

CUE CARDS

<p>CLOCK</p> <p>START</p> <p>ACTION:</p> <p>Clock announces: The clock reads 7:00.</p>	<p>CLOCK</p> <p>CUE:</p> <p>Actors get into costume and makeup.</p> <p>ACTION:</p> <p>Clock announces: The clock reads 7:15.</p>	<p>CLOCK</p> <p>CUE:</p> <p>Stage Manager "gives the house" to the house manager, meaning all actors are backstage and audience can be brought into the house.</p> <p>ACTION:</p> <p>Clock announces: The clock reads 7:30.</p>
<p>CLOCK</p> <p>CUE:</p> <p>Audience enters the theater and finds their seats.</p> <p>ACTION:</p> <p>Clock announces: The clock reads 7:55.</p>	<p>CLOCK</p> <p>CUE:</p> <p>Stage Manager gives House Manager a "5 minutes" cue.</p> <p>ACTION:</p> <p>Clock announces: The clock reads 7:58.</p>	<p>FRONT OF HOUSE</p> <p>CUE:</p> <p>Clock reads 7:00.</p> <p>ACTION:</p> <p>House Manager opens theater lobbies to public.</p>

CUE CARDS (CONTINUED)



FRONT OF HOUSE

CUE:

Stage Manager "gives the house" to the House Manager, meaning all actors are backstage and audience can be brought into the house.

ACTION:

House Manager opens the house.

FRONT OF HOUSE

CUE:

House Manager opens the house.

ACTION:

Ushers tear or scan tickets.

FRONT OF HOUSE

CUE:

The clock reads 7:58. It's two minutes 'til showtime!

ACTION:

House Manager flashes lights in the house to notify audience that the show is about to begin.

FRONT OF HOUSE

CUE:

Stage Manager lets house management know actors and crew are in "places."

ACTION:

Ushers check restrooms and lobby space to make sure everyone is in the house before show begins.

FRONT OF HOUSE

CUE:

Ushers check restrooms and lobby space to make sure everyone is in the house before show begins.

ACTION:

House Manager lets Stage Manager know when all audience members are in the house.

FRONT OF HOUSE

CUE:

Actor makes first entrance onto the stage.

ACTION:

Ushers greet late arrivals and seat them at established late seating moments.

CUE CARDS (CONTINUED)

<p>ACTOR</p> <p>CUE:</p> <p>Clock reads 7:00.</p> <p>ACTION:</p> <p>Actors arrive at the theater and sign in on the callboard.</p>	<p>ACTOR</p> <p>CUE:</p> <p>Actors sign in at the callboard.</p> <p>ACTION:</p> <p>Actors get into costume and make up.</p>	<p>ACTOR</p> <p>CUE:</p> <p>Clock reads 7:15.</p> <p>ACTION:</p> <p>Actors receive microphones and do sound check on stage.</p>
<p>ACTOR</p> <p>CUE:</p> <p>Stage Manager gives "30 minutes" call to actors and crew.</p> <p>ACTION:</p> <p>Actors warm up body and voice.</p>	<p>ACTOR</p> <p>CUE:</p> <p>Stage Manager calls "places!" to actors and crew.</p> <p>ACTION:</p> <p>Actors take places backstage.</p>	<p>ACTOR</p> <p>CUE:</p> <p>Light Board Operator brings stage lights up.</p> <p>ACTION:</p> <p>Actor makes first entrance onto the stage.</p>

CUE CARDS (CONTINUED)



CREW

CUE:

Clock reads 7:00.

ACTION:

Crew and Stage Manager arrive at the theater.

CREW

CUE:

Clock reads 7:15.

ACTION:

Sound Board Operator completes sound check on stage.

CREW

CUE:

Crew arrives at the theater.

ACTION:

Crew confirms that all set, costume, and prop pieces are in working order and set for top of show.

CREW

CUE:

Crew confirms that all set, costume, and prop pieces are in working order and set for top of show.

ACTION:

Crew informs Stage Manager that all set, costume, and prop pieces are in working order and set for top of show.

CREW

CUE:

Clock reads 7:15.

ACTION:

Stage Manager checks the callboard to make sure that all actors have arrived.

CREW

CUE:

Stage Manager has checked the call board to make sure that all actors have arrived **AND** sound check is completed **AND** receives confirmation from crew that all sets, props, and costumes are set for top of show.

ACTION:

Stage Manager "gives the house" to the House Manager, meaning all actors are backstage and audience can be brought into the house.

CUE CARDS (CONTINUED)

<p>CREW</p> <p>CUE:</p> <p>Clock reads 7:30.</p> <p>ACTION:</p> <p>Stage Manager gives "30 minutes" call to actors and crew.</p>	<p>CREW</p> <p>CUE:</p> <p>Clock reads 7:55.</p> <p>ACTION:</p> <p>Stage Manager gives actors "5 minute" 'til show time cue.</p>	<p>CREW</p> <p>CUE:</p> <p>Stage Manager gives actors "5 minute" 'til show time cue.</p> <p>ACTION:</p> <p>Stage Manager gives House Manager a "5 minute" 'til show time cue.</p>
<p>CREW</p> <p>CUE:</p> <p>House Manager flashes lights in the house to notify audience that the show is about to begin.</p> <p>ACTION:</p> <p>Stage Manager calls "places!" to actors and crew.</p>	<p>CREW</p> <p>CUE:</p> <p>Stage Manager calls "places!" to actors and crew.</p> <p>ACTION:</p> <p>Crew takes places backstage.</p>	<p>CREW</p> <p>CUE:</p> <p>Actors take places backstage.</p> <p>ACTION:</p> <p>Stage Manager lets house management know actors and crew are in "places."</p>

CUE CARDS (CONTINUED)



CREW

CUE:

House Manager lets Stage Manager know when all audience members are in the house.

ACTION:

Stage Manager calls cue, "House lights out - go."

CREW

CUE:

Stage Manager calls cue, "House lights out - go."

ACTION:

Light Board Operator dims house lights.

CREW

CUE:

Light Board Operator dims house lights.

ACTION:

Stage Manager calls cue, "Stage lights up - go."

CREW

CUE:

Stage Manager calls cue, "Stage lights up - go."

ACTION:

Light Board Operator brings stage lights up.

AUDIENCE

CUE:

Ushers tear or scan tickets.

ACTION:

Audience enters the theater and finds their seats.

AUDIENCE

CUE:

Clock reads 7:00.

ACTION:

Audience Members arrive at theater.