# FIDDLER ON THE ROOF

# SM Responsibilities (Sep-Dec 2021)

PSM: Cameron Cox
ASM: Darcie Jones
ASM: Serena Wiederhold

**Note: Subject to be changed/ updated as needed**

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## Darcie

- Take notes in production meeting (1st and 3rd weeks or when we Zoom in designers)
- Assist in taping out rehearsal space

- Assist in space setup
    - SM/ Director Table
    - Props and set pieces in place
    - Acting space(s) clear

- Sign in Sheet/ Attendance
    - Covid Checking
    - Keep tally of who is more than 5 mins late
    - Create weekly sign-in spreadsheets
    - Call/ Text actors who are late

- Costume Tracking
    - Tracking which actors are which characters and when
    - Tracking/ timing entrances and exits
    - Tracking/ timing costume changes

- Choreography rehearsal
    - Playing rehearsal track
    - Tracking/ Timing entrances and exits.
    - Taking rehearsal notes/ filling out report (when double rehearsing)

- Assist in space takedown
    - Covid Sanitization
    - Props and set pieces put away

## Serena

- Take notes in production meeting (2nd and 4th weeks unless we Zoom in a designer)
- Run any production meeting Zoom calls
- Assist in taping out rehearsal space
- Assist in space setup

- ○ SM/ Director Table
- ○ Props and set pieces in place
- ○ Acting space(s) clear

- Sign in Sheet/ Attendance
  - ○ Covid Checking
  - ○ Keep tally of who is more than 5 mins late
  - ○ Call/ Text actors who are late

- Props Tracking
  - ○ Tracking which actors handle which props
  - ○ Track which side of the stage props come from
  - ○ Track whether props start on or offstage
  - ○ Track whether props end on or offstage
  - ○ Track when we add or cut props
  - ○ Track when the props are onstage

- On Book
  - ○ Know where we are in the script
  - ○ Give lines to actors when needed
  - ○ Know which actors are assigned which lines

- Music Rehearsals
  - ○ Keep track of which actors are assigned which solos
  - ○ Play rehearsal tracks when needed

- Assist in space takedown
  - ○ Covid Sanitization
  - ○ Props and set pieces put away

**Cameron**
- Be a resource for ASMs to ask questions and learn responsibilities
- Run Production Meetings
  - ○ Remind Team of Production Meetings
  - ○ Keep team on task during production meetings
  - ○ Create Production Meeting Report Template
  - ○ Distribute Meeting Notes

- Schedule and attend (if needed) any outside meetings with directors and designers
  - ○ Communicate necessary info to SM team

- Keep contact sheet and cast lists updated
- Create Tech Schedules
- Assist in taping out rehearsal space

- Be main point of contact for cast and production team
  - Communicate necessary info to SM team

- Rehearsal Schedule
  - Keep track of actor/ director/ SM conflicts
  - Keep track of Calendar/ Rehearsal Hours
  - Create schedule
  - Distribute weekly and daily calls to cast and team

- Assist in space setup
  - SM/ Director Table
  - Props and set pieces in place
  - Acting space(s) clear

- Take blocking notes
- Take any cue-ing notes
- Set Tracking
  - Create Run Sheet
  - Assign and track actors and/ or crew moving set pieces
  - Track where set pieces come from/ go
  - Know which set pieces are onstage and where
  - Know the scenic needs of each scene

- Rehearsal Report
  - Create Template
  - Take rehearsal notes/ Fill out report
  - Distribute report to team after rehearsal

- SM Kit
  - Prepare and bring any necessary supplies (1st Aid, Office, Covid Safety, Snacks, etc)

- Assist in space takedown
  - Covid Satitization
  - Props and set pieces put away

# 9/21 Dance Call

Prep:
1. **Cameron** will collect, create, and print sides and forms.
2. **Cameron** will start a Google Slides presentation to use in auditions.
3. **Cameron** will bring any materials needed for auditions.

5:30pm:
1. **Cameron**, **Darcie**, and **Serena** arrive at B201 to set up the space and prepare.

6:30pm:
1. **Actor** fills out and returns form.
2. **Serena** gives actor a tag with a number and marks their form with the same number.
3. **Serena** takes actor headshot and uploads to Google Slides.
4. **Darcie** inserts info from form onto the slide and ensures the order of the slides matches the number on the form.
5. **Cameron** takes info from Drive and creates audition groups.

7:00pm-10:00pm
In the Room: **Darcie**, **Cameron**
Managing Actors: **Serena**

1. **Cameron** texts **Serena** which actors are on deck/ auditioning.
2. **Serena** communicates info to actors.
3. **Darcie** organizes and distributes sides to actors.
4. **Darcie** plays any tracks as needed.
5. **Serena** answers any questions actors outside have.
6. **Cameron** keeps schedule updated.