



E L O R A B O W E R S

Stage Management Portfolio



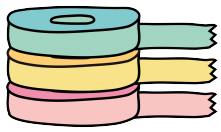


Table of Contents

Resume

Production Stage Manager Samples

Rehearsal Report Template

Daily Call Example

Production Meeting Report Template

Performance Report Example

Assistant Stage Manager Information Packet Template

Anything Goes Work

Production Stage Manager

Calling Script Sample

Top of Show Cueing

Blocking Key

Blocking Sample

Block Calender

Front of House Information Sheet

Assistant Stage Manager Samples

Who, What, Where

Production Analysis

Deck Paperwork

ENT/EXT Tracking

25th Annual Putnam County Spelling Bee Samples

Assistant Stage Manager

Props Preset

Whats in my Backpack

Props Tracking

Pulled Point/Taping the Room Sheet

Crew Information Packet



Stage Management Experience

The Carnegie, December – March, 2026

Production Stage Manager	<i>Anything Goes</i>	Dir. Eric Byrd
Assistant Stage Manager	<i>It's A Wonderful Life</i>	Dir. Denton Yockey

Dayton Performing Arts Alliance, September 2024

Assistant Stage Manager	<i>South Pacific</i>	Dir. Joe Deer
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University of Cincinnati, College-Conservatory of Music, August 2022 - April 2025

Production Stage Manager	<i>Le Nozze Di Figaro</i>	Dir. Amy Johnson
Assistant Stage Manager	<i>Hair</i>	Dir. Vince DeGeorge
Assistant Stage Manager	<i>25th Annual...Spelling Bee</i>	Dir. Chaz Wolcott
Production Assistant	<i>Something Rotten</i>	Dir. Diane Lala

Related Experience

Clifton Heights Music Festival, October 2024

Event Manager	<i>Clifton Heights Tavern Bar</i>	Pro. Rome Ntukogu
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Dayton Performing Arts Alliance, April 2024

Supertitle Caller	<i>Puccini's Tosca</i>	Dir. Kathleen Clawson
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Linton Chamber Music, August 2025 - Present

Front of House Coordinator	<i>Peanut Butter Jam Sessions</i>	Dir. Julie Eugenio
Social Media Manager	<i>Peanut Butter Jam Sessions</i>	Dir. Julie Eugenio

Education

University of Cincinnati, College-Conservatory of Music
B.F.A. Theater Design and Production, Stage Management, *expected graduation May, 2026*

Skills

People First Management style, time management and scheduling, strong communication and problem-solving under pressure, a passion for organization, experience in leading an IATSE crew, current passport, licensed driver, proficient in Google Suites

References

Michele Kay
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of Stage Management
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University of Cincinnati
Jordannshaww16@gmail.com
(513) 556-9440

Evan DiTullio
Staff Technical Director
Cincinnati Country Day School
ditullioe@gmail.com
(513) 205-3766



Production Stage Manager - Rehearsal Report Template



Rehearsal Report #29
EAB v1
2.24.2026

ANYTHING GOES REHEARSAL REPORT #29	
TUESDAY, FEBRUARY 24TH	
Start Time: End Time: Breaks: Early Release: N/A	Work Completed: Tech/Dress <i>Please see Daily Call for future rehearsal schedules.</i>
Late/Absent: N/A	Accident/Injury: N/A
Staff Present: E. Bowers, E. Byrd, S. Goggin, J. Harris, E. Mormille, J. Spangler, L. West	

REPORT NOTES	
General	1. No notes today, thank you!
Artistic / Script	1. No notes today, thank you!
Costumes / Wardrobe	1. No notes today, thank you!
Choreography	1. No notes today, thank you!
Facilities	1. No notes today, thank you!
Lighting	1. No notes today, thank you!
Props	1. No notes today, thank you!
Scenic / TD	1. No notes today, thank you!
Sound	1. No notes today, thank you!
WHAM	1. No notes today, thank you!

Dir: Eric Byrd
Music Dir: Julie Spangler
PSM: El Bowers

1

ASM: Sequoia Goggin
ASM: Lilly West
PA: Erin Mormille

Anything Goes 2026
DIRECTOR: ERIC BYRD

Production Stage Manager - Daily Call Example



Daily Call 1.26

EAB v1

1.27.2026

DAILY CALL ANYTHING GOES

TUESDAY, JANUARY 27TH			
WHEN	WHAT	WHO	WHERE
6:00p	Staging: 1.7.2 "De-Lovely" w/Eric and Jess	A. Bakun, K. Cliburn, M. Churchill, A. Dauk, J. Devine, A. Jonker, G. Simmons, N. Thuren, M. Williamson, J. Zoller	CC 3705
6:30p	Staging: 1.5.3 "Friendship"	G. Baker, D. Carroll, I. Lincicome, C. Minor	CC 3735
7:00p	Staging: 1.7.2 "De-Lovely" w/Jess	A. Bakun, K. Cliburn, M. Churchill, A. Dauk, J. Devine, A. Jonker, G. Simmons, N. Thuren, M. Williamson, J. Zoller	CC 3705
8:00p	Staging: "Hot Pants" 1.6	J. Baciocco, G. Baker, D. Carroll, C. Cliburn, J. Haroutunian, I. Lincicome, C. Minor, M. Patrick	CC 3735
11:00p	END OF DAY, THANK YOU!		

GENERAL NOTES		
No notes today, thank you!		
MIC FITTINGS	WARDROBE FITTINGS	WHAM FITTINGS
n/a	n/a	n/a

FIRST CALLS							
A. Allmon	N/C	A. Dauk	6:00p	J.J. Korkin	N/C	B. Schultz	N/C
J. Baciocco	8:00p	J. Devine	6:00p	D. Lala	N/C	G. Simmons	6:00p
G. Baker	6:30p	Z. Finkelstein	N/C	I. Lincicome	6:30p	A. Stokes	N/C
A. Bakun	6:00p	J. Harris	6:00p	C. Minor	6:30p	N. Thuren	6:00p
D. Carroll	6:30p	J. Haroutunian	8:00p	M. Patrick	8:00p	M. Williamson	6:00p
M. Churchill	6:00p	K.J. Jones	N/C	R. Pavlovich	N/C	J. Zoller	6:00p
K. Cliburn	6:00p	A. Jonker	6:00p	J. Ryan	N/C	N/C = Not Called	

Dir: Eric Byrd

Music Dir: Julie Spangler

PSM: El Bowers

ASM: Sequoia Goggin

ASM: Lilly West

PA: Erin Mormille

Production Stage Manager – Production Meeting Report Template



Production Meeting Report #
EAB v1
112.2026

ANYTHING GOES PRODUCTION MEETING REPORT #	
MONDAY, JANUARY 12TH	
Start Time: End Time:	Work Completed:
Late/Abscent: N/A	Accident/Injury: N/A
Staff Present: E. Bowers, E. Byrd, S. Goggin, E. Mormille, J. Spangler, L. West	

REPORT NOTES	
General	1. No notes today, thank you!
Artistic / Script	1. No notes today, thank you!
Costumes / Wardrobe	1. No notes today, thank you!
Choreography	1. No notes today, thank you!
Facilities	1. No notes today, thank you!
Lighting	1. No notes today, thank you!
Props	1. No notes today, thank you!
Scenic / TD	1. No notes today, thank you!
Sound	1. No notes today, thank you!
WHAM	1. No notes today, thank you!

Dir: Eric Byrd
Music Dir: Julie Spangler
PSM: El Bowers

1

ASM: Sequoia Goggin
ASM: Lilly West
PA: Erin Mormille

Anything Goes 2026
DIRECTOR: ERIC BYRD

Production Stage Manager – Performance Report Example



Performance Report #6
EAB v1
3.5.2026

ANYTHING GOES PERFORMANCE REPORT #6	
THURSDAY, MARCH 5TH	
Start Time: 07:32p Act One: 01:19:34 Intermission: 19:00 Act Two: 00:47:30	House Open: 07:03p House Close: 07:32p Run Time w/Intermission: 02:27:00 Run Time w/out Intermission: 02:07:04
Weather: Rainy 61° Calling SM: El Bowers	House Manager: Harper House Count: 263
Show Notes: Tonight was a great kickoff to our second weekend. The crowd got some good laughs out of Reno's "And I'm not used to men treating me like that." and Erma's rendition of "The Lord's Prayer". They we're also very amused by Evelyn handing Julie the bottle at the start of "Byron In Me"	
Late/Abscent: N/A	Accident/Injury: N/A
Staff Present: E. Bowers, T. Gabbard, S. Goggin, K. Imbronyev, E. Miller, E. Mormille, J. Spangler, L. West	

PERFORMANCE NOTES	
General	1. No notes today, thank you!
Artistic / Script	1. No notes today, thank you!
Costumes / Wardrobe	1. No notes today, thank you!
Choreography	1. No notes today, thank you!
Facilities	1. No notes today, thank you!
Lighting	1. No notes today, thank you!
Props	1. No notes today, thank you!
Scenic / TD	1. No notes today, thank you!
Sound	1. No notes today, thank you!
WHAM	1. No notes today, thank you!

Dir: Eric Byrd
Music Dir: Julie Spangler
PSM: El Bowers

1

ASM: Sequoia Goggin
ASM: Lilly West
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Anything Goes 2026
DIRECTOR: ERIC BYRD

Production Stage Manager - ASM Information Packet Template



ASM Information Packet
EAB v1
12.17.2025

The Team - We're Delightful, Delicious and De-Lovely			
Production Stage Manager	Elora Bowers	513-687-2059	First off, welcome to the team, so super excited to get started on this project! This packet will outline the basic process of the show and how we fit into it! Please feel free to reach out with any questions/concerns!
Assistant Stage Manager	Lilly West	847-977-3647	
Assistant Stage Manager	Sequoia Goggin	513-303-3910	
Production Assistant	Erin Mormille	513-800-3629	

Google Suites: Show Email: Anythinggoescarnegie@gmail.com Password: TENNISPROS2026!	Rehearsal Room: CC3705 Performance Space: The Carnegie <i>1028 Scott St, Covington, KY 41011</i>
Rehearsals: 6-10p SM Set Up: 5:30p Tech: 2/20, 2/21 Performances: 2/27 at 7:30p, 2/28 at 2:00p & 7:30p, 3/1 at 3:00p, 3/5 at 7:30p, 3/6 at 7:30p, 3/7 at 2:00p & 7:30p, 3/8 at 3:00p	Production Meetings: Check-Ins: Tuesdays, 5:30p in CC 3705 (zoom) Others will be scheduled TBD by Tyler.

Production Stage Manager:

The Production Stage Manager leads the team and guides the group throughout the process, primarily working with the director, lighting, and sound. They are a great resource for any questions :)

Assistant Stage Manager- Props/Scenic Liaison:

They primarily work with Props, Scenic, and Technical Direction. Some of their responsibilities include Pulling Points, Taping the Floor, Props Tracking, Spike Map, Weapons Tracking, Crew Training, rehearsal props and other various paperwork/duties that will be defined in the Production Checklist :)

Assistant Stage Manager- Costumes/WHAM Liaison:

They mainly work with costumes, wardrobe, and WHAM. Some of their responsibilities include scheduling fittings, Who, What, Where, Costume Breakdown, Costume Tracking, Quick Change paperwork, and other various paperwork/duties that will be defined in the Production Checklist :)

Production Assistant:

They are there to learn the process and to assist the team according to their needs. Some of their responsibilities include creating the template for Update, helping set/clean up the rehearsal hall, creating email templates, creating a facesheet, and other various duties assigned by the team and outlined in the Production Checklist. They are there to learn and soak up as much information as possible :)

Dir: Eric Byrd
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PSM: El Bowers

1

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Anything Goes 2026
DIRECTOR: ERIC BYRD

Production Stage Manager - ASM Information Packet Template



ASM Information Packet
EAB v1
12.17.2025

Communication:

Since this is such a collaborative process, communication plays a pivotal role. I will primarily be communicating with you all through text (if receiving text messages for work is a boundary, let me know and we will adjust accordingly), and our artistic team with the show email. I highly suggest figuring out how your designers like to be communicated with early in the process, it can also be helpful to build a personal relationship with your designers. We are humans first and so are they :)

Team Expectations:

Open communication, the more pertinent information you share the better. Although we each focus on different liaisons, don't pigeonhole yourself. If you have any questions or need support please reach out, we are a team! This is a collaborative process and everyone plays an equally important role, it goes smoother with effective communication.

Google Suites:

We will be using google suites to create our show paperwork and communicate. Rehearsal reports and Daily Calls will be sent out through the show email. Using google suites will be nice because we all will have up to date access to all the information we each put in. In addition to uploading documents to Sharepoint we will also upload them to Google Drive [here](#) for Carnegie personnel.

Know your Show:

As Stage Manager's we are often expected to know the answers to the questions. In order for that to happen we have to know our show. Take the time to read the script and analyze it thoroughly. While we have very specific duties our main focus is to get the show up, often liaison areas will overlap to make something happen :)

Mindfulness:

Please remember to take care of yourself. Due to the nature of our position we will often be communicating at odd hours. I encourage you to set boundaries, if it is late at night feel free to wait to respond until the morning. Don't feel like every free second you have has to be dedicated to working on the show. If there is ever a time where you are having trouble finding the time to eat or sleep, please reach out and we will figure something out. Your health and safety (that includes mental health) always comes first.

Facilities:

It is our job to keep the rehearsal hall the way Performance Management has it set up. At the end of the night chairs need to be put back in the room they are from. Props and Costumes can be stored in the SM Office (no longer in the crossover). If there is no space, talk to Ashley or Celeste. These rehearsal rooms are used throughout the day by various classes (OURS IS USED BY TAP), with this in mind take care of how things are stored and if everything is accessible. If something in the room is broken contact:

Ray Dobson: 513-556-9460

Jessica Lucas: lucas2j2@ucmail.uc.edu

Dir: Eric Byrd

Music Dir: Julie Spangler

PSM: El Bowers

2

ASM: Sequoia Goggin

ASM: Lilly West

PA: Erin Mormille

Anything Goes 2026

DIRECTOR: ERIC BYRD

Production Stage Manager – ASM Information Packet Template



ASM Information Packet
EAB v1
12.17.2025

Safety:

In case of an emergency, Campus Police and CPD are a great resource. For less emergent and quicker action Campus Police can be great (intruder, locked door, rowdy students). If you see something weird, let someone know.

If there is ever an active shooting, bomb threat, or fire the campus will be evacuated. At that point, focus on keeping yourself and those around you safe and immediately call CPD. Keep in mind that should there be a fire drill we are required to evacuate, regardless of what we are doing.

Should someone have a medical emergency, alert a faculty member and call an ambulance. The ambulance will need to be guided to where the person is while the faculty member stays with the injured party and provides more instruction. Later on an incident report must be filed. Here are some good phone numbers to have:

Campus Police: 513-556-1111

Police/Firefighters/Ambulance: 911

Confidentiality:

As Stage Managers we have access to a lot of personal and confidential information. It is important that we do not spread this information around, whether it be to people a part of the show or not. Be kind y'all, easy money.

SM Office:

Keys for the SM office can be checked out through Michele, she also has iPads available to check out. We can print through the Mailroom for larger orders, the printer in the SM office, or through CCM Print to the dance wing. The office will have a show board where we can put check lists and notes. Personal items can be stored in the cubbies in the SMoffice, and food in the fridge.

BON-VOYAGE Sailing To: The Carnegie: (Parking)

Transportation to Carnegie is not provided, if this is an issue reach out please! There is a small lot on Lynn Street next to a Bank and Loan where we can park for tech's and performances. We enter through the stage door across from the lot. There is not reliable printing at Carnegie, be sure to do so elsewhere.

The Carnegie has a backstage crossover connected to three dressing rooms available for use. We will have a very tight backstage space fyi.

Due to this being a Co-production with The Carnegie, we will be following their procedures. Questions directed at administrative or artistic personnel will mostly be through them rather than CCM.

Dir: Eric Byrd
Music Dir: Julie Spangler
PSM: El Bowers

3

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Anything Goes 2026
DIRECTOR: ERIC BYRD

Production Stage Manager - ASM Information Packet Template



ASM Information Packet
EAB v1
12.17.2025

Here is a list of the paperwork you may complete throughout the process of the show.

Props/Scenic ASM Paperwork		Costume/WHAM ASM Paperwork	
Consumables	Rehearsal Scenic Elements	Actor Scene Breakdown	Rehearsal Costumes
Crew Info Packet	Shift Plot	Allergies List	Quick Change Plot
Deck Paperwork	Spike Map	Costume Fittings	Preset List
Fire/Water on Stage	Updated Ground Plan	Dressing Room Assignments	What's In My Closet
Preset List	Weapons List	Fitting Schedule	Who, What, Where
Props List	Weapons Training	Make up Training	Wig Fittings
Rehearsal Props		Measurements	

Here is a vague description of the different sections of the process, more detailed to do list in the production checklist. If you have any questions please reach out.

Preproduction:	Preproduction is the process of getting us set up for rehearsals. During which we will read the script, do a production analysis, make the call board, pull points and tape the floor, and begin our paperwork.
Rehearsal:	We will meet in the SMoffice 45 minutes before rehearsal to set up the room. During rehearsal we will work on paperwork. Once rehearsal is done, we clean and lock up, as well as, send out the reports and dailies. Last rehearsal at CCM we pull up tape, clean up the SM Office, and pack up needed supplies to bring to Carnegie.
Update:	We present to the other Stage Managers one week before tech about how the process has gone so far and what everyone has been working on. The template will be created by Erin and filled in by the rest of the team. Have fun with this (still get info out tho)
Tech:	The PSM will be in the House or in the Booth, meaning the ASM's and PA are running the deck by themselves. We will hold a War Room to make sure everyone knows what's going on and how the different areas fit into each other.
Performances:	Our job here is to maintain the integrity of the director's vision. We send out daily calls and performance reports at the end of the night.
Strike/Post:	Pull up tape, and meet with Michele for a mini Post Mortem. Yay we did it!

Dir: Eric Byrd
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4

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Anything Goes 2026
DIRECTOR: ERIC BYRD

Production Stage Manager - Calling Script Sample

83

No. 11

It's De-lovely

(Billy & Hope)

Cue: HOPE: I've ruined everything!

OLD LADY: (BILLY in disguise) Things don't look that bad to me.

Freely, [Dictated - colla voce]

BILLY

The night is young, the skies are clear, And if you want to go

Vibes.

Ob., Cls., Vibes., 8va Vln.

mp

Bs. Cl.

In Tempo,
Easy Two ($\text{♩} = 80$)

walk-ing, dear, It's de-light-ful, it's de-li-cious, it's de-

R.H. Pno. (Lite jazzy solo obbligato ad lib. thru bar 8)

cup Tbn. (lightly)

Rhy: pizz. Bs., Pno., Guit., Drs.

- love-ly. I un-der-stand the

Tpts.

Tbns.

Br.

Rhy.

Rhy. (R.H. Pno. - utterly straight, Drs. - straight)

AGV - Piano Conductor

LX

390

SPOT

217

Anything Goes 2026

DIRECTOR: ERIC BYRD

Production Stage Manager - Calling Script Sample

84

- 2 - It's De-lovely

10 reas - on why — You're sen - ti - men - tal, 'cause so am I, — It's de-

11

12

13 - light - ful, — it's de - li - cious, — it's de - love - ly. —

14

15

16 You can

R.H. Pno. (*Jazzy solo obbligato ad lib. thru bar 16*)

open Tbns.

Tpts.

Tbns.

Rhy. (Drs. - jazzy)

Rhy.

Tbns. *Divisi, soli, con vib.*

LX

392

(OLD LADY removes her disguise revealing BILLY.)

17 tell at a glance — What a swell night — this is for ro-mance, — You can

18

19

20

Bells

Tbns.

W.W.

Rhy. (Drs. - time)

21 hear dear Moth-er Na - ture mur - mur-ing low, "Let your-self go." So

22

23

24

W.W., Vibes.

div. Tbns.

Br.

+Vibe. gliss.

Clis.

tr (s)

Tutti

AGV - Piano Conductor +Bs. Cl.

Anything Goes 2026

DIRECTOR: ERIC BYRD

Production Stage Manager - Calling Script Sample

- 3 - It's De-lovely

85

25 Vin. (Colla voce, 8va, thru bar 28) 26 27 28

please be sweet,— my chick-a-dee,— And when I kiss— you, just say to me,—“It’s de-

Br., Vibes.

W.W.

Rhy: Bs., Pno., Guit., Drs.

29 30 31 32

- light - ful,— it’s de - li - cious,— it’s de - lect - a - ble,— it’s de - lir - i - ous,— It’s di-

Tpts., Vibes.

div. Tbns.

Rhy.

33 34 35 36

- lem-ma, it’s— de-lim-it, It’s *de-luxe, it’s de - love - ly.” I

poco allarg.

HOPE

Tpts. Br., Vibes.

div. Tbns.

Pno., Guit.

LX

394

Freely, Allegretto
[Dictated - colla voce]

37 38 39 40

feel a sud - den urge to sing,— The kind of dit - ty that in - vokes the spring,— I’ll con -

Fis., Cl., Bs., Cl., Pno.

p

* Pronounced “delukes”

AGV - Piano Conductor

Anything Goes 2026

DIRECTOR: ERIC BYRD

Production Stage Manager - Calling Script Sample

86

- 4 - It's De-lovely

LX

396

41 42 43 44 HOPE

- trol my de - sire to curse While you cru - ci - fy the verse. The

Tbns., Bs. Cl., Guit.

45 46 47 48 BILLY

verse I've start - ed seems to me The Tin Pan - ti - thes - is of mel - o - dy, — So

Bells

W.W., Pno.

49 50 51 52

spare us all the pain, Just skip the darn thing and sing the re - frain.

Tbns., Bs. Cl., Guit.

LX

398

HOPE 53 54 55 56 In Tempo, Easy Two

Mi, mi, mi, mi, Re, re, re, re, Do, sol, mi, do, la, si. The

Vin. tr

W.W., Pno., +small Tri. roll

Br., Rhy. mf

Bs. Dr. solo

Es.

AGV - Piano Conductor

LX

402

Production Stage Manager - Calling Script Sample

- 5 - It's De-lovely

87

57 58 59 60

night is young, The skies are clear, And if you want to go walk-ing, dear, — It's de -

W.W.

Tbns. *mp* 3 3 3 3 cup Tpts., 8va Vin. (With a lilt)

Rhy: Bs., Pno., Guit., Drs. (time)

61 62 63 64

- light - ful, — it's de - li - cious, — it's de - love - ly. — I

Br., Marimba

+R.H. Pno. (High solo obbligato thru bar 63) *f* div. W.W. gliss.

Rhy. +Tbns.

65 66 67 68

un - der - stand — the rea - son why — You're sen - ti - men - tal, 'cause so am I, — It's de -

W.W. Tbns. *mp* 3 3 W.W., Tbns. Tpts., 8va Vin. *mp*

Rhy. Bs.

69 70 71 72

- light - ful, — it's de - li - cious, — it's de - love - ly. — You can

Br., Marimba *f*

Rhy. +Tbns.

AGV - Piano Conductor

Production Stage Manager - Calling Script Sample

88 - 6 - It's De-lovely

73 tell at a glance— 74 What a swell night— 75 this is for ro-mance,— You can

Vln. solo obbligato

W.W.

Rhy: Bs., Pno., Guit., Drs.

77 hear dear Moth - er Na - ture mur - mur - ing low, 78 79 80 BILLY “Let your-self go.”

Tutti +Marimba (No tie for Brass)

Dance Rubato ease into.....tempo

Alto Sx. solo (Swing feel even tho it's Rubato) 81 82 83 84 85

mp Pno. cup Tpts., Vln., R.H. Pno. (swing feel)

cup Tbn., Rhy., Drs. (tite Hi-Hat)

86 87 88 89 90

Subito legato Bells

Alto solo +8va Cls. Tbn.

Cym. Rhy: Bs. Cl., Bs., Pno., Guit., Cym., Bs. Dr.

91 92 93 94

Vln., Tpt. cup Tpts., Vln., R.H. Pno. (swing feel)

Rhy: Bs., Pno., Guit., Drs. (H-H.)

AGV - Piano Conductor

LX

410

Production Stage Manager - Top of Show Cueing

89

- 7 - It's De-lovely

95 *Subito legato* *mf* 96 Bells open Tbn. I solo *Romantic* 97 3 98 3 Alto

Cym. (b) Rhy: Rds., Guit., Bs.

99 3 100 3 101 Cl's., Vln., R.H. Pno. Br. +8va *cresc. ...poco...a...poco* (Guit. - arpeg. even eighths) Bs. (Bs. Cl., L.H. Pno. - sust.)

(Drs. - rolls on various Cym's. thru bar 104)

102 103 104 Cl. solo *ff* *mp*

(even eighths) 105 106 107 108 Cl., Bs. Cl., Pno., Guit., Vibes. mute Tpt. solo *Romantic*

109 110 111 112 Bells Tbn's., Bs., Guit. Bs. Cl. Cls., Tbn. III., Dr.- brush roll on H-H.

Vivace, in one 8va 113 *mf* solo Synth/Cel., +Vln. Bells 15^{ma} 114 115 116 117 (b)

Cls., Bs. Cl., Synth/Cel., Dr. (roll on small Tri. to bar 122) AGV - Piano Conductor

 Couples NT

LX 414

LX 419

 Billy x

 Hand kiss

LX 422

LX 426

Anything Goes 2026

DIRECTOR: ERIC BYRD

Production Stage Manager - Blocking Script Key

90 *8va* - 8 - It's De-lovely

LX 430

Tempo di Beguine

123 harmon Tpt's. *f* Guit. Bs. (Bs. Cl. sust.)

124 125 126 Pno. gliss. open Tbns., Drs.

127 Marimba Rhy. Tbns. Bs., Pno., Guit., Drs.

128 129 130 solo Pno.

131 132 133 mute Br., Fl. *mf*

134 +Guit., Bs. +Dr.

LX 438

135 Vin. div. Sxs. *mp* Bs., Maracas

136 137 138 div. Br. in hats +Sxs.

139 (8va Vln.) Sxs., Tbns. (Br. open)

140 141 Tpt. I "pyramid" Sxs., Tbns.

142 Tpt. III Tpt. II

AGV - Piano Conductor

LX 434

LX 442

LX 446

Circle

Production Stage Manager - Blocking Script Example

Sxs., Tpts., +8va Fl., Vln.

- 9 - It's De-lovely

91

143

144

145

Tbns.

3

3

3

3

146

147

148

Tbns.

3

3

149

150

151

152

Pno.

Tutti

Br., Rhy.

Cym.

Tbns.

3

3

3

3

153

154

155

156

Pno.

Pno., Guit.

L.H.

mp

Alto Sx. solo *Dolce*

R.H.

Guit., Bs. harmonic

W.W., Vln.

Delicato

157

158

159

160

Alto solo
+Cl., Vibes.

L.H.

cup Tbns. *p*

div. Tbns., Bs., Pno., Guit.

AGV - Piano Conductor

LX 450

👁️ Couples x DS

LX 454

Freely, Slower

LX 458

👁️ Hands out

Production Stage Manager - Block Calender

92

- 10 - It's De-lovely

BILLY

161 162 163 164

So please be sweet, my chick - a - dee, And

165 166 167 168

when I kiss you, just say to me, "It's de - light - ful, it's de - li - cious,

169 (HOPE & BILLY kiss) 170 171 172

173 **BILLY** 174 175 176 177

it's de - love - ly."

Dictated

AGV - Piano Conductor

Fl., 8vb Cl. (sneak in)
Cl.
pp
Vibes., Pno., Guit.
Vln.
Fl., Vln.
open Tbns., arco Bs., Cym. roll
Pno.
Rhy: R.H. Pno., Guit. (Cls., Vibes. arpeg. in quarters)
Tutti
Alto
mf
mp
"pyramid"
+Cl.
Cls., cup Tpt. III
+cup Tpt. II, Vln.
+Fl., Br.
hat Tbns., Pno., Guit.
high Tutti +Picc., Bells
mf
pizz. Bs., Pno., Guit., Bs. Dr.
Cls.



Walk US

LX

462

SPOT

225

LX

466 button

Anything Goes 2026

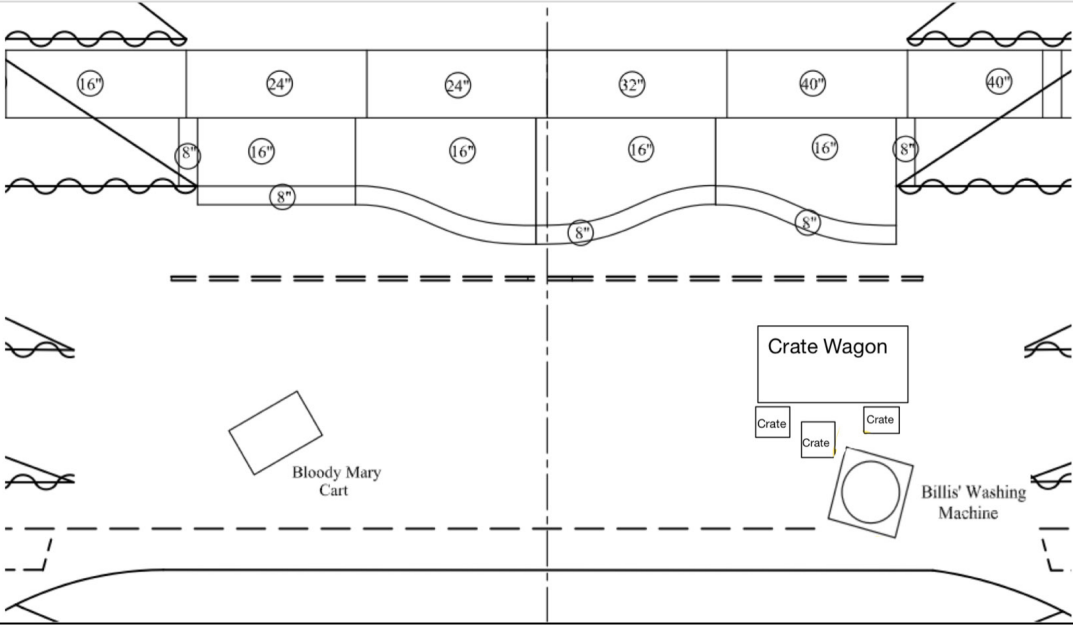
DIRECTOR: ERIC BYRD

Production Stage Manager



Anything Goes 2026
DIRECTOR: ERIC BYRD

Assistant Stage Manager - Deck Paperwork Sample

PLEASE NOTE: ALL TIMINGS ARE SUBJECT TO CHANGE DUE TO THE NATURE OF A LIVE ORCHESTRA					
CUE	WHO	WHAT	WHERE	WHEN	NOTES
	SR Props	PRESET Crate 2	SR 2	18:00	
	SR Props		SR 2	18:00	
	SR Props	PRESET Bloody Mary Cart	SR 2	18:00	Crates NT first
Dites- Moi Reprise - 17:45					
"Jerome, Ngaga"	ASM	ESCORT Y.P.s (2) for ENT	SL1	17:45	
End of Song	ASM	ESCORT Y.P.s (2) for EXT	SL1	18:30	
TRANSITION B: EMILLE'S VILLA TO PALM GROVE					
DECK 1 (SL CUE LIGHT) (SR CUE LIGHT)	Deck 1 & 2	CATCH & STORE Garden Wagon	SR2	18:30	Store Backstage
	SL Props	CATCH & STORE Bar Cart	SL3	18:30	PRIORITY: Lift Cart off Platform Store Backstage
	SL Props	CATCH & STORE 2 Chairs	SL1	18:30	Store Backstage
	SL Props	CATCH & STORE Table	SL1	18:30	Store Backstage
ACT 1, SCENE 2: PALM GROVE					
YELLOW SPIKE					
					
Bloody Mary - 18:30					
After Transition	SR Props	FILL Shower Tank w. Warm Water	Offstage	18:45	
After Transition	SL Props	RESET Bar Cart w. 2 Champagne Glasses Champagne Bottle RESTORE 2 Congac Glasses	Backstage L	18:45	
"Minor Burns and tears"	SL Props	CATCH & STORE ripped shirt	SL1	20:00	J. Allen XT w. Shirt
There is Nothin' Like a Dame- 23:30					
"Goodbye Luther. Hut, two..."	SR Props	CATCH & TRACK Nellies Laundry	SR3	25:20	Track SL

Assistant Stage Manager - Deck Paperwork Sample

Director: Vince DeGeorge

PSM: Annalee Crosser



Deck Paperwork
EAB V.Final
04/21/2025

Deck Paperwork

Please note all timings are subject to change due to the nature of a live orchestra					
SL Deck Crew Corey Willett Zoo Finkelstein			SR Deck Crew Paul Hartman Gavin Barrett		
Cue	Crew	Action	Location	Time	Notes
Preshow					
PRESHOW	ALL	CLEAR	Stage	0:00	--
	Gavin, Paul	SWEEP	Onstage/Backstage	0:00	--
	Corey, Zoo	MOP	Onstage/Backstage	0:00	--
	Corey, Zoo	CHECK	SL Props	0:00	Use Props Preset
	Gavin, Paul	CHECK	SR Props	0:00	Use Props Preset
	Gavin	FOLD	SR Trunk	0:00	American Flag
	Zoo	SET	flashlight	0:00	on top of bus after fight call
	Paul	REPLACE	Box	0:00	Joints
PCT Lobby: Swing, Sam					
SR (12): Sean, Jonathan, Lucy, Amelia, Jayy, Kristen, Maya, Chloe, Josh, Erin, Andy, Coty					
SL (11): Franco, Hannah E, Hannah B, Tomi, Edin, Jack, Ellie, JT, Brian, Carter, Griffin					
1.1 Aquarius					
RAIL .5	Gavin	FLY	Hair Sign 2nd Position	0:25	Cue Light/ El GO
RAIL 1	Paul	FLY	Scrim OUT	0:25	Cue Light/ El GO
1.2 Donna					
RAIL 1.5	Gavin	FLY	Hair Sign OUT	4:15	--
Start of Song	Corey	WATCH MIC CABLE	BSL	4:15	--
1.3 Hashish					
Start of Song	Corey	COIL MIC CABLE	BSL	8:17	RECEIVE from Hannah E RESET height to JT
1.4 Sodomy					
1.5 Colored Spade					
Start of Song	Corey	WATCH MIC CABLE	BSL	10:54	--
1.6 Manchester, England					
Start of Song	Corey	COIL MIC CABLE	BSL	12:55	RECEIVE from Carter RESET height to HE
1.8 Ain't Got No					
1.9 Dead End					
Start of Song	Paul	WATCH MIC CABLE	BSR	15:20	--
End of Song	Paul	COIL MIC CABLE	BSR	17:00	RECEIVE from Coty RESET height to #2

ASM: Hannah Kait Harver

Pg 1

ASM: El Bowers

Hair 2025

DIRECTOR: VINCENT DEGEORGE

Assistant Stage Manager - Deck Paperwork Sample

Director: Vince DeGeorge

PSM: Annalee Crosser



Deck Paperwork
EAB V.Final
04/21/2025

Deck Paperwork

Please note all timings are subject to change due to the nature of a live orchestra					
SL Deck Crew Corey Willett Zoo Finkelstein			SR Deck Crew Paul Hartman Gavin Barrett		
Cue	Crew	Action	Location	Time	Notes
1.10 I Believe In Love					
Start of Song	Corey	WATCH MIC CABLE	BSL	17:05	--
AUTO 20	TD	AUTOMATION	Positon 2	17:05	--
1.11 Ain't Got No Grass					
Start of Song	Corey	COIL MIC CABLE	BSL	19:30	RECEIVE from Chloe
1.12 Air					
AUTO 30	TD	AUTOMATION	Positon 3	20:15	--
1.13 Inittals					
1.14 Kama Sutra					
1.15 1930's					
AUTO 40	TD	AUTOMATION	Positon 3	23:35	--
Start of Song	Paul	WATCH MIC CABLE	BSR	23:35	--
End of Song	Paul	COIL MIC CABLE	BSR	24:30	RECEIVE from Franco
1.16 Manchester II					
1.17 I Got Life					
1.18 Going Down					
During Song	Zoo	HANDOFF Edible Card	BSL		to Andy
1.19 Freakout					
AUTO 50	TD	AUTOMATION	Positon 4	25:17	"That was my drivers license"
1.20 Hair					
AUTO 60	TD	AUTOMATION	Positon 5	44:31	--
1.21 My Conviction					
Start of Song	Zoo	WATCH MIC CABLE	BSL	46:25	--
End of Song	Zoo	COIL MIC CABLE	BSL	46:55	RECEIVE from Sean
1.22 Sheila Franklin					
1.23 Easy to be Hard					
1.24 Hung Up					
DECK CUE 1	Gavin	STORE Table	BSR	58:30	--
	Paul	STORE Chair (2)	BSR	58:30	--
1.25 Don't Put It Down					
AUTO 70	TD	AUTOMATION	Positon 6	1:02:04	--
1.26 Frank Mills					

ASM: Hannah Kait Harver

Pg 2

ASM: El Bowers

Hair 2025

DIRECTOR: VINCENT DEGEORGE

Assistant Stage Manager - Deck Paperwork Sample

Director: Vince DeGeorge

PSM: Annalee Crosser



Deck Paperwork
EAB V.Final
04/21/2025

Deck Paperwork

Please note all timings are subject to change due to the nature of a live orchestra					
SL Deck Crew Corey Willett Zoo Finkelstein			SR Deck Crew Paul Hartman Gavin Barrett		
Cue	Crew	Action	Location	Time	Notes
1.27 Be In "Hare Krishna"					
WEAPONS	Gavin	HANDOFF Police Batons	BSR	1:03:30	--
1.28 Where Do I Go					
AUTO 80	TD	AUTOMATION	Positon 8	1:13:10	--
WEAPONS	Gavin	COLLECT Police Batons	BSR	1:13:10	--
Intermission					
RAIL 2	Gavin	FLY	Hair Sign IN	4:00	Cue Light/ El GO
SR (13): Erin, Kristen, Griffin, Carter, Ellie, Tomi, Franco, Maya, Hannah E, Hannah B, JT, Chloe, Andy					
SL (11): Jack, Jayy, Edin, Amelia, Jonathan, Coty, Josh, Sean, Brian, Lucy, Sam					
2.1 Electric Blues					
RAIL 3	Gavin	FLY	Hair Sign OUT	6:25	Cue Light/ El GO
2.2 Oh Great God Of Power					
2.3 Manchester III					
2.4 Black Boys					
During song	Corey	PRESET Projector	BSL		turned on, video set
2.5 White Boys					
2.6 Walking In Space					
AUTO 90	TD	AUTOMATION	Positon 7	16:31	--
Wide wide wide	Corey	HANDOFF Projector	BSL	TBD	press play on SM cue
2.7 General Washington					
WEAPONS	Gavin	HANDOFF Pistol	BSR	18:50	--
2.8 Trip					
WEAPONS	Gavin	COLLECT Pistol	BSR	20:50	--
2.12 3500					
2.13 What A Piece of Work Is Man					
2.14 How Dare They Try					
start of song	Corey	STRIKE Projector	BSL		bring to Shop, charge battery
AUTO 100	TD	AUTOMATION	Positon 11	32:30	--
2.15 Good Morning Sunshine					
DECK 2	Zoo, Paul, Corey, Gavin	GO TO	Catwalks	40:10	Snow Effect
2.17 Aquarius Goodnights					
2.18 Reprise: Aint Got No					

ASM: Hannah Kait Harver

Pg 3

ASM: El Bowers

Hair 2025

DIRECTOR: VINCENT DEGEORGE

Assistant Stage Manager - Deck Paperwork Sample

Director: Vince DeGeorge

PSM: Annalee Crosser



Deck Paperwork
EAB V.Final
04/21/2025

Deck Paperwork

Please note all timings are subject to change due to the nature of a live orchestra					
SL Deck Crew Corey Willett Zoo Finkelstein			SR Deck Crew Paul Hartman Gavin Barrett		
Cue	Crew	Action	Location	Time	Notes
2.19 The Flesh Failures (Let the Sun Shine In)					
2.20 Eyes, Look Your Last					
RAIL 4	Blake	FLY LS. 44	Electric 6 IN	43:00	Cue Light/ El GO
DECK 3	Zoo, Paul, Corey, Gavin	RELEASE Snow	Apron	--	Cue Light GO
DECK 4		STOP Snow	Apron	--	Cue Light GO
RAIL 5	Blake	FLY LS.7	Scrim IN	43:30	Cue Light/ El GO
Post Show					
PA	Sequoia	OPEN Door	BSR	48:00	--
RAIL 6	Blake	FLY LS. 7	Scrim OUT	48:00	Cue Light GO
POST SHOW	Corey Zoo	SWEEP Snow	Onstage/backstage	--	Check house doesnt have snow
	Gavin Paul	RESET Props	Onstage/backstage	--	Check house doesnt have snow

ASM: Hannah Kait Harver

Pg 4

ASM: El Bowers

Assistant Stage Manager - Who, What Where Sample



Who, What, Where
JABS, EAB V1
10/19/2023

Who, What, Where

A.S.P	Time	Actor	Character	Action/Location	Cue	Wardrobe	Props	Notes
The 25th Annual Putnam County Spelling Bee								
1.1.1	0:00	Julia S.	Rona	NT USL	TOS	Purple Pantsuit	Numbered Placards	
1.1.1	0:00	Sam Y.	Mitch	NT USL	TOS	Yellow sweatshirt, khaki pants	Scooter	
1.1.1	2:00	Sam Y.	Mitch	XT USL	"Miss Peretti..."	Yellow sweatshirt, khaki pants	Juiceboxes	
1.1.1	3:04	Andrew B.	Chip	NT DSL	"Thank you. Thank..."	Green Varsity Championship jacket, White shirt, tan shorts, green neck tie	Backpack (Dodgeball/Dictionary)	
1.1.2	3:14	Amanda B.	Schwarzzy	NT SL	"A very nice..."	Pink dress, pink socks, pink accessories	Backpack (Dodgeball)	
1.1.2	3:24	Joey B.	Coneybear	NT USC	"And our youngest..."	Tie-Dye shirt, Orange paint splattered overalls, orange gloves	Backpack (Shirts/Glasses)	
1.1.2	3:39	Nick P.	Barfee	NT SL	"Returning after..."	White button up, blue vest, blue shorts, black bowtie, knee high white socks	Backpack (Cellphone/Velcro Toys)	
1.1.3	3:46	Annalise P.	Marcy	NT	"I'm not sure who this girl is"	White button up, black school jacket, red/black striped tie, red plaid skirt, black tights	Backpack	
1.1.3	4:44	Maddie O.	Olive	NT	"Wont do well around here"	Multi-Colored dress with matching headband, tights	Backpack (Ribbon)	
1.1.8	11:01	Dan K.	Panch	NT	"On such short notice"	Grey Suit	Wallet	
The Rules								
My Friend the Dictionary								
1.3.17	22:22	Audience Member		XT	Bell	N/A	Juicebox	
Pandemonium								
1.4.23	24:47	Sam Y.	Mitch	NT USL	"...feel our pain"	Yellow sweatshirt, Khaki Pants	Parachute	
1.4.24	28:55	Maddie O.	Olive	XT HL / NT HR	"they dont win"	Multi-Colored dress with matching headband, tights	Scooter	Grabs scooter and comes back on
1.4.24	28:55	Joey B.	Coneybear	XT HR / NT HR	"they dont win"	Tie-Dye shirt, Orange paint splattered overalls, orange gloves	Scooter	Grabs scooter and comes back on
1.4.26	36:06	Joey B.	Coneybear	NT	"I studied this with..."	Tie-Dye shirt, Orange paint splattered overalls, orange gloves		
1.4.26	36:06	Sam Y.	Mitch	NT	"I studied this with..."	Yellow sweatshirt, Khaki Pants		
Im Not That Smart								
1.5.28	38:04	A. Burke	Chip	NT SR	"My siblings have been..."	Green Varsity Championship jacket, White shirt, tan shorts, green neck tie		
1.5.28	38:04	S. Yousuf	Mitch	NT SR	"My siblings have been..."	Yellow sweatshirt, Khaki Pants		
Magic Foot								
1.6.35	41:58	Audience Member		XT	Bell		Juicebox	
Pandemonium (Reprise)								
Chip Goodbye								
Rona Moment #2								
1.9.39	49:22	Andrew B.	Chip	XT DSL	"Shut up."	White shirt, tan shorts, green neck tie	Backpack (Dodgeball/Dictionary) Juicebox	Green Varsity Jacket taken off him by Mitch
Prayer of the Comfort Counselor								
1.10.42	53:32	Audience Member		DSL	"Goodbye"		Juicebox	
1.10.42	53:58	Sam Y.	Mitch	SR	"Snack Break"	Yellow Sweatshirt, Khaki pants		
1.10.42	53:58	Julia S.	Rona	SR	"Snack Break"	Purple Phatsuit		
1.10.42	53:58	Dan K.	Panch	SR	"Snack Break"	Grey suit	Wallet	
1.10.42	53:58	Maddie O.	Olive	SR	"Snack Break"	Multi-Colored dress with matching headband, tights	Backpack	
1.10.42	53:58	Nick P.	Barfee	SR	"Snack Break"	White button up, blue vest, blue shorts, black bowtie, knee high white socks	Backpack	
1.10.42	53:58	Annalise P.	Marcy	SR	"Snack Break"	White button up, black school jacket, red/black striped tie, red plaid skirt, black tights	Backpack	
1.10.42	53:58	Joey B.	Coneybear	SR	"Snack Break"	Tie-Dye shirt, Orange paint splattered overalls, orange gloves	Backpack	
1.10.42	53:58	Amanda B.	Schwarzzy	SR	"Snack Break"	Pink dress, pink socks, pink accessories	Backpack	
Intermission								
Chip's Lament								
2.11.42	54:02	Andrew B.	Chip	NT SL	Top of Act	White shirt, tan shorts, green neck tie	Consession holder	

Assistant Stage Manager - Production Analysis



Production Analysis
00/00/2025

Production Analysis							
Who	What	Where	Cue	Prop	Costumes	Scenic	Notes
1.1 Aquarius							
Claude	ENT		TOS				
Tribe	ENT		TOS				
Girls (x2)	ENT		TOS	Alter cloth Burning Flame			
Berger	ENT		TOS	Scissors			Cuts Claude's hair
Sheila	ENT		TOS				
Woof	ENT		TOS	Flowers			
Hud	ENT		TOS	Flowers			
Jeanie	ENT		TOS	Flowers			
Dionne	ENT		TOS	Flowers			
Chrissy	ENT		TOS	Flowers			
Margret	ENT		TOS	Flowers			
Huburt	ENT		TOS	Flowers			
Ronny	ENT		TOS	Flowers			
Leata	ENT		TOS	Flowers			
Paul	ENT		TOS	Flowers			
Walter	ENT		TOS	Flowers			
Hiram	ENT		TOS	Flowers			
Suzannah	ENT		TOS	Flowers			
Mary	ENT		TOS	Flowers			
Emmaretta	ENT		TOS	Flowers			
Diane	ENT		TOS	Flowers			
Steve	ENT		TOS	Flowers			
Majorie	ENT		TOS	Flowers			
Linda	ENT		TOS	Flowers			
Natalie	ENT		TOS	Flowers			
1.2 Donna							
1.3 Hashish							
Berger	HANDOFF	To Woof	"Beads, baby"	Rosary			
1.4 Sodomy							
Steve	HANDOFF	To Steve	"Seeds, baby"	Seeds		Moon	
Berger	THROWS	To Woof	"Here's Twiggy"	Branch		Moon	
Hud	ENT		"We are all One"			Pole	
Berger	SHOVES	In Hud's Crotch	"Gooba Gooba"	Mic			Drops to his mouth
1.5 Colored Spade							
Claude	COVERED IN		During Song	Feathers and mud			
1.6 Manchester, England							
1.7 I'm Black							
1.8 Ain't Got No							
1.9 Dead End							
Sheila	CARRIED IN	CS	"My friend"			On horse	
1.10 I Believe In Love							
Hud	HANDOFF	To Sheila	"Joan of Arc!"	Beautify America Poster			Lay dont slay on back
1.11 Ain't Got No Grass							
				Banners			
1.12 Air							
Jeanie	ENT		"Air air air"	Gas mask	Pregant	Trapdoor	
Jeanie	EXT		"Claude loves me"			Trapdoor	
1.13 Initials							
1.14 Kama Sutra							

Hair 2025

DIRECTOR: VINCE DEGEORGE

Assistant Stage Manager - ENT/EXT Wardrobe Tracking

Dayton Opera: South Pacific										
Costume ENT/EXT Plot										
Director: Joe Deer Conductor: Neal Gittleman Stage Manager: Kelly DeLisle Costume Shop Manager: Lyn										
Please Note: All timings are subject to change due to live orchestra.							Key: Blue = Quick Change 5min or less; N.C. = No Change			
		(LAST) EXIT					ENTER			
SCENE	Actor	SL/SR	Page	Time	Out of	Into	SL/SR	Page	Time	Notes
Act 1, Scene 1										
Dites-Moi										
	Luna Jiang Ngana					Blue Sailor Dress Cream Ribbon	SL1	1	3:00	
	Ella Wright Jerome					Blue Sailor Jumpsuit	SL1	1	3:00	
	Robin Dunavant Nellie					Khaki Military Skirt and shirt	SR3	1	5:00	ext 17:45
	Morgan Smith Emile					White Blazer, Tan pants, Blue short sleeve shirt, Light Blue neckerchief, Shoes?	SR3	1	5:00	ext 18:30
Cockeyed Optimist										
Twin Soliloquies										
Some Enchanted Evening										
Dites-Moi Reprise										
	Danny Dobbins French Servant					servant GI under	SR3	6	17:00	SUPER QUICK CHANGE 20s Underdress military
	Luna Jiang Ngana	SL1	1	3:30	NC.	Blue Sailor Dress Cream Ribbon	SL1	7	17:50	
	Ella Wright Jerome	SL1	1	3:30	NC.	Blue Sailor Jumpsuit	SL1	7	17:50	
TRANSITION B: Act 1, Scene 1 to Act 1 Scene 2										
	Lilly Buck F. Ensemble					Jumpsuit	SR2	7	18:30	
	Sophia Stiles F. Ensemble					Jumpsuit	SR2	7	18:30	
	Ellie Sassano F. Ensemble					Jumpsuit	SL1	7	18:30	
	Julie Walters F. Ensemble					Jumpsuit	SL1	7	18:30	
	Hannah Wilkerson F. Ensemble					Jumpsuit	SL1	7	18:30	
	Cate Lightbody F. Ensemble					Jumpsuit	SL3	7	18:30	
Act 1, Scene 1										
Bloody Mary										
	Jake LockWood Luther Billis					Jeans, Boots, Ripped blue button up, white hat	SL1	7	18:30	
	Eoin Collins M.Ensemble					Seebee Look	SR3	7	18:30	
	Bryan Daly M.Ensemble					Seebee Look	SR3	7	18:30	
	Toby Hattermer Professor					Seebee Look	SR3	7	18:30	
	William McKee M.Ensemble					Seebee Look	SR3	7	18:30	
	Sean Miller-Jones Stewpot					Seebee Look	SL1	7	18:30	
	Ryan Wadhwa M.Ensemble					Seebee Look	SR3	7	18:30	
	Aaron Meece M.Ensemble					Seebee Look	SL2	7	18:30	
	Mark Mehlope M.Ensemble					Seebee Look	SL2	7	18:30	
	Jeremiah Jones M.Ensemble					Seebee Look	SR2	7	18:30	
	Jordan Allen M.Ensemble					Seebee Look	SR2	7	18:30	
	Marcus Bedinger M.Ensemble					Seebee Look	SR2	7	18:30	
	Danny Dobbins M.Ensemble	SR3	7	17:40	Servant G.I. Underdress	GI	SR3	7	18:30	SUPER QUICK CHANGE 20s Underdress military SR QC BOOTH
	Kristen Choi Bloody Mary					Bloody Mary Look w. Purse	SR1	7	19:00	

South Pacific 2024
DIRECTOR: JOE DEER



South Pacific 2024
DIRECTOR: JOE DEER

Assistant Stage Manager - Props Preset



Props Preset
EAB V.1
9/28/23

Props Preset

Onstage			
When	Item	Location	Notes
Preshow	Leaf's Number 17	Table	On top of Schwarzy's
	Schwarzy Number 1	Table	On top of Olive's
	Olive's Number 11	Table	On top of Barfee's
	Barfee's Number 13	Table	On top of Marcy's
	Marcy's Number 7	Table	On top of Chip's
	Chip's Number 21	Table	On top of Marcy's
	Audience Placard (4)	Table	Bottom of Pile (4,6,8,14)
	Bell	Table	
	Trophy	Table	
	Bond	Table	
	Thermos	Table	Filled with water
	Clipboards (x2)	Table	
	Papers	Table	
	Sticky Notes	Table	
	Pen's	Table	
	Jesus Fan	Under Table USL	Prop Table USC
	Basketball	Under Table USL	In container under prop table USC
	Football	Under Table USL	
	Badminton	Under Table USR	On the Bottom Ledge
	Orange Ball	3rd Row Bleacher	SR
	Purple Ball	3rd Row Bleacher	SR
	Notebook	Mitch's Desk	Bottom Compartment
	Jumprope (16ft)	Mitch's Desk	Bottom Compartment
Intermission	Marcy's Jump Rope	Under Table	Bottom Compartment

Back Stage Left			
When	Item	Location	Notes
Preshow	Box of Popcorn	Prop Table SL	

Back Stage Right			
When	Item	Location	Notes
Preshow	Black Cell Phone	SR Prop Table	Gay Dad's
	Ukulele	SR Prop Table	
	Box of Popcorn	SR Prop Table	
	Coke Can	SR Prop Table	
	Box of Concessions	SR Prop Table	2 bananas and chips

Director: Chaz
PSM: Sarah

1
Spellingbeecm2023@gmail.com

ASM: El
ASM: Jordan

25th Annual Putnam County Spelling Bee 2023

DIRECTOR: CHAZ WOLCOTT



Assistant Stage Manager - Props Preset

Props Preset

EAB V.2

10/26/23

Back Stage Center			
When	Item	Location	Notes
Preshow	Floor Scooter	SR of USC Opening	
Preshow	Parachute	CS Prop Table	
Preshow	Apple Juices	CS Prop Table	

Back House Left			
When	Item	Location	Notes
Preshow	Floor Scooter	BHL	Yellow spike

Back House Right			
When	Item	Location	Notes
Preshow	Floor Scooter	BHR	Yellow Spike

Props In other Props			
When	Item	Location	Notes
Preshow	Teacher ID Credit Card Twenty Five Dollars	Panch's Wallet	
	Landline Balls and Paddles Finger Puppet Yo-yo	Barfee's Backpack	
	Dictionary Softball	Chip's Backpack	
	Jumprope (8ft) Finger Puppet Pride Face Mask	Schwarzy's Backpack	
	Shirts/ Glasses Finger puppet Ribbon (purple)	Coneybear's Backpack	
	Ribbon (Yellow) Finger Puppet Yellow Cellphone	Olive's Backpack	
	Finger Puppet Jumprope (6ft)	Marcy's Backpack	
	Finger Puppet	Coneybear's Pocket	Yellow

Director: Chaz

PSM: Sarah

2

Spellingbeecm2023@gmail.com

ASM: El

ASM: Jordan

25th Annual Putnam County Spelling Bee 2023

DIRECTOR: CHAZ WOLCOTT

Assistant Stage Manager - What's In My Backpack



What's In My Backpack
EAB V.2

What's In My Backpack		
Coneybear	Schwarzzy	Barfee
		
Shirt	Jumprope (8ft)	Landline
Glasses	Finger Puppet (Pink)	Velcro Toy
Ribon (Purple)	Pride Face Mask	Finger Puppet (Yellow)
Finger Puppets (Bag)		Yoyo (Red)
Marcy	Chip	Olive
		
Finger Puppet	Dictionary	Ribbon (Yellow)
Jumprope (6ft)	Softball	Cellphone (yellow)
		Finger Puppet (Teal)

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1
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ASM: Jordan Shaw
ASM: El Bowers
PA: Chloe Caudill

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Assistant Stage Manager - Props Tracking Sample



Props Tracking
EAB V1
09/07/2023

Props Tracking

A.S.P	Who	Action	Prop	Location	Notes
The 25th Annual Putnam County Spelling Bee					
1.1.1	Rona	Moves	Trophy	Table	
1.1.1	Chip	NT	Backpack	On person	Dodgeball, Dictionary inside
1.1.1	Leaf	NT	Backpack	On person	
1.1.1	Schwarzy	NT	Backpack	On person	
1.1.1	Coneybear	NT	Backpack	On person	Shirts, Glasses inside
1.1.1	Barfee	NT	Backpack	On person	Cellphone inside
1.1.1	Marcy	NT	Backpack	On person	
1.1.1	Olive	NT	Backpack	On person	Ribbon inside
1.1.1	Rona	Hands off	Numbered Placard	Onstage → Leaf	Worn around neck
1.1.2	Rona	Hands off	Numbered Placard	Onstage → Schwarzy	Worn around neck
1.1.2	Rona	Hands off	Numbered Placard	Onstage → Olive	Worn around neck
1.1.2	Rona	Hands off	Numbered Placard	Onstage → Barfee	Worn around neck
1.1.2	Rona	Hands off	Numbered Placard	Onstage → Marcy	Worn around neck
1.1.3	Rona	Hands off	Numbered Placard	Onstage → Chip	Worn around neck
1.1.5	Mitch	NT	Juiceboxes (9)	USL	
The Rules					
1.2.11	Barfee	Pulls out	Landline	Backpack	
My Friend the Dictionary					
1.3.14	Chip	Pulls out	Dictionary	In Backpack	
1.3.15	Chip	Hands off	Dictionary	Chip → Olive	
1.3.17	Mitch	Hands off	Juicebox	Mitch → Audience Volunteer	
Pandemonium					
1.4.21	Schwarzy	Pull out	Jumprope 8ft	In Backpack	
1.4.21	Mitch	Pull out	Jumprope 16ft	Under Mitch's Desk	
1.4.21	Marcy	Pull out	Jumprope 7ft	In Backpack	
1.4.21	Chip	Pull out	Dodgeball	In Backpack	
1.4.21	Olive	Pull out	Yellow Ribbon	In Backpack	
1.4.21	Coneybear	Pull out	Purple Ribbon	In Backpack	
1.4.21	Leaf	Pull out	Dodgeball	In Backpack	
1.4.21	Barfee	Pull out	Balls and Paddles	In Backpack	
1.4.21	Panch	Pull out	Basketball	Under Table	
1.4.23	Barfee	Hands off	Balls and Paddles	Barfee → Schwarzy	
1.4.23	Mitch	NT	Parachute	USL	
1.4.24	Olive	XT HL and grab	Scooter	BHL	
1.4.24	Leaf	XT HR and grab	Scooter	BHR	
1.4.24	Barfee	NT CS XT DSR	Scooter	BSR to BHR	
1.4.24	Barfee	Throw offstage	Orange Dodgeball	SR	
1.4.24	Mitch	Throw offstage	Basketball	USC	
1.4.24	Panch	Throw offstage	Purple Dodge Ball	USC	
Im Not That Smart					
1.5.30	Mitch	Hands off	Juicebox	Mitch → Audience Volunteer	
1.5.31	Coneybear	Pulls out	Helmet	Onstage	Preset, hidden?
Magic Foot					
1.6.32	Mitch	Hands off	Juicebox	Mitch → Audience Volunteer	XT with juicebox
1.6.32	Mitch	Hands off	Juicebox	Mitch → Audience Volunteer	XT with juicebox
1.6.35	Mitch	Hands off	Juicebox	Mitch → Audience Volunteer	XT with juicebox
Pandemonium (Reprise)					

Director: Chaz

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ASM: EI

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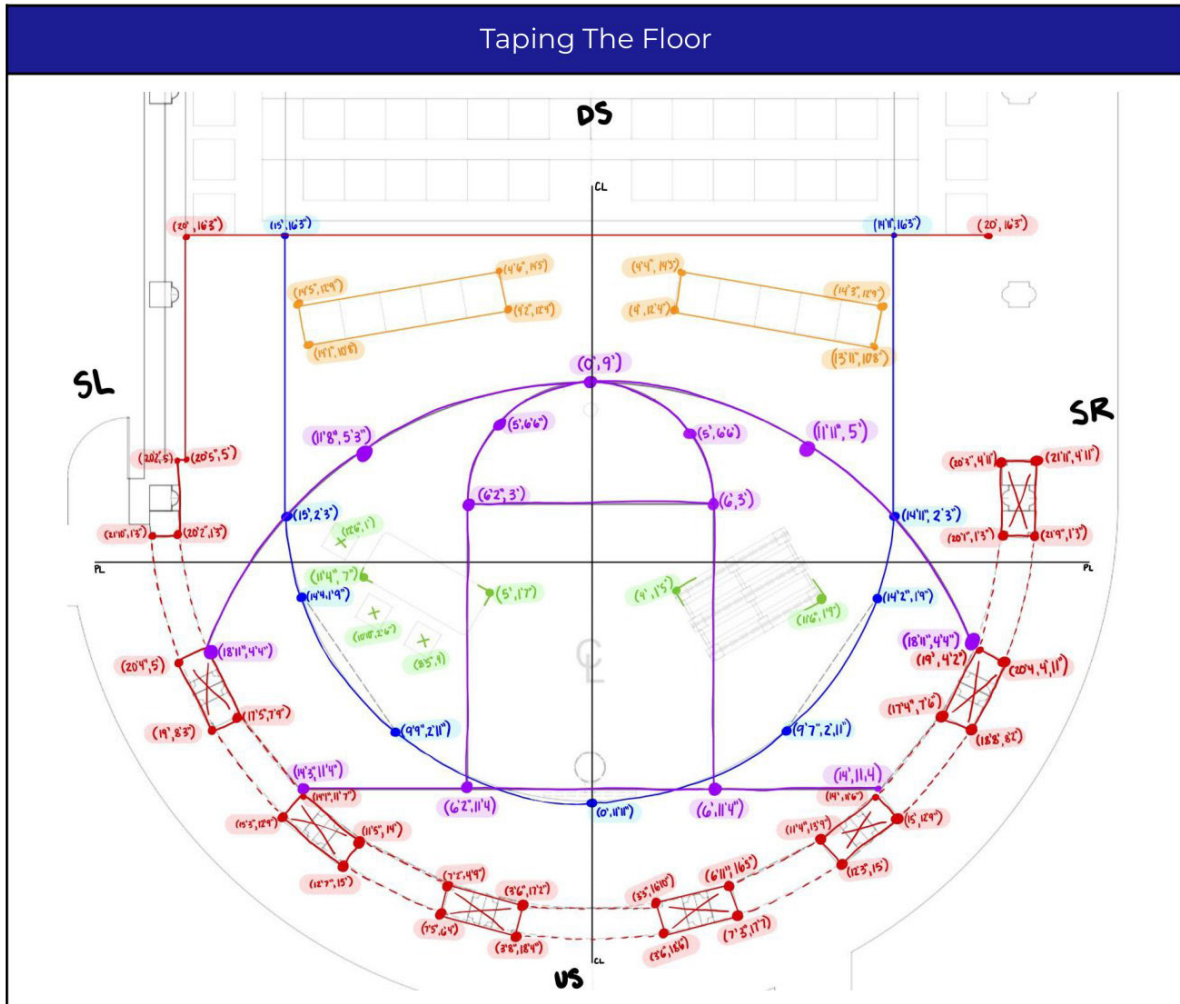
Assistant Stage Manager - Points Pulled From Groundplan



Pulled Points

EAB V.1

9/26/23



	Stage Left of Center Line	Stage Right of Center Line
Upstage of Plaster Line	(20'4", 5") (19', 8'3") (18'11", 4'4") (17'5", 7'9") (15'3", 12'9") (14'4", 1'9") (14'3", 11'4") (14'1", 11'7") (12'7", 15') (11'5", 14') (11'4", 7") (10'10", 2'6") (9'9", 2'11") (8'5", 4') (7'5", 6'4") (7'2", 4'9") (6'2", 11'4") (5', 1'7") (3'8", 18'4") (3'6", 17'2") (0', 11'11")	(20'4", 4'11") (19', 4'2") (18'11", 4'4") (18'8", 8'2") (17'4", 7'6") (15', 12'9") (14'2", 1'9") (14', 11'6") (14', 11'4") (12'3", 15') (11'6", 1'9") (11'4", 13'9") (9'7", 2'11") (7'3", 17'7") (6'11", 16'5") (6'4", 11") (6', 11'4") (4', 1'5") (3'6", 18'6") (3'3", 16'10")
Downstage of Plaster Line	(21'10", 1'3") (20'2", 5") (20'2", 1'3") (20', 5") (20', 16'3") (15', 16'3") (5', 2'3") (14'5", 12'9") (14'1", 10'8") (12'6", 1') (11'8", 5'3") (6'2", 3') (5', 6'") (4'6", 14'5") (4'2", 12'4") (0', 9')	(21'11", 4'11") (21'9", 1'3") (20'3", 4'11") (20'1", 1'3") (20', 16'3") (14'11", 16'3") (14'11", 2'3") (14'3", 12'9") (13'11", 10'8") (11'11", 5") (7'6", 1'9") (6'3") (5', 6'6") (4'4", 14'5") (4', 12'4")

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PSM: Sarah

1
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Assistant Stage Manager – Crew Information Packet



Crew Info Packet

EAB V.1

10/12/23

Crew Information Packet

Stage Management Team

PSM: Sarah Patisaul (they/she)	Blocking, Schedules, General	Cell: (919) - 985 - 4321
ASM: Jordan Shaw (she/her)	Costumes and Makeup	Cell: (859) - 206 - 8730
ASM: El Bowers (they/them)	Scenery and Props	Cell: (513) - 687 - 2059
PA: Chloe Caudill (she/her)	Line Calling/Notes	Cell: (859) - 962 - 9022

Spelling Bee Synopsis

A junior high school gym is ready for the Spelling Bee finals. The event's hosts, Rona and Panch, welcome the spellers. Some audience members volunteer to help. The rules are explained: when a speller makes a mistake, a bell rings, and they must leave the stage, escorted by the comfort counselor, Mitch Mahoney. As the competition progresses, some spellers get distracted or make mistakes, leading to a humorous and competitive atmosphere. It finally comes down to Olive and Barfee, who find joy in their competence and connection. Barfee emerges as the winner and receives a prize, while Olive is named the runner-up and unknowingly has her entrance fee covered by the vice principal. The story ends on a positive note, with a sense of unity and understanding among the characters.

Scenic Crew Overview

As a scenic crew member, your job is to help facilitate a smooth and safe run of the performance. As a part of the scenic crew, you are responsible for the physical movement of all props and scenery.

Communication

I will primarily be communicating with you all through email. My phone number is listed above, feel free to reach out any time. I understand that messages may go out late at night. I encourage you to put yourself first, if it is past your working hours feel free to wait to respond until the morning, I will likely be doing the same.

Paperwork

Everyday when we meet in the shop, you will get a new copy of your run paperwork to highlight. Please take notes on this throughout the day so I can update the paperwork each night as the show changes. Because of those notes, I will be collecting the paperwork each night as well.

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Page 1 of 3

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Assistant Stage Manager – Crew Information Packet



Crew Info Packet
EAB V.1
10/12/23

Expectations

We operate under the idea that if it's not yours don't touch it, and just generally be a respectful human. Tech week can be very stressful and tiring, and we will be spending a lot of time together. To ensure that this goes smoothly, here's a rundown of what's expected of you:

Sign In:

Please arrive at the Scene Shop on time for your crew call. A QR Code will be posted at the door of the Scene Shop, please use this to sign in. We will use this to take attendance. If you are running late please reach out to El Bowers (513-687-2059) as soon as possible. You can store your personal items in the Scene Shop during calls and performances.

Downtime

During tech you will have downtime. Please bring something to work on quietly backstage, something that is easy to put away quickly if you are asked to do something. I recommend catching up on homework! Phones are also allowed backstage, however they must remain silent. If you choose to work on homework, try and stay alert to what's going on around you and if you are needed.

Visitors

Anyone who is not directly associated with the production should not be backstage. If you see someone who you don't recognize alert a stage manager backstage.

Food and Drink

Technically no food or drink is allowed in the theater, but we are here for long periods of time. Try and eat meals before your call and during your meal breaks. If you bring a snack backstage, it should not leave crumbs, wrappers, or anything sticky. We will have a space designated backstage where we can place water bottles, no metal water bottles please!

Dress Code

We will be wearing full run blacks starting on Monday, November 6th. Run blacks are long black pants, long black sleeves, and solid black closed toe shoes.

Emergency and Safety Procedures

In case of an emergency, Campus Police and CPD are a great resource. If you see something weird or if someone is having a medical emergency, let a Stage Manager or an adult know right away.

Campus Police: 513-556-1111
Police/Firefighters/Ambulance: 911

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Page 2 of 3

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Assistant Stage Manager – Crew Information Packet



Crew Info Packet

EAB V.1

10/12/23

Vocabulary

Catch: When a prop is received from an actor/performer.

Cue: The point at which an effect or change happens.

Deck: The stage.

Go: The word used to signal crew members to execute a cue.

Hand Off: Giving a prop to an actor.

Hold: There is a stop in the production. You are to immediately stop what you are doing and NOT execute a cue.

House: Where the audience is located.

House Left: the left part of the audience from the viewpoint of sitting in the House

House Right: the right part of the audience from the viewpoint of sitting in the House

Stage Right: the right part of a stage from the viewpoint of one who faces the audience.

Stage Left: the left part of a stage from the viewpoint of one who faces the audience.

Upstage: toward or at the back of the stage

Downstage: toward the front of the stage

Page: To hold back a curtain to allow for a performer or piece of scenery to enter/exit stage unobstructed.

Preset: Placing a props or piece of scenery before it is needed.

Set: Placing a prop or piece of scenery where it is needed and ready for use.

Spike: A mark onstage that represents the placement of a prop or piece of scenery.

Standby: Warning for anyone who is executing a cue, letting them know that a cue is about to be called.

Strike: Removing a prop or piece of scenery from the stage/wings.

Track: Following a prop or piece of scenery's movement, either on or off stage or from one side of backstage to another.

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Page 3 of 3

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