



HOST SCHOOL HOUSE MANAGER AND STAGE MANAGER INFORMATION/INSTRUCTIONS

(FOR PRELIMINARIES AND SEMI-FINALS)

In order to keep festival day moving on schedule and ensure that no “false starts” occur, the METG is providing these guidelines for host HMs and SMs.

Stage Manager: There must be a host stage manager backstage at all times during the festival day. This person may be a student or an adult; **however, if the SM is a student, there must also be an adult backstage at all times** to supervise and help make safety decisions.

Safety Exception to the 5-minute setup rule: The host SM/backstage adult supervisor may “stop the clock” during a 5-minute setup or breakdown in the event that there is a safety concern. If you do decide to do this, you may allow the crew of the presenting school up to 30 minutes to resolve the safety issue and continue their setup. If after 30 minutes the issue cannot be resolved, that element needs to be cut from the show and the crew must continue the setup without it. Whenever a safety exception is made, please inform the supervisors.

House Manager: You are primarily responsible for ensuring that the judges and supervisors are in the theater before each show begins. Please arrange a communication system with your Checker, Stage Manager, Emcees, and Judges’ Runner to make sure that this system works smoothly.

Procedure for announcing each show:

1. Please give the judges and supervisors a 5 minute warning right before you are sending the Emcees onstage. This should happen when all schools are seated in the theater.
2. Emcees come onstage and do their announcements, including reading the rules, advertising T-shirts, introducing the upcoming show, reading any disclaimers, and then asking the audience to hold for the judges. (“Our next production will be William Shakespeare’s *Much Ado About Nothing*, performed by Brighton High School. Please be advised that this production uses a strobe light. Once the judges are in the theater, we will begin.”) During this, the Judges’ Runner should be escorting the judges and supervisors to the theater from their room.
3. The judges and supervisors should then enter the theater and take their seats. Then, cue the SM that the judges are seated, so the Emcees can announce the show again over a mic from the wings. (And now, *Much Ado About Nothing!*)