

Lesson Focus: The Prompt Book

Educator: Kalaylah Chisolm

Date: Spring 2021

Target Group/Level: 9-12th

Approximate Length: 1 hour

Materials/Resources: Computer projected onto the promethean board to display *The Prompt Book* powerpoint (refer to notes in the presentation for additional information for instruction), Theatre Journals, Binder, Student Selected Dividers, *The Stage Manager's Toolkit* by Laurie Kinckman Tablet or another electronic device that will allow you to create a digital presentation

State Curriculum Standards:

Benchmark T.C. AL.8 I can explore how theatre is the synthesis of the arts and analyze how my interests and skills will prepare me for a career.

Indicator T.C. AL. 8.2 I can identify the skills, training, and education necessary to pursue a career in theatre that interests me.

Pre-Assessment: Students will choose their binder for their final Stage Manager Prompt Book. Then students will organize their chosen binder with the dividers in their prompt book that they believe is necessary. Students will decide their important tabs from the reading of Chapter 4, *The Prompt Book*, from the reading assigned from the previous lesson. After they have decided the important ones, they will write them down in their Theatre Journal.

Learning Objectives:

- Students will identify the most essential prompt book tabs to include in their prompt book.
- Students will begin creating their final stage manager's prompt book.
- Students will propose a play that they would like to use for their final prompt book assignment.

Instructional Procedures:

- **Welcome/Pre-Assessment**
 - Teacher will welcome each student to class at the classroom door as they enter and instruct them to choose the binder and dividers that they would like to use for their prompt book.
 - Once the final bell has rung indicating for class to begin, the Teacher will take attendance and allow for students to finish writing about the tabs that they would use for their prompt book.
 - Teacher will allow students, who are willing, to share the reasons they chose the tabs that they did for their prompt book and the order that they put them in.
- **The Prompt Book**
 - Teacher will ask students if there were any terms in the reading that they were unfamiliar with, wanted clarification, or had a question about.
 - Teacher will provide a sample of a prompt book
 - Teacher will hand out the assignment sheet to students
 - Teacher will explain the final Stage Manager's Prompt Book

Lesson Plan, Assignment, and Assessment can be modified at any time to accommodate the needs of the students in the classroom as the teacher sees fit!

(Assignment sheet is attached)

- Teacher will answer any questions that may arise after explaining the assignment to Students.
- **Play Pitches**
 - Once the teacher has answered all questions and all students are assigned, the students will be present the play that they desire to base their Stage Manager's prompt book on.
 - Teacher will be taking note of the play that is chosen for each student and approve or disapprove of the selected show.

Accommodations

- **Time**
 - Use this accommodation if time is of the essence and this is not an assignment that can be used for a full two quarters as part of a stage management course. Allow students to complete this assignment using only a scene of a play for the entirety of their prompt book.
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Assessment of each objective:

- Students share the tabs that thought were essential to creating their prompt book.
- Students submit their stage manager's prompt book at the end of class for tab preparation to be checked for completion.
- Students provides two specific reasons why they would like to work on the play that they

Closure:

Announcements and Positive Closing Ritual, passing the pulse circle or passing a compliment.

Reflection: (To be completed after lesson is taught)

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HELLO STAGE MANAGERS!

LET US BEGIN MAKING YOUR PROMPT BOOK!



For this project, you are to include in your prompt book...

☐ Cover Page

Pre-Production

- ☐ Audition Flyer
- ☐ Audition Sign Ups
- ☐ Audition Form
- ☐ Call Back List Template
- ☐ Call Back Sides
- ☐ Cast List Template

In Production

- ☐ Contact Sheet
- ☐ Rehearsal Calendar Template
- ☐ Props List
- ☐ Scene Breakdown
- ☐ Production Meeting Report Template
- ☐ Rehearsal Report Template
- ☐ Line Notes Template
- ☐ Script (Blocking)* /Blocking Key
- ☐ Props Tracker
- ☐ Script (Cues)*

Postproduction

- ☐ Postmortem Notes Template

And as always! Please be organized, intentional, and TURN IT IN ON TIME! 😊

DUE DATE: TBA

***These items only need to be for a scene of the show!**

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Stage Manager's Prompt Book Grading Sheet (5 Points Each)

Cover Page ____/5 points

Pre-Production ____ / 30 points

- ☐ Audition Flyer
- ☐ Audition Sign Ups
- ☐ Audition Form
- ☐ Call Back List Template
- ☐ Call Back Sides
- ☐ Cast List Template

In Production ____ / 50 points

- ☐ Contact Sheet
- ☐ Rehearsal Calendar Template
- ☐ Props List
- ☐ Scene Breakdown
- ☐ Production Meeting Report Template
- ☐ Rehearsal Report Template
- ☐ Line Notes Template
- ☐ Script (Blocking)* / Blocking Key
- ☐ Props Tracker
- ☐ Script (Cues)*

Postproduction ____ / 5 points

- ☐ Postmortem Notes Template

Additional Requirements ____ / 10 points

- ☐ Assignment was turned by the due date
- ☐ Presentation was organized, clear, and concise

Total: ____ /100

Comments:

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