

天主教輔仁大學英國語文學系學士班畢業成果
ENGLISH DEPARTMENT, FU JEN CATHOLIC UNIVERSITY
GRADUATION PROJECT 2017

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Reflection on Participating in the 2016 Annual Play *If We Were Birds*:
Stage Manager

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Annual Play

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May 7 2017

Reflection on Being a Stage Manager

Being a good actor needs some talent, but being a good stage manager needs nothing but patience. I was assigned to be part of stage manager crew, and I felt satisfied with my contribution. Different from an actor or actress, a stage manager does not perform on stage. Instead, a stage manager has to manage everything behind the stage and everything related to the theater. This position can be seen as a bridge or an in-between of actors and crews. Through the experience of participating in this position, I learned more about not just theater but also other skills, such as communicating and time management.

Presenting a nice production relies on every member of the crew. As a stage manager, I had to contact with different groups of people; some are acquaintance while others may not be so familiar. In order to work well either for the play or for the course and credit, I tried to know them one by one. Since I was in charge of clothing, property, publicity, and costume and make-up groups, we had a regular meeting every week. Every week, the group leaders had to submit a group working progress, and I

would be the one collecting these papers. After compiling these papers, I would send them to professor, and report to him what had been done while what had not been

Weekly Micro Progress Report				
Date:				
Supervised by:	David Wu			
Production Team	Property	Costume & Make up	Art Design	Publicity
Team Leaders	Candice Chen	Ellen Chang	Verna Liao	Sophia Liu
Progress	<ul style="list-style-type: none"> Try to set the budget Work on the prompt book 	<p>Haven't received hers (send at Mar 31 11:55p.m.) Received at Apr 1 (12:55 a.m.)</p> <ul style="list-style-type: none"> Calculating budget for renting costumes (cooperate with Eva) Checking costumes in costume stores Deciding what makeup and hairstyle supplies to buy Discussing every character's possible makeup, hairstyle 	<ol style="list-style-type: none"> Asked the printing store about tentative prices for single A1- and A2-size photo Each member is working on first drafts of the poster Researched the materials for the program design 	<ul style="list-style-type: none"> Drafting program content Raising fund Taking photos of actors in class (co-work with art design) Making a plan and schedule on performance days

finished yet.

Therefore, a stage manager had to be a good organizer and a good planner. I was the one scheduling the weekly progress, and it could be tiresome sometime for there were so many different things to be arranged. For instance, the rehearsal place had to be reserved in advance; how many members should come during the rehearsal; what should they do during the rehearsal, etc.

Weekly Micro Progress Report				
Date:				
Supervised by:	David Wu			
Production Team	Property	Costume & Make up	Art Design	Publicity
Team Leaders	Candice Chen	Eillen Chang	Verna Liao	Sophia Liu
Progress	<ul style="list-style-type: none"> Work on the property list Find the settee and love seat 	<p>Haven't received (send at Apr 8 9:55)</p> <p>Received at Apr 9 9:55 a.m.</p> <ul style="list-style-type: none"> Checking available costumes in the costume stores. Negotiating the renting price with the owner. Starting to learn makeup skills. Revising the tentative portfolio. Discussing the budget with 	<p>Haven't received (send at Apr 8 9:55)</p>	<p>Haven't received (send at Apr 8 9:55)</p> <p>Received at Apr 9 10:53 a.m.</p> <ul style="list-style-type: none"> Fundraising: 工商城 (behind 514 Lane) Anna Ivy 514 Lane Sophia Sue Jianguo Road Sue Kyle Zhongzheng Road Sophia Ivy Xin Zhuang (neighborhood) Anna Schools' cafeteria Sophia

Weekly Micro Progress Report				
Date:				
Supervised by:	David Wu			
Production Team	Property	Costume & Make up	Art Design	Publicity
Team Leaders	Candice Chen	Eillen Chang	Verna Liao	Sophia Liu
Progress	<p>(submit at May 20 5:24 p.m.)</p> <ul style="list-style-type: none"> Bring the props to school. Prepare for the rehearsal on Thursday. Meeting *1 	<ul style="list-style-type: none"> Reflecting on dress rehearsal. Making checklists. Checking the costume and makeup changes during the play. Paying deposit for costumes. Checking the items we're going to borrow from the theater (and the laundry fee). 	<ol style="list-style-type: none"> Filming Working on the printing of the posters, tickets and invitations. 	<ul style="list-style-type: none"> Trailer (co-work with Emily from the art design group) Listing possible places to post the posters Ready to send invitation cards (finish printing on 21st hopefully) Getting prepared for the presales week Online ticket booking is available

When dealing with different people, communicating skills become important.

For some were always late in submitting files whereas some were absent all the time,

I had to “communicate” with them, and tried to tell them be punctual. Sometimes, it

was so hard to make them finish the task in time due to the heavy workload, therefore,

I would try to ask professor for more time so that these groups could finish the tasks on time.

The reason why I mentioned time management was important was based on my experience in this field. There were so many progresses at the same time, and it was hard for me to memorize everything at the same time. I had to put them down in my notebook to remind me when was the deadline; when should we meet each member; when should I contact with professor, etc. Everything had to be taken down in detail so that the production could be perfect.

I still remembered I was always the earliest when we were using CFL theater for rehearsal because I had to open the theater door. Though I did not have pressure, I was aware to be punctual every time.

During the performance, it could be extremely busy for a stage manager due to many trivial tasks. Same as before, a stage manager needs to contact with the director, actors and actresses, and different groups of crew. In other words, I had to get along with people in both the artistic and technical sides of theatre, and to make sure they were ready for the show. I had to manage everything during the performance.

Therefore, a stage manager has to be clear in mind for what has to be done within a short period. Yet, different from usual, I also had to use a walky-talkie to contact every group leader during the performance. I had to make sure actors and actresses

were ready or not; I had to make sure the props were in the right positions; I had to make sure the lighting were okay, etc. everything was complicated, and that was why I said being a stage manager had to be careful and be patient.

I would say that being a stage manager can be a tiring job and also you may feel boring at the same time because there are many things that have to be done repeatedly. However, this is an important and essential position. When there is trouble, a stage manager has to remain cool, keep their heads and cope with it; in a confrontation situation stage management must calm, soothe and mediate. Though stage managers do not act, they sometimes, have to contribute more than one can imagine in order to present a better performance.

Lastly, I would like to thank every participant in this production, including Professor John Basourakos, the director, actors and actresses, stage managers, and other crew members. Without your effort, the play would not be so perfect. This was a nice experience and I would never forget it.