Questions

**House Manager** Who opens the house by opening the doors, getting ushers to their stations, and seating patrons?

**Stage Manager** Who is responsible for the director’s visions being passed down to each [actor](http://en.wikipedia.org/wiki/Actor) and member of the [running crew](http://en.wikipedia.org/wiki/Running_crew)?

**Producer:** Who is the big boss?

**House Manager** Who trains the ushers?

**Producer:** Who is the person who has the last say.

**Stage Manager** Who is responsible for helping establish the show's rehearsal schedule and then ensuring that rehearsals run on time?

**Assistant stage manager** Who will be backstage during the performance to ensure that actors and crew are ready to perform their duties.

**House Manager** After the show begins, who works with the box office manager to count to ticket stubs and fill out the performance report?

**Stage Manager** Who creates the "prompt book"?

**SPECIAL (5pts)** What is a prompt book? *(It is a copy of the script with notes on blocking, light, sound, follow spot (spotlight), and deck cue's)*

**Producer:** Who is the one who has the most money?

**Stage Manager** Who acts as an adjunct to the director in rehearsal, recording the [blocking](http://en.wikipedia.org/wiki/Blocking_%28stage%29) and seeing that cast members stay on script, have necessary [props](http://en.wikipedia.org/wiki/Theatrical_property), and follow the blocking?

**House Manager** Who quietly seat any latecomers in available seats in the back of the house and tells them they may take their reserved seats after intermission?

**Producer:** A good \_\_\_\_\_\_\_\_\_\_\_\_will often stay out of the way of those who are creating the show. Who hires all of is the director and the designers?

**Stage Manager** Who is responsible for keeping everything running smoothly?

**House Manager** Who lowers the lights in the foyer, quietly closes inner and outer doors to the theatre, and makes sure the ushers are seated near the doors at the back of all three sections of the house?

**Assistant stage manager** Who reports to the production stage manager?

**House Manager** Who looks for food or cameras being carried into the theatre, etc?

**Producer:** Who is the person ultimately responsible for overseeing all aspects of mounting a [theatre production](http://en.wikipedia.org/wiki/Theatre)?

**Stage Manager** Who makes sure that the ground plan of the set is taped or chalked on the floor?

**Producer:** Who is usually the originator and finder of the script and starts the Theatre production process?

**House Manager** Who opens the house?

**SPECIAL (5pts)** When is the house opened? *(15 minutes before the house opens--45 minutes before curtain)*

**Producer:** Whose the primary goal which is to balance and coordinate the business and financial aspects of mounting the show in the service of the creative realization of the vision or concept?

**Stage Manager** Who is responsible for organizing the production and communicating across different disciplines of theatare (*e.g.*, between the [director](http://en.wikipedia.org/wiki/Theatre_direction) and the backstage crew, or the actors and [production management](http://en.wikipedia.org/wiki/Production_management))?

**House Manager** Who checks with box office manager to see about audience members with special needs (wheelchairs, visually impaired, groups, etc.)?

**Assistant stage manager** Who is responsible for keeping track of cast members, sets, and miscellaneous details during rehearsals and production of a stage performance?

**Producer:** Who is responsible for securing funds for the production?

**House Manager** Who checks with the Stage Manager 30 minutes before curtain to get the all clear?

**Stage Manager** Who must write blocking information so the show can be maintained as the director created it?

**Producer:** Who works with theatrical agents, negotiate with the unions, find other staff, secure the theatre and rehearsal hall, obtain liability and workers' compensation insurance, and post bonds with the unions, etc?

**Stage Manager** Who arranges rehearsal furniture, and sets the tables and chairs for the director and other production personnel?

**House Manager** Who makes sure there are enough programs at each door?

**Producer:** Who is responsible for hiring creative teams and the production team?

**Stage Manager** Who maintains the [prompt book](http://en.wikipedia.org/wiki/Prompt_%28theatre%29) and the [call board](http://en.wikipedia.org/wiki/Call_board) and [rehearsal](http://en.wikipedia.org/wiki/Rehearsal) schedule notes are for the cast?

SPECIAL (5pts) Where is the prompt corner or prompt box? *(in a* [*theatre*](http://en.wikipedia.org/wiki/Theatre) *is the location at the side of the* [*stage*](http://en.wikipedia.org/wiki/Stage_%28theatre%29) *where the* [*prompt*](http://en.wikipedia.org/wiki/Prompt_%28theatre%29) *(usually the* [*Stage Manager*](http://en.wikipedia.org/wiki/Stage_management) *or Deputy /Assistant Stage Manager) is located in order to coordinate the performance and prompt the performers when required)*

**House Manager** Who is available to ushers to assist if they need it if a problem arises in the house, or if the stage manager calls the box office through the intercom?

**Producer:** Who is responsible for creating and overseeing the budget?

**Stage Manager** Who is responsible keeps the production running after a show opens?

**House Manager** Who communicates with the Stage Manager (either via the box office intercom, or in the booth), and inform him/her that the house is ready to be closed and the show may start?

**Producer:** Who sets ticket prices, performance dates and times and develops a marketing and advertising strategy for the production?

**Stage Manager** Who is responsible for coordinating the director’s wishes with the technical director?

**House Manager** Who turns on all the lights in display cases and lobby as well as the additional lobby lights at the box office?

**Assistant stage manager** Who is usually located backstage during the running of a show?

**Producer:** Who is responsible for hiring of a Publicist and Marketing team which is one of his/her most important responsibilities?

**Stage Manager** Who works with the director, and determines whether both the director’s objectives and the perceptions of the [designers](http://en.wikipedia.org/wiki/Stage_designer) are compatible and realistic?

**House Manager** Who checks the house, alcoves, and lobby to make sure that everything is neat and in order?

**Stage Manager** Who "calls" the show?

**SPECIAL (5pts)** What does calling the show mean? *( Calling the show means giving signal of when to go for lighting changes, sound changes, spotlight changes, as well as changes that take place on stage)*

**Producer:** Who hires accountants and perhaps already has legal representation?

**House Manager** Who hires and supervises ushers at least two weeks prior to opening?

**Stage Manager** Who takes control once the house opens?

**Assistant stage manager** Who communicates with performers and [stagehands](http://en.wikipedia.org/wiki/Stagehand) locally as well as other technicians in the [running crew](http://en.wikipedia.org/wiki/Running_crew) using a headset.

**House Manager** Who sets up ticket stub holders?

**SPECIAL (5pts)** Why is the hiring of accountants and legal representation important?  *(because of liability and bills including payroll and taxes which need to be paid.)*

**Stage Manager** Who is also responsible for calling brush-up, put in and understudy rehearsals after a show opens?

**House Manager** Who is visible and available to troubleshoot or help patrons with questions?

**Producer:** Who develops all the budgeting.?

**Stage Manager** Who is responsible for [safety](http://en.wikipedia.org/wiki/Safety) and running an orderly backstage area?

**House Manager** Who makes sure theatre doors are unlocked?

**Stage Manager** Who is the link between the director and the rest of the company?

**House Manager** Who turns off the lights at wall, locks and secure doors, and sets security system?