House Manager via Booth to see how conditions are in the house, if the lobby is clear or if the audience is still arriving.

\_\_\_\_\_ Check to see that each actor is in his place before going to the stage Manager's desk.

\_\_\_\_\_ If the House Manager is having problems with getting the audience seated on time, hold the curtain for a few minutes and notify the actors of the delay. Wait until the House Manager gives approval but do not wait more than ten minutes.

**Time: 6:57PM**

(3 mins before top of show)

\_\_\_\_\_ Begin the show if everyone and everything is ready and the House Manager gives the all clear sign.

**Time: 7:00PM**

(top of show)

\_\_\_\_\_ Begin pre-show speech

\_\_\_\_\_ Begin stopwatch to time ACT I

# “Silent Sky” Performance Report

## Diamond Head Theatre

Director: Ablan Roblins  
DATE: Saturday, May 13th, 2023

Stage Manager: Mia Sherlock  
Diamond Head Theatre Stage II

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### Performance Report #1

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Calltime: 6:30 PM

Starttime: 7:04PM

Endtime: 8:49PM

#### ATTENDANCE:

NAME	PRESENT	ON TIME
Carl Bieber	X	X
Megan Berning	X	X
Ginger Harris	X	X
Selby O'Brian	X	X
Olivia White	X	X

#### GENERAL

- Tonight was opening night! We continued the DHT opening night tradition of “Fire Ups”. Each cast and crew member was secretly assigned a person to bring a small opening night “fire up for”. Many cast members got their favorite candies, a small snack, flowers and other thoughtful gifts. It was a huge success.
- The backstage area was unusually cold. Please address before the next performance.
- We held the house for a courtesy 2 in order for the FOH to get everyone seated. This was expected, as the audience is always buzzing, excited (as usually running a little late) the first night of shows.
- The show ran smoothly with no major mistakes
- The cast had an incredible energy, attack and focus on stage
- The audience received the show very well, gasps and sniffles could be heard from backstage

#### SCENIC

- Far SL chair has a slight wobble. Please attend.

#### LIGHTING

- The star cues were incredibly well executed. Best run of those cues yet.

#### COSTUMES

- There is a small stain on Henrietta's Act II pants. Please attend.
- Please check the costume repair sheet BSL for actor's notes

## **PROPS**

- Nothing Today, thank you

## **SOUND**

- Nothing today, thank you

**REMINDERS:** *Cast, please remember to come to the theatre with all the self supplied hair items you may need. Extras at the wardrobe station will be saved for emergencies.*

Thank you,

-Stage Management

# “Silent Sky” Performance Report

## Diamond Head Theatre

Director: Ablan Roblins  
DATE: Wednesday, May 17th, 2023

Stage Manager: Mia Sherlock  
Diamond Head Theatre Stage II

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### Performance Report #3

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Calltime: 6:30 PM

Starttime: 7:01PM

Endtime: 8:50PM

#### ATTENDANCE:

NAME	PRESENT	ON TIME
Carl Bieber	X	X
Megan Berning	X	X
Ginger Harris	X	X
Selby O'Brian	X	Late (excused)
Olivia White	X	X

#### GENERAL

- Tonight was opening out third show back after an incredibly successful opening weekend
- The backstage temperature was comfortable
- Warmups were led by Olivia White. We did tongue twisters, and a fast paced game of Simon says. It got competitive.
- The run was a bit longer than usual today. We went 3 minutes longer than any other run we've had.
- It was difficult to keep the energy up after two days off. We are hopping tomorrow we can feel we are back "in the swing of things"
- The audience received the show well, although some did boo Peter when he read his letter to Henrietta.

#### SCENIC

- C desk top drawer is a bit sticky, and may need to be sanded down a bit.

#### LIGHTING

- Nothing today, thank you.

#### COSTUMES

- Please check the costume repair sheet BSL for actor's notes

#### PROPS

- Nothing Today, thank you

## **SOUND**

- Nothing today, thank you

**REMINDERS:** *No reminders for today*

Thank you,

-Stage Management

# "Silent Sky" Cue Sheet

As of 4/12/23

Diamond Head Theatre Stage II

Stage II Stage

520 Makapuu Ave, Honolulu, HI 96816

Stage Manager: Mia Sherlock, Assistant Stage Manager: Laney Granito, Director: Ablan Roblins

<b>CREW</b>								
@ 15 MIN.		START FOG AND RUN FOR 5 MINUTES						
	L 2	5 count			house to 60			
					work lights on			
					running lights on			
@ 5 MIN.		GIVE PLACES						
<b>MUSIC</b>								
@ 5 MIN.		PRE SHOW MUSIC GO						
	L 3	5 count			house to half			
<b>MUSIC- GO</b>		<i>Curtain Speech</i>	30 secs					
	L 4	5 count			house out			
<b>ACT I SCENE 1</b>								
<b>MUSIC- GO</b>		<i>in blackout</i>						
	L 5	3 count	H: "up there they say"		special evening/blue lights up			
		WARN L6, L7 and L8 "The science of light"						
	L 6	1 count	H: "billions and billions of"		first star light			

	L 7	1 count	H: "exceptions"	second star light			
	L 8	5 count	H: "on the exceptional"	full cold lights up			
<b>CREW- GO</b>							
	<b>Move in door and flat SL</b>						
	WARN L9 "what's your answer?"						
	L 9	5 count	M: "just come back..."	transitional lighting			
<b>MUSIC- GO</b>		<i>in transition</i>					
<b>CREW- GO</b>							
<b>Move in Desks and chairs SR</b>	<b>Move out flat and door SL</b>						
	WARN L10 "Singing Beauty of the Earth"						
<b>ACT I SCENE 2</b>							
	L 10	5 count	H: "Excuse me..."	full warm lights up			
	WARN L11, L12 "And making fun of them behind their backs"						
	L11	1 count	H: "Alpha Leonis"	single star light			
<b>MUSIC- GO</b>	single music note						
	L 12	1 count	A: "Beta Orionis"	single star light			
<b>MUSIC- GO</b>	single music note						
	WARN SOUND FX GO "Star Number "						
<b>SOUND FX GO</b>			A: "Spectral Class B"	background voices echo and fade			
	WARN L13-L16 "Star Number"						
<b>GO L13-L16</b>							
	L13	1 count	H: "Alpha Androminoide 3"	single star light			

MUSIC- GO	single music note						
	L14	1 count	A: "Star Name"		single star light		
MUSIC- GO	single music note						
	L15	1 count	H: "Star Name"		single star light		
MUSIC- GO	single music note						
	L16	1 count	W: "Star Name "		single star light		
MUSIC- GO	single music note						
WARN L17 "Oh Margie, oh my goodness"							
	L17	10 count	H: "We're here if you need us"		many stars light the sky		
WARN L18 and "Friends on Earth "							
	L 18	5 count	M: "freinds above"		transitional lighting, special up on H		
CREW- GO							
Move in boxes and papers SR	Move in filing cabinents						
<p>ACT I SCENE 3</p>							

# Stage Manager's Post Show Checklist

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LOCATION: Diamond Head Theatre Stage II

Stage Manager: Mia Sherlock

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**Time: 8:45PM**  
**(End of Show)**

- \_\_\_\_\_ Thank those on headset (Board Op, ASM ect)
- \_\_\_\_\_ Mark ACT II runtime on report
- \_\_\_\_\_ make any other ACT II notes
- \_\_\_\_\_ Return valuable/personal items
- \_\_\_\_\_ Check that set has been stricken and re preset
- \_\_\_\_\_ Turn Headset off
- \_\_\_\_\_ Light and Sound Equipment turned off
- \_\_\_\_\_ Lock SM booth
- \_\_\_\_\_ Remind wardrobe to check costume repair list
- \_\_\_\_\_ Check dressing rooms for items left behind
- \_\_\_\_\_ lock dressing rooms
- \_\_\_\_\_ house and working lights out
- \_\_\_\_\_ Check with FOH that lobby doors have been locked
- \_\_\_\_\_ Greenroom/backstage lights off
- \_\_\_\_\_ Ghost Light on
- \_\_\_\_\_ Final lockups if needed