THE PROMPT SCRIPT (BOOK)

The prompt script is the SM's personal and public filing system. It includes all paperwork sorted by department and is built from the beginning of the rehearsal process. Once built, it does not leave the theatre.

The script is placed on one side only leaving room on the other side for notation, the script is also offset to allow for insertion of cues. All notation in the prompt script are done in pencil.

Important paperwork to be inserted into the prompt script (book) as available:
•contact sheets- the name, phone number, e-mail and address of actors, the director, the assistant stage managers (ASMs), and the tech crews.
•French Scene breakdown
•Rehearsal schedule
• lighting & sound cue lists in back of script
• Prop list and placement locations/ costume plot

Blocking during rehearsals can be slow and tedious. The director may have everything planned in advance in his or her head or may decide to block spontaneously. Blocking will often change the first couple times you run a scene but it is important to always keep on top of it and get a big eraser. Actors should write their blocking in their scripts. It is not always possible to record the movements of several people at the same time so it is a big help if actors record their own movement as well. Asking an ASM to keep track of certain characters is also a great help.

Inform actors when they deviate from the correct blocking. They may have written down the wrong movements or they may have neglected to note a change. Your promptbook must be up to date and accurate.

Everyone has their own personal way of taking down blocking and you should do what is best for you but also remember that your book should be easy to understand in case it needs to be read by somebody else. First start off with a labeling system for the characters. Usually the first letter of their character name in a circle is best. If two characters have the same letter, make a variation. For example, Tina can be represented by a T and Tony may be represented by To. If you have never taken down blocking before it is easiest to break up the set into sections:

UR	UC	UL
SR	CS	SL
DR	DC	DL

CS – center stage
DC – down center stage
UC – up center stage
SR – stage right
DR – down stage right
UR – up stage right
SL – stage left
DL – down stage left
UL – up stage left

ENT-enter
XIT- Exit
X- cross

Arc around (placement of arrowhead indicates direction R or L)

TAB- table
CH- chair
KN- kneel

US   = UP stage turn (placement of arrowhead indicates direction R or L)

= Go to

= rise

= sit

It also helps if you base your movements around these sections, other people, and set pieces. *Tony enters from stage right and crosses Left of the desk could be represented as* "To Ent SR x L of desk."

As a reference: Most SM's like to write cues on the right side of my text and put my blocking in the big space on the left. Most number each move on the line where it occurs then place the number circled on the left with the blocking short hand. By putting blocking notes on the opposite page to the script it saves room. (See **blocking example**)

It is also important to keep track of set pieces and props. You should include this information in your blocking notations. It is important to know which actors move which set pieces and props. This will help save time during tech rehearsals.

YOU MUST BLOCK TEN PAGES AND COVERT STAGE DIRECTIONS INTO BLOCKING SHORTHAND!!!

CUEING

Standard notation used in prompt book:
Q- cue
LX-Lighting cue
SP- Follow Spot
S- Sound
SET - Set change
SFX - Special Effects

WARN- Warning - is placed one full page before the cue line or action
Ex- WARN LXQ 4
STBY - Stand by – is placed two lines before the cue line or action
Ex-STBY LXQ4
Go= Go cue
EX- LXQ4 GO

Multiple department cueing- LXQ6, SNDQ4 (pause) LXQ6 go, SND Q4 go.

Visual cue - STDBY LXQ12 visual (the operator -MLX- goes on a visual).

STBY can ge given for multiple cues when time does not permit more than one STBY in between cues.

The following list of pre- show cues occurs at the beginning of the script
Warmers On
Program Music on
Warn SQ1, LXQ 1, and House to half
STBY Warmers Off House to half
Warn House out, STBY House to half, SQ 1
Go House to half, STBY Warmers out, House Out, and STBY LXQ1
Go House Out, GO SQ 1, GO Warmers Out
Go LXQ 1

All CUES FOR THE ENTIRE ACT MUST BE ENTERED

Rehearsal Schedule

A rehearsal schedule includes elements of the French scene breakdown to maximize efficient use of actor and rehearsal time. Most shows rehearse over 6 weeks.

French Scene - Scene that begins and ends with an actor's entrance or exit. It is often a spreadsheet that charts the characters names on the left and boxes for the page numbers across the top. It forms a grid. An x is placed in the corresponding box to the characters that are on stage. Traditional act markers are ignored, ie- Act 1 sc 1, act 2 sc 1 etc

Scene	1-1 p 5-7	1-2 p 7- 10
Tom	X	X
Bill	X	
Sally		X

Once the French scene breakdown is completed a schedule is generated with the following information standard

Day 1- Read thru & organizational meeting
Each scene must be blocked. 3- 7 pages can be blocked in one day during a standard 3-hour rehearsal period
After each scene is blocked they must be scheduled for rehearsal. Each scene should have at least two rehearsals. At this point the rehearsal schedule will include page numbers and scene numbers ie.-
Friday, June 8th
7PM Act 1 , sce 1 pp. 1-8,
7:45 Act 2 Sce 3 p 60-65

A list, Date book week view or calendar with large boxes cab be used to create a rehearsal schedule.

After you complete scheduling the Act you have chosen, usually act 1, count how many days it took to block and rehearse. When you arrive at that number, count out that many days or boxes on your schedule and write" **rehearse ACT two"** in those spaces.
The following is standard for the last weeks of rehearsal:

Put-together Act 1

Put-together Act 2
Stumble through Act 1
Stumble Through Act 2
Stumble through whole show
Run Through Act 1
Run Through Act 2
Run through whole show
Tech Act 1
Tech Act 2
Dress Act 1
Dress Act 2
Tech/ Dress whole show
Final Dress
Opening Night