**STAGE MANAGER PROMPTBOOK EVALUATION GUIDE**

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| **Points Possible** | **15-20** | **10-15** | **5-10** | **<5** |
| **Organization**  | Prompt book has clear sections that are marked by tabs and possibly color coded. Prompt book has a cover page and contains all sections covered in class (production calendar, contact sheet, script with blocking notes, and rehearsal reports)  | Prompt book is fairly organized, tabs are somewhat unclear, but there is a cover page. There are some sections placed in the prompt book, but they are either incomplete or missing.  | There is an attempt at organization, but it isn’t clear. There is no cover page. There are little to no sections in the prompt book.  | There is no organization and no cover page, there are entire sections missing or no sections at all.  |
| **Blocking Notation**  | The blocking notation is clear and uses a clear method with a key. The notation could be read and understood by anyone picking it up because the stage manager has provided a key.  | The blocking notation is there, but is unclear. There is a key, but it is hard to understand.  | There is little to no blocking notation and there is no key to help out anyone who might read it that is not the stage manager.  | There is no blocking notation.  |
| **Rehearsal Report**  | The rehearsal report is concise, yet complete. Every aspect of the rehearsal has been covered and mentioned in every design area that might be affected. Dates and times are properly recorded  | The rehearsal report is hard to read, but covers most of what happened in the rehearsal. Things are unclear and aren’t communicated very well.  | The rehearsal report is unorganized and hard to read. Things that happened in the rehearsal are hardly covered and what is there is not detailed.  | The rehearsal report has little to no explanation of anything and entire happenings in the rehearsal aren’t even mentioned.  |
| **Cues**  | Light, sound, and stage cues are present. They are organized and easy to read. There are stand-by and go cues for everything.  | Most cues are there, with a few missing, or perhaps a stand-by for a few cues is missing. Fairly organized and easy to read.  | There are many cues missing, and the organization is poor. It is hard to read and there aren’t any stand-by cues for anything  | There are little to no cues at all.  |

**Total Points: \_\_\_\_\_\_\_/80 (production calendar and contact sheet graded separately)**