

STEPHENS COLLEGE  
THA 227 STAGE MANAGEMENT I

Lecture #16: Equipment and Supplies

HANDOUTS:

TAKE TO CLASS: *Star Case*

ANNOUNCE: *Review Session / Date and time of final*

- I. This lecture could well be titled "be prepared". The stage manager should have adequate equipment and supplies to cover whatever needs may arise.
  
- II. Equipment. The following is a list of equipment the SM may want to bring. As with many other things we've discussed, it is a matter of individual preference.
  - A. many SM's prefer to bring their own headsets, for reasons of sanitation or comfort.
  - B. desk lamp. Most theatres have adequate work lights for the design desk in the house, but it never hurts to be safe. This lamp should be directional and have a dimmer.
  - C. microcassette recorder for taking notes
  - D. stopwatches. How many? one more than you need.
  - E. calculator
  - F. pocket flashlights. How many? again, one more than you need. These should be reliable, small, and directional.
  - G. stapler and staples
  - H. spare batteries and lamps for all of the above.

### III. Supplies

#### A. Medical Supplies

1. **If you are not a licensed medical professional, do not distribute painkillers, antacids, cold tablets, or any other over-the-counter or prescription medication.** If you give such medication to an actor and she or he has an allergic reaction, you are subject to an immense amount of legal liability. I would advise, however, that you carry some or all of the above for your own consumption.
2. most states have some form of good samaritan law which protects people who offer first aid in emergency cases.
3. You may furnish certain items:
  - a. eye wash and eye patch
  - b. plastic bandages
  - c. "Ace" bandages
  - d. ice packs
  - e. needles and tweezers
  - f. cotton swabs
  - g. disinfectant
  - h. scizzors
  - i. surgical gauze and tape

#### B. Office Supplies

1. pencils - either wooden or mechanical
2. pencil sharpener - even if you use mechanical pencils, the actors may not

3. erasers
4. colored pens or pencils
5. felt-tip markers - fine-point and wide (various colors)
6. rubber bands
7. paper clips
8. glue
9. "Post-It" type pads
10. legal pads
11. 3-hole punch
12. architect's scale
13. 50-foot tape measure
14. tape:
  - a. transparent ("Scotch"). must be able to write on it
  - b. masking tape
  - c. double-sided tape
15. thumb tacks or push pins

#### C. Theatrical Supplies

1. glow tape
2. spike tape (various colors)
3. gaffers' tape

D. Convenience Items

1. paper towels
2. toilet paper
3. facial tissue
4. sewing kit
5. extension cords
6. bottle and can openers

E. Tools

1. Note: once in the performance space, union contracts may prohibit you from using some or all of these tools.
2. hammer
3. flat-blade and phillips screwdriver
4. pliers
5. adjustable-end wrench
6. allen wrenches
7. razor knife
8. pocket knife
9. to conserve space, you might wish to carry a multi-plier such as a Leatherman, a Gerber, or a SOG in place of several of the above.