

# Grace Nicole Engstrom

Stage Management  
Portfolio



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# GRACE NICOLE ENGSTROM

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## EXPERIENCE

<i>The 39 Steps</i>	Stage Manager	University of South Dir: Dan Spiropoulos Dakota	2024 - Current
<i>Bat Boy: The Musical</i>	Assistant Stage Manager and Scenic Artist	University of South Dir: Mickey Morstad Dakota SM: Dan Spiropoulos	2024
<i>As You Like It</i>	Assistant Stage Manager and Scenic Artist	University of South Dir: Jeff Larsen Dakota SM: Emily de Zafra	2023
<i>The Curious Incident of the Dog in the Night-Time</i>	Assistant Stage Manager	Black Hills Dir: Matt Nesmith Playhouse SM: Veronica Torres	2024
<i>The Lightning Thief</i>	Wardrobe Head and Scenic Artist	University of South Dir: Lainie Vansant Dakota SM: Lexie Scott	2024
<i>The Play That Goes Wrong</i>	Run Crew	Black Hills Dir: Raimondo Genna Playhouse SM: Caty Nordeen	2024
<i>The Importance of Being Earnest</i>	Run Crew and Scenic Artist	University of South Dir: Mickey Morstad Dakota SM: Jeff Larsen	2023
<i>The Inexplicable Chaos Factor of Mia Gregory</i>	Light Board Operator	University of South Dir: Ryan Bernier Dakota SM: Lexie Scott	2024
<i>The Musical of Musicals: The Musical</i>	Scenic Artist	University of South Dir: Joe Stollenwerk Dakota SM: Mickey Morstad	2022
<i>Ride the Cyclone</i>	Scenic Artist	University of South Dir: Raimondo Genna Dakota SM: Ansley Eddy	2023
<i>Eurydice</i>	Scenic Artist	University of South Dir: Jeff Larsen Dakota SM: Erika Waxdahl	2022
<i>Daddy Long Legs</i>	Scenic Artist	University of South Dir: Michael Matthys Dakota SM: Kurtis Nelson	2022
<i>tick, tick..BOOM!</i>	Scenic Artist	University of South Dir: Matt Nesmith Dakota SM: Em de Zafra	2023

## EDUCATION

University of South Dakota	B.F.A Musical Theatre, Dance Minor
Expected Graduation: May 2026	Stage Management Electives

## SPECIAL SKILLS

Props Tracking	CPR and First Aid Certified	Stage Combat Notes Taking/Captain
Tape Stage	Music Time Stamping	Operate Fly Rail
U.S Driver's License and Passport	Operate Theatrical FireArm	Intermediate Scenic Painting

## REFERENCES

Raimondo Genna Chair and Associate Professor Coordinator of Theatre Studies USD Department of Theatre (619)865-6312 <a href="mailto:Raimondo.Genna@usd.edu">Raimondo.Genna@usd.edu</a>	Scott Mollman Coordinator of Design and Technology USD Department of Theatre (605)670-9754 <a href="mailto:Scott.Mollman@usd.edu">Scott.Mollman@usd.edu</a>	Victor Shonk Associate Professor, Scenic Design USD Department of Theatre (614)251-1995 <a href="mailto:Victor.Shonk@usd.edu">Victor.Shonk@usd.edu</a>
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# The 39 Steps Production Meeting Report #1

## The 39 Steps Production Meeting Report

Date: 11/04/24	Production Meeting: #1
Location: Zoom	SM: Grace Engstrom
Start: 3:30pm CST	End: 4:18pm CST

Present: [REDACTED]	Absent: N/A
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### GENERAL

1. Introductions were made between the production staff
2. The Director shared their concept presentation
3. There will be no production meeting next week because of Veterans Day
4. Scenic and Costume CTR Presentations will be presented at our next meeting in two weeks
5. The production calendar has been emailed and sent our so please review for updated deadlines and dates
6. We will meet this semester through December 9th- the last Monday of Classes
  - a. Get through all CTR presentations
  - b. Get some rough sketches done
  - c. Go away on break with a good idea of what is happening
7. Full designs will be due in February
8. Cast list by February 4th
9. We are adding [REDACTED] on as Technical Director and he will join us for our next meeting
  - a. [REDACTED] will be his mentor
10. We are looking at the possibility of adding an Intimacy Director to the production
  - a. Decision will be made in the next two weeks by our next meeting
11. [REDACTED] will be handling all fight choreography for the production

### DIRECTOR

1. Background
  - a. Originally a Novel written in 1915 by John Buchan
    - i. Set a few years before World War I
    - ii. Popular during World War I

## The 39 Steps Production Meeting Report

- iii. Spy ring was known as "The Black Stone"
  - iv. "39 Steps" indicated the number of stairs leading to the Black Stones' base of operations
- b. Developed into a film in 1935 by Alfred Hitchcock which is what the play is mostly built around
    - i. Many things were changed from the novel
      1. The spy ring is now called the "39 Steps"
      2. Scenes were added in the film
      3. Female Presenting leads were added
  - c. Play was first adapted in the 4 person version with a low budget
    - i. It was revamped by Patrick Barlow in 2005
    - ii. Parody of the film but not making fun of the film
      1. Parody= comedic twist on the original spy story
    - iii. Set in 1935 a few years before World War 2
2. Key Ideas
    - a. Man on the run
    - b. Innocence
      - i. Hitchcock movies often follow the idea of a person running from something but they are innocent and the audience knows but the world of the play does not
    - c. Anti-War
      - i. In the movie and the film there are scenes where Richard Hannay (main character) give a speech about working together and living as a cohesive race
    - d. Working towards something bigger than yourself
      - i. Hannay originally goes on the run but he is looking for something he is only apart of
      - ii. Gets caught up in the whirlwind of cross country espionage
      - iii. Not doing it for myself doing it for my country
    - e. Want to remember that although it is funny the story is there
      - i. Do it as simply as we can
      - ii. Doesn't want the play to escape us
  3. Concept
    - a. Film Noir meets Farce
      - i. Film Noir + Farce = The 39 Steps
      - ii. Farce similar to The Play That Goes Wrong
      - iii. Concept revolves around Film Noir
        1. Film Noir has a lot of roots in German Expressionism
    - b. German Expressionism- popular in the 1920's
      - i. 'Businessman' woodcut
        1. Deep contrasts between the black and the white
        2. Sharp angles
      - ii. Direct influence of the Film Noir genre
    - c. *Metropolis* by Fritz Lang (1927)

## The 39 Steps Production Meeting Report

- i. Still images including the poster and a skyscraper
  - ii. Grandness and large scale
  - iii. Sharp Angles and Skyline
- d. Sets by Appia and Craig
    - i. Grandness- seem very large
    - ii. Simple- in a bare state
    - iii. Allows for audiences to imagine what can happen
  - e. Film Noir- popular in the 1940's
    - i. Contrast between the lights and the darks
    - ii. Shadows that played at every corner
    - iii. Angles and depth
  - f. Proto Noir is where the film fell into
    - i. Pre Noir
      1. Has a lot of Noir feel but is not characterized the same way
  - g. The Play That Goes Wrong relation to The 39 Steps
    - i. It is a farce
    - ii. You see a lot of the strings but it doesn't break the audience away from what is happening onstage
    - iii. Clowns build a car onstage and crew has to help get it off
    - iv. Preshow possibility- Richard Hannay sits in a chair in front of the grand drinking Scotch and reading the Novel
4. What is more important, the faithfulness of doing a Film Noir film or the historical period in which the play is set? As there is a big difference between the 1930's and the 1950's
    - a. Do you want aspects of Film Noir or full Film Noir?
    - b. Have an answer to what year by 11/5/24 at 4:00pm CST
  5. What size understudy cast do you want?
    - a. Keeping in mind costume construction for understudies depending on the size
    - b. Keeping in mind the crossover between One Acts and the Dance Showcase
    - c. Hesitation with overburdening the understudies with having to learn the whole show if covering multiple roles
  6. What gender casting of the clowns do you want?

### SCENIC

1. Sets by Appia and Craig
  - a. Grandness- seem very large
  - b. Simple- in a bare stage
  - c. Allows for audiences to imagine what can happen
2. The feel of set inspiration
  - a. Feel larger than life
  - b. Feel rigid but fluid at the same time
  - c. A lot of space and a lot of playing room where anything can happen
  - d. Room for play on levels
3. Open to seeing crew members moving things on and off stage



# The 39 Steps Production Meeting Report #1

The 39 Steps Production Meeting Report
<ol style="list-style-type: none"><li><ol style="list-style-type: none"><li>a. Having little bit moments that can add to the comedy</li></ol></li><li>4. Creating different locations- creating the flavor rather than having full specific settings<ol style="list-style-type: none"><li>a. Having minimal theatrical pieces used to put different locations together and piece together the idea of a different setting</li></ol></li><li>5. Realist setting with the subversion of the unexpected rather than cartoonish<ol style="list-style-type: none"><li>a. Allow for the actors to believe the world that they are in and play it for truth<ol style="list-style-type: none"><li>i. Actors see it as their truth</li></ol></li><li>b. Camp is not the right word to describe it but rather more slapstick and subversion of the unexpected</li><li>c. Allow for the audience to see the theatricality and the strings of the performance</li></ol></li><li>6. Neutral set that allows the more colorful props and costumes to pop</li><li>7. See the director notes above for more specifics on the concept presentation</li></ol>
LIGHTING
<ol style="list-style-type: none"><li>1. Lighting will be a helpful piece in creating the different locations throughout the set as they will likely be presented onstage in more minimalistic ways</li><li>2. The inclusion of haze/smoke/fog that is mentioned within the script is something that we would like to see onstage</li><li>3. See the director notes above for more specifics on the concept presentation</li></ol>
SOUND
<ol style="list-style-type: none"><li>1. In the moment where Richard Hannay is being chased and shot at by an airplane, what if it starts out with it being a sound effect and then turns into the actors making the sound onstage?</li><li>2. See the director notes above for more specifics on the concept presentation</li></ol>
COSTUMES
<ol style="list-style-type: none"><li>1. How do you see the high contrast in terms of costumes? Black and White? Color?<ol style="list-style-type: none"><li>a. Not black and white</li><li>b. Color is acceptable and also used in German Expressionism</li></ol></li><li>2. 1935 with the possibility of pushing it up to the 1940's or 1950's to fit with the film noir</li><li>3. Characters as written<ol style="list-style-type: none"><li>a. 4 person cast<ol style="list-style-type: none"><li>i. Gender preference for the clowns is still to be determined</li></ol></li><li>b. Understudy cast<ol style="list-style-type: none"><li>i. Size to be determined</li></ol></li><li>c. Breakdown of Clown 1 and Clown 2 Characters will be the same as what is written in the script</li></ol></li><li>4. Characters playing the truth of the matter more Film Noir rather than cartoon<ol style="list-style-type: none"><li>a. There are moments of melodrama that can be brought forward through these</li></ol></li></ol>

The 39 Steps Production Meeting Report
<p>elements</p> <ol style="list-style-type: none"><li>5. Open to Mustache Reveal<ol style="list-style-type: none"><li>a. Professor Jordan and the James Bond archetype- starts to peel off bushy mustache as he starts to turn German to reveal a Hitler style mustache</li></ol></li><li>6. Not in the fine tune details in the bold/broad strokes<ol style="list-style-type: none"><li>a. High contrast images = bold/broad strokes</li></ol></li><li>7. The saturated colors of the costumes will be able to pop over a more neutral set</li><li>8. See the director notes above for more specifics on the concept presentation</li></ol>
PROPS
<ol style="list-style-type: none"><li>1. The saturated colors of the props will be able to pop over a more neutral set</li><li>2. See the director notes above for more specifics on the concept presentation</li></ol>
PRODUCTION MANAGEMENT
<ol style="list-style-type: none"><li>1. Nothing at this time, thank you!</li></ol>
PRODUCER
<ol style="list-style-type: none"><li>1. Nothing at this time, thank you!</li></ol>
PUBLICITY
<ol style="list-style-type: none"><li>1. Nothing at this time, thank you!</li></ol>
STAGE MANAGEMENT
<ol style="list-style-type: none"><li>1. Update paperwork with [REDACTED] as the new Technical Director with [REDACTED] as the mentor</li><li>2. Send Report to [REDACTED] before sending it out to the rest of the production team</li></ol>
ZOOM RECORDING
<a href="#">11/4/24 39 Steps Production Meeting Recording</a>
Next Meeting: Monday, November 18th 2024 at 3:30pm CST

# The 39 Steps Production Meeting Report #2

## The 39 Steps Production Meeting Report

Date: 11/18/24	Production Meeting: #2
Location: Zoom	SM: Grace Engstrom
Start: 3:30pm CST	End: 4:18pm CST

Present: Grace Engstrom, [REDACTED]	Absent: [REDACTED]
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### GENERAL

1. [REDACTED] sent out an email last week regarding Silhouette
  - a. The decision was made to go with the 1930's with a noir feel
2. Costumes presented their CTR Presentation
  - a. It is located on the google drive folder
3. Scenic presented their CTR Presentation
  - a. It is located on the google drive folder
4. We will wait to decide on an Intimacy Director until finalizing One Act shows and workloads of the graduate students
5. Lighting and Hair/Makeup CTR Presentations as well as Scenic Rough Sketches will be presented at our meeting next week
6. We have 3 more production meetings for this semester
  - a. We will be meeting through the December 9th

### DIRECTOR

1. Continue thinking about what kind of look you want for the sheriff and if the two inspectors will be the same

### SCENIC

1. CTR Notes
  - a. Inspiration
    - i. Hard silhouette against the softer background
    - ii. Charcoal drawings
    - iii. More distinct foreground and diffused background
    - iv. Winding in the background

## The 39 Steps Production Meeting Report

- v. Abstract with sharpness and contrast
- b. Shadowplay
  - i. Make things bigger than they are
  - ii. Use of grayscale
- c. Overscale
  - i. Make the characters smaller than they are
  - ii. Use of geometry
  - iii. Sharp lights and darks
- d. Geometric Charcoal
  - i. Drawn from Appia and Craig
  - ii. Geometry derived
  - iii. Charcoal Scale
  - iv. Abstract with perspective play
    1. Can't tell where things are vanishing to
    2. Doesn't feel far from reality
  - v. Hard lines with light fading in the background
  - vi. Different playing spaces
  - vii. Levels and Perspective
- e. Charcoal Drawings
  - i. Sharp Lines, Deep contrast, Soft Diffusion
  - ii. What style of charcoal drawings should be pursued in the design?
    1. First Choice is Hard Lines with Dark Overtones
      - a. Don't have to be the darkest of dark overtones
    2. Second Choice is Hard Lines with Light Undertones
      - a. Seems more storybook than life like
- f. Art Deco
  - i. Hard lines, Dominating Shapes, High Contrast, Muted Tones
  - ii. Straight lines bring figures out
  - iii. People in the foreground with things happening in the back
- g. Synthesis
  - i. Figure stands out despite the use of the busy background
  - ii. Levels, geometry, colors
  - iii. Like the sense of grandness
  - iv. There is something happening but anything can happen at the same time
2. Shadowplay and Grayscale will have some collab with lighting
  - a. Grayscale comes more from the set itself not from lighting
  - b. Shadowplay is where lighting comes more into play with the scenic ideas
3. Color doesn't have to be muted tones
  - a. There is room to play within the levels
4. Style of charcoal where the set does not completely look like it was done in charcoal where it includes some amount of color
5. Monochrome vs grayscale
  - a. More monochrome

## The 39 Steps Production Meeting Report

### LIGHTING

1. Nothing at this time, thank you!

### SOUND

1. Nothing at this time, thank you!

### COSTUMES

1. CTR Notes
  - a. Richard Hanay
    - i. Script Description: about 40, attractive, pencil mustache, hat, the latest Harris Tweed
  - ii. English Blade or English Drape Suit
    1. 3 piece suit
    2. Lapel Suit that is not too wide or narrow with 2 or 3 buttons
    3. Pants have pleats, a crease and a cuff
    4. Trilby hat- similar to fedora with a narrower brim
    5. Harris Tweed- high end brand
      - a. Tweed doesn't mean boring brown but rather the weave of the fabric
    6. Really stunning suit
    7. Tailored well to the actor
  - iii. Black overcoat with breast pocket
- b. Female Lead Track
  - i. Annabella Schmidt
    1. Plunging black evening gown
      - a. Is the evening gown too elegant for being a spy?
    2. Hand bag with pistol and knife in the back
    3. 1930's had very slinky and form fitting gowns
      - a. Really interesting cutouts like a low neck and low back
        - i. Less of a low back to accommodate knife
    4. Mysterious
  - ii. Margaret
    1. Incredibly pretty Scottish girl
    2. Peasant
      - a. Would like the possibility of her being barefoot
  - iii. Pamela
    1. Top and skirt
      - a. Script says pencil skirt but it need to have some movement
      - b. Skirt and top doesn't necessarily have to match
    2. Hat and gloves for traveling on the train
    3. Takes on shoes and stockings

# The 39 Steps Production Meeting Report #2

## The 39 Steps Production Meeting Report

- 4. Girdle with garters underneath the stockings
- iv. Three different wigs
  - 1. Redhead-Anabella
  - 2. Brunette- Margaret
  - 3. Honey Blonde- Pamela
- c. Clowns
  - i. Exaggerated proportions
  - ii. Mismatched patterns and colors
    - 1. Mismatched but they still go together and make sense
  - iii. Produce the unexpected
  - iv. Clowns will have a base look and then things would change on top as characters change
  - v. Compere and Mr. Memory
    - 1. Evening dress
      - a. White tie on white shirt, white pique vest, black tails
    - 2. Matching boutonnieres
      - a. Red Carnations
  - vi. Heavy's- hit man or henchman
    - 1. Black trenchcoat and fedora
    - 2. Dark silhouette
  - vii. Milkman
    - 1. Cap and Coat
      - a. Quick exchange
  - viii. Mrs. Higgins
    - 1. Charlady- a cleaning lady with multiple jobs
    - 2. A classic comedic role
    - 3. Ruffly hat
  - ix. Train Ride- Salesman, Paperboy, Policeman, Porter
    - 1. Base Costume with hats transitioning characters
      - a. Salesman- fedoras
      - b. Policeman- bobby cop
      - c. Porter- guy who takes your bags when boarding
      - d. Paperboy- newsie cap
    - 2. Fedoras are the hat of the time period
      - a. Easy to stuff under your arm and be able to change quickly
  - x. Crofter- a tenant farmer
    - 1. Ancient and surly
    - 2. Scottish farmers that works one section of the bigger farm
    - 3. Lots of texture and distressing
  - xi. Professor Jordan
    - 1. Has part of his little finger missing
      - a. Needs to be scene by the audience and sustainable
      - b. Stuff gloves on all fingers expect of the pinky

## The 39 Steps Production Meeting Report

- c. Actor holds finger at an angle making it look cut off
- d. Sharpie on the end of the finger
- e. Wear blurred out pixelation ring to show that the finger is gone and blurred out
- 2. Transforms into a German Nazi with mustache change
- 3. Possibility of wearing a smoking jacket with a smoking hat
- xii. Mrs. Jordan
  - 1. A severe-looking grey-haired lady in tweeds
    - a. Severe streak in the hair
  - 2. Bold houndstooth
- xiii. Chief Inspector
  - 1. Tan trench coat
  - 2. Same as Chief Inspector Albright?
- xiv. Sheriff
  - 1. Sheriff in british police ranking wears very specific velvet coat
    - a. More American like a Texas Sheriff? Something that our audiences will understand
- xv. Mr. Dunwoody and Mr. McQuarrie
  - 1. Fussy, doddery, ancient
  - 2. Likely have canes
  - 3. Bald with some hair or all bald with great beard
- xvi. Mr. and Mrs. McGarrigle
  - 1. Traditional scottish tartan and kilts
  - 2. Matching tamashanters- traditional scottish hat
  - 3. Matching ginger facial hair
- d. Some quick changes will happen on stage as actors throw things on and off to change characters

### PROPS

- 1. Nothing at this time, thank you!

### PRODUCTION MANAGEMENT

- 1. Nothing at this time, thank you!

### PRODUCER

- 1. Nothing at this time, thank you!

### PUBLICITY

- 1. Nothing at this time, thank you!

### STAGE MANAGEMENT

## The 39 Steps Production Meeting Report

- 1. Begin including the Zoom link within Production Meeting Reminders

### ZOOM RECORDING

[11/18/24 39 Steps Production Meeting Report](#)

Next Meeting: Monday, November 25th 2024 3:30pm CST

# The 39 Steps Production Meeting Report #3

The 39 Steps Production Meeting Report	
Date: 11/25/24	Production Meeting: #3
Location: Zoom	SM: Grace Engstrom
Start: 3:30pm CST	End: 4:14pm CST
Present: Grace Engstrom, [REDACTED]	Absent: [REDACTED]
<p align="center"><b>GENERAL</b></p> <ol style="list-style-type: none"> <li>We will be using dialects for this production</li> <li>Scenic presented their Rough Sketches               <ol style="list-style-type: none"> <li>They are located in the google drive folder</li> </ol> </li> <li>Hair and Makeup presented their CTR Presentation               <ol style="list-style-type: none"> <li>It is located in the google drive folder</li> </ol> </li> <li>[REDACTED] and [REDACTED] will be joining us as our Assistant Stage Managers</li> <li>Next meeting we will be seeing Lighting and Sound CTR Presentations</li> <li>We will be meeting on Monday, December 9th at 3:30 and we will see Scenic Revised Roughs Sketches</li> </ol>	
<p align="center"><b>DIRECTOR</b></p> <ol style="list-style-type: none"> <li>Reach out to [REDACTED] to start the conversation about dialects by next week</li> <li>Start thinking about whether we want to have image projections for the production so that next semester we can figure out if we need to add on a projection designer</li> </ol>	
<p align="center"><b>SCENIC</b></p> <ol style="list-style-type: none"> <li>First Rough Sketch Notes               <ol style="list-style-type: none"> <li>The drop location is subject to change depending on the decision of the use of texturing, shadow play or projections                   <ol style="list-style-type: none"> <li>If the decision is made to include shadow play the drop would be moved forward in order to allow space to play behind and cast shadows</li> </ol> </li> <li>The textured painting on the main platform is the representation of the outside of a building that is made of windows</li> <li>Other painting textures throughout the set are used to represent buildings with the art deco feel</li> </ol> </li> </ol>	

The 39 Steps Production Meeting Report
<ol style="list-style-type: none"> <li>Director and Costumes like the linear directions of the paintings</li> <li>Director likes the different areas of play with different steps and platforms</li> <li>Director likes that there are interesting ways to play with shadow play in order to create new locations</li> <li>There is a lot of potential coming off of this rough sketch</li> </ol> <ol style="list-style-type: none"> <li>Second Rough Sketch Notes               <ol style="list-style-type: none"> <li>Director likes the cityscape in the back of the set</li> <li>Director likes the descending platforms that can be played with decent and movement</li> </ol> </li> <li>Third Rough Sketch Notes               <ol style="list-style-type: none"> <li>Similar to the first sketch just more expanded out</li> <li>There is too much symmetry within this sketch</li> <li>Director likes the 18 inch steps                   <ol style="list-style-type: none"> <li>Single rise step tolerance is 14 inches before having to add a step in between</li> </ol> </li> <li>Tallest point that would land at about 5 1/2 feet                   <ol style="list-style-type: none"> <li>Director likes that it brings out the grandeur of the set</li> </ol> </li> <li>Director likes the use of the art deco style</li> </ol> </li> <li>The first sketch is the first choice               <ol style="list-style-type: none"> <li>Has more versatility of visual movement than the other sketches</li> <li>It provides more options for blocking, movement and action</li> <li>It is a more simplified and more focused idea</li> <li>There is room to add some of the elements of the other sketches into the first sketch</li> <li>Allows for all areas of design to play and combine their strengths</li> </ol> </li> </ol>
<b>LIGHTING</b>
<ol style="list-style-type: none"> <li>Look over Scenic Rough Drafts and update CTR Presentation for the next production meeting</li> </ol>
<b>SOUND</b>
<ol style="list-style-type: none"> <li>Nothing at this time, thank you!</li> </ol>
<b>COSTUMES/HAIR/MAKEUP</b>
<ol style="list-style-type: none"> <li>The two inspectors are not the same person they are two different inspectors</li> <li>For the Sheriff there should be some way to demonstrate that he is the sheriff but it does not need to be specifically British</li> <li>Hair and Makeup CTR Notes               <ol style="list-style-type: none"> <li>Richard Hannay                   <ol style="list-style-type: none"> <li>Side part with slick back hair</li> <li>Pencil mustache</li> <li>Basic corrective makeup</li> </ol> </li> </ol> </li> </ol>

The 39 Steps Production Meeting Report	
<p>1. There is no need for old age makeup in such a big space</p> <p>b. Annabella Schmidt</p> <p>i. Dark red wig with a side part and long waves</p> <p>ii. Inspired by Veronica Lake</p> <p>c. Pamela</p> <p>i. Honey blonde wig with a short curly bob pinned back</p> <p>ii. Pencil thin eyebrows, dark red lip and long lashes</p> <p>iii. Inspired by Ann Southern</p> <p>d. Margaret</p> <p>i. Brunette wig with long head scarf possibly braided</p> <p>ii. Thin eyebrows and neutral lip color</p> <p>1. Keeping the makeup from previous characters just changing the lip color</p> <p>e. Clowns</p> <p>i. Whoever they are they need to be clean shaven to allow for facial hair changes and by willing to glue facial hair to their face</p> <p>ii. Professor Jordan- Walrus mustache covering toothbrush mustache for the later reveal</p> <p>iii. Mrs. Jordan- dark curly wig with white streak in the front</p> <p>iv. Mr. Dunwoody and Mr. McQuarrie-</p> <p>1. One has a bald cap with white hair and small reading glasses</p> <p>2. Second has large round glasses with long white beard</p> <p>v. Mr. and Mrs. McGarrigle- Tam O'Shanter hat, fake beard and mustache, fake long female hair</p> <p>1. Not intended to try and make it look like a good wig but rather a bad wig</p> <p>4. Silly costumes out of the refined scenic design will allow for a good juxtaposition between the serious world the Hannay lives in while all of these crazy things are coming at him</p> <p>5. Silly costumes allow for the actors to get a laugh before even having to say anything because they look out of place and different</p>	
<b>PROPS</b>	
1. Nothing at this time, thank you!	
<b>PRODUCTION MANAGEMENT</b>	
1. Nothing at this time, thank you!	
<b>PRODUCER</b>	
1. Nothing at this time, thank you!	
<b>PUBLICITY</b>	

1. We have sold 8 tickets so far!
<b>STAGE MANAGEMENT</b>
1. [REDACTED] and [REDACTED] will be the two ASM's for this production
<b>ZOOM RECORDING</b>
<a href="#">11/25 39 Steps Production Meeting Recording</a>
<b>Next Meeting: Monday, December 2nd 2024 3:30pm CST</b>



# The 39 Steps Production Meeting Report #5

The 39 Steps Production Meeting Report	
Date: 12/09/24	Production Meeting: #5
Location: Zoom	SM: Grace Engstrom
Start: 3:30pm CST	End: 4:05pm CST
Present: Grace Engstrom, [REDACTED]	Absent: N/A
<p align="center"><b>GENERAL</b></p> <ol style="list-style-type: none"> <li>Scenic presented their Revised Rough Sketches           <ol style="list-style-type: none"> <li>They are located in the drive</li> </ol> </li> <li>Information regarding setting up our meeting time for second semester will come out sometime following the Christmas and New Year holidays so please be on the lookout for that information</li> <li>Designer Run will be March 6th, 2025</li> </ol> <p align="center"><b>DIRECTOR</b></p> <ol style="list-style-type: none"> <li>A conversation with [REDACTED] has been started regarding dialects           <ol style="list-style-type: none"> <li>Send [REDACTED] an emailed list of accents used within the show</li> </ol> </li> </ol> <p align="center"><b>SCENIC</b></p> <ol style="list-style-type: none"> <li>Revised Rough Sketches Notes           <ol style="list-style-type: none"> <li>There will likely be more escape stairs added to the back of the platforms for ease of entry</li> <li>There will be forced perspective flats               <ol style="list-style-type: none"> <li>The front two would be on a traveler track and operate together</li> <li>The back one will be able to fly in and out</li> <li>There is a possibility for the front two to be flown in and out as well but they will be mobile regardless</li> </ol> </li> <li>There will be a cyc located in the back</li> <li>The highest platform would be about 6 ft and the smaller platforms would be about 4ft               <ol style="list-style-type: none"> <li>The stairs would descend about 8 inches</li> </ol> </li> </ol> </li> </ol>	

The 39 Steps Production Meeting Report
<ol style="list-style-type: none"> <li>There will be a step on the center stairs that is on the same level as the 4 ft platform but there won't be much space there to move around on the platform</li> <li>The outer two cityscapes will be semi transparent drops               <ol style="list-style-type: none"> <li>The front lit version of the drop will be the cityscape</li> <li>The back lit version would imply something more like a silhouette of a countryside or low tree line</li> </ol> </li> <li>The back cityscape drop would be a more regular drop               <ol style="list-style-type: none"> <li>Semi transparent drop without anything on the back to allow for shadowplay</li> <li>A stock platform will be added to behind the drop to allow for shadow play</li> </ol> </li> <li>A painted scrim would be needed in order to achieve the semi transparent drop look               <ol style="list-style-type: none"> <li>This will be dependent on the budget</li> </ol> </li> <li>The intent behind the cut out bottom of the drop is to make it feel removed from the platforms</li> <li>There would need to be some kind of railing somewhere on the upstage side of the 6 ft platforms</li> <li>All of the platforms will be level rather than raked</li> <li>The cityscape does not have to be specific to London and can instead me more of a morphis skyline</li> <li>There is the opportunity to discover the use of the different platforms and spaces for different scenes (ex. the bed and the DSR Platform)</li> <li>The DSR platform would be an 8 ft by 8 ft platform</li> <li>Some of the more extreme scenic ideas are anticipated to be portrayed through shadow play (ex. bridge and plane)</li> <li>Look into the possibility of adding some trap doors and other areas in the set for added movement possibility</li> <li>Storyboard will be due the week of February 3rd, 2025               <ol style="list-style-type: none"> <li>Two weeks before final drafting is due</li> </ol> </li> </ol> <p align="center"><b>LIGHTING</b></p> <ol style="list-style-type: none"> <li>Nothing at this time, thank you!</li> </ol> <p align="center"><b>SOUND</b></p> <ol style="list-style-type: none"> <li>Let the team know ahead of time if you are looking at hiding speakers within the set</li> </ol> <p align="center"><b>COSTUMES/HAIR/MAKEUP</b></p> <ol style="list-style-type: none"> <li>Rough Sketches Notes           <ol style="list-style-type: none"> <li>No matter the gender of the clowns they will be in masculine presenting clothes for ease of movement throughout the production</li> <li>The clowns will have a split complementary color scheme</li> </ol> </li> </ol>

# The 39 Steps Production Meeting Report #5

The 39 Steps Production Meeting Report
<ul style="list-style-type: none"> <li>i. Will likely be a build so that they can look more clown and have more variety than typical mens wear</li> <li>c. The sketches presented today will be the base for the clowns</li> <li>d. Costume changes will vary based on what characters the clowns are playing                             <ul style="list-style-type: none"> <li>i. Compere and Mr. Memory will be a more full costume change</li> <li>ii. Heavys, milkman, Mr. Higgins, Salesman, Paperboy, Policeman, Porter Professor Jordan, Mr. Dunwoody and Mr. McQuarrie will rely on adding pieces over top of the base costumes</li> <li>iii. Crofter will be a more developed look while still keeping some pieces of the base costume</li> <li>iv. Mrs. Jordan will be based on what is able to be pulled or modified to try and achieve this original idea</li> <li>v. The Sheriff is still up for discovery based on what the actors are doing with the character development</li> <li>vi. Chief Inspector could be more of the Humphrey Bogart look</li> <li>vii. Inspector Albright could be more Sherlock Holmes</li> <li>viii. Mr. and Mrs. McGarrigle will be as developed as possible with an iconic piece to be revealed and passed back and forth</li> </ul> </li> </ul>
PROPS
1. Nothing at this time, thank you!
PRODUCTION MANAGEMENT
1. Scenic storyboard will be due the week of February 3rd, 2025
TECHNICAL DIRECTOR
1. Nothing at this time, thank you!
PRODUCER
<ul style="list-style-type: none"> <li>1. Reach out to [REDACTED] to start the conversation about her being the Intimacy Director for this production                             <ul style="list-style-type: none"> <li>a. There will be some overlap between One Acts and this production</li> <li>b. The list of intimacy scene needs are located on the drive in the director folder</li> <li>c. Please let [REDACTED] know after you have talked with [REDACTED] and a decision has been made</li> </ul> </li> </ul>
PUBLICITY
1. Nothing at this time, thank you!
STAGE MANAGEMENT

The 39 Steps Production Meeting Report
1. Nothing at this time, thank you!
ZOOM RECORDING
<a href="#">12/09 39 Steps Production Meeting Recording</a>
Next Meeting: TBD

# The 39 Steps Production Meeting Report #10

## The 39 Steps Production Meeting Report

Date: 3/3/25	Production Meeting: #10
Location: Zoom	SM: Grace Engstrom
Start: 4:00pm CST	End: 4:54pm CST

Present: [REDACTED]	Absent: [REDACTED]
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### GENERAL

- Scenic presented their Color Renderings
  - They are located in the drive folder
- We are going to shoot for doing the shadow test the Wednesday or Thursday after Spring Break
  - This is going to tell us how we are going to be able to accomplish the shadows within the space we have and the instruments that we have available for the shadowplay
- [REDACTED] will be sitting in front of the grand during pre show
- The grand is going to be flying in and out at the top of show, intermission and end of show
  - It will not be tracked on and off
- Designer Run is this Thursday, March 6th
  - The run will begin at 7:00pm CST
  - [REDACTED] will be recording and uploading the video of designer run for those unable to attend
- We will not be meeting next week due to Spring Break but will continue meetings the week following on March 17th

### DIRECTOR

- Due to the busy schedule of the dance showcase [REDACTED] is unable to come in and choreograph for this production, instead the choreography will be done in house
- Please keep costumes in the loop as the end of the show is blocked on what the final decision will be for Professor Jordans missing finger
- The jazz fest people will likely be out of the Knutson by about 7:00pm or 8:00pm Tuesday night if we would like to use the stage later in the evening on March 18th

## The 39 Steps Production Meeting Report

- Please keep in mind as we continue on how we are going to format the pre show calls as [REDACTED] will need to be ready to go by the time the house opens

### SCENIC

- Color Rendering
  - The single sided piece with the shadowplay on the back will have shadowed sides with a bronze gold sort of highlight
  - The Moores on the back of the side tabs will be a landscape that is mostly shadows and the sky
  - The front of the side tabs will again have the gold trim highlight and the shadows on the sides of the buildings
    - We will have to look more into the gold trim as it will likely not go away when transferring to the moores and instead lean more into a yellow paint rather than metallic
      - We will be able to do samples as we are beginning to slay stuff out
  - The floor texture of the unit set will be a similar charcoal like texture
  - Hotel sign is a really highlighted red with a navy background
    - It can have a little bit of a brush stroke look to it
  - The fireplace unit will likely have a little bit of a return to give it some more presence on stage
    - The fireplace is going to be painted
    - We are working on a way to make the fire itself move
      - There is a discussion to be had with lighting regarding how this may be achievable and not just two-dimensional and stagnant
    - Scenic will work on getting a paint elevation including the flame
    - Will be a pretty flat unit that is an inch deep
  - Window Unit Sample is a little bit thicker than it was before to add some structure to it and will have a wooden treatment
    - The panel at the bottom of the window will likely be about 18 inches from the top of the platform to the opening
    - This will all be tested during the window jump test
- Door Placement
  - The door will need to stay on the deck level for the production due to having blocking already set
  - There is the possibility of taking the arena door and shaving off some of the base as it does not need to be as big as it is
    - The arena door is not as fast moving or easily moveable
    - If it is on proper skids then it could slide on and off more easily
- The hotel sign will have to be some sort of plexiglass over the light box in order to light the letters from the inside
  - The depth of the light box will be based on how much space lighting needs
    - The 3 inch depth currently drafted should work for what we need
  - We will have to do some testing when we return from spring break to see how it

## The 39 Steps Production Meeting Report

- is all going to work
- Please reach out to Lighting to set up a time to meet regarding the lighting of the fireplace and how that may work

### LIGHTING

- The hotel sign will have a layer of plexiglass in order for the light to shine through
  - The inside of the light box is going to be lined with LED tape
  - The goal is to achieve the neon light effect for the sign
  - We will have to do some testing when we return from spring break to see how it is all going to work
  - The inside of the light box can be lined with mylar if needed to help the light reflect more
  - The depth of the light box will be 3 inches
- Linesets 28 and 8 will be available for use for extra electrics
  - Lineset 8 will be used for texture and some backlight for the front of the stage
    - The upstage border is close to lineset 8 so that will be something to be aware of
    - There is no border downstage of lineset 8 and the goal is to possibly see lighting instruments but not battens so that is something to take a look at
  - 28 is likely a necessity for lighting in order to achieve the shadowplay
    - This will also be finalized through the shadowplay test
- Lineset 16 will need to be used for pick points on the windows

### SOUND

- Nothing at this time, thank you!

### COSTUMES/HAIR/MAKEUP

- Thoughts for the Sheriff Costume
  - [REDACTED] is playing the character more feminine
  - Going with a more American Sheriff look with aviators and the khaki shirt to get the audience to recognize the Sheriff as a Sheriff
  - Similar to characters on Law and Order but casual
- On [REDACTED] clown vest there will be a small pocket where she can possibly keep some sort of makeup to touch up as the show goes on or any other funny item within
- There are fitting photos on the drive from [REDACTED] will be added on later this week
- [REDACTED] will be seen after spring break
- Hair and Makeup is currently ventilating fronts and going to move onto styling wigs soon
- Professor Jordans missing little finger will be done on the right hand and will likely be accomplished by bending the little finger down to appear missing

### PROPS

# The 39 Steps Production Meeting Report #10

The 39 Steps Production Meeting Report
<ol style="list-style-type: none"><li>1. The props pulling process has begun and is going really well!</li><li>2. The chairs for the speech part are currently pretty light</li><li>3. We are still looking for a podium</li><li>4. The cast does not have any food allergies</li><li>5. Please review the afternoon fitting schedule and reach out to Krissy regarding a time to discuss some costume props<ol style="list-style-type: none"><li>a. Wednesday 3:30-5:00 Krissy is not available due to Dance Showcase work</li></ol></li><li>6. We will be keeping with the stage directions of the blinds in Hannays apartment popping back up and Hannay struggling to keep them down</li><li>7. The theatrical firearms used throughout the production should be revolvers<ol style="list-style-type: none"><li>a. It can just be one revolver that is passed around throughout the show</li><li>b. There are plastic ones down in the prop room that can be pulled since they are never going to fire</li><li>c. There is potentially room to play with the color of the firearms</li></ol></li></ol>
INTIMACY DIRECTOR
<ol style="list-style-type: none"><li>1. Nothing at this time, thank you!</li></ol>
PRODUCTION MANAGEMENT
<ol style="list-style-type: none"><li>1. Nothing at this time, thank you!</li></ol>
TECHNICAL DIRECTOR
<ol style="list-style-type: none"><li>1. Can we look at the possibility of hanging the hotel sign with a bigger cable in order to help hide the cabling for lighting?</li><li>2. The 3 inch depth currently drafted for the hotel sign light box should work for what we need</li><li>3. Build is going really well and we are speeding through the build!</li><li>4. We are looking good to load in on the Friday after Spring Break</li></ol>
PRODUCER
<ol style="list-style-type: none"><li>1. Nothing at this time, thank you!</li></ol>
PUBLICITY
<ol style="list-style-type: none"><li>1. Nothing at this time, thank you!</li></ol>
STAGE MANAGEMENT
<ol style="list-style-type: none"><li>1. The cast does not have any food allergies within the main cast or understudies</li><li>2. Something to be aware of is that the door for the Jordans is in place onstage at the end of Act 1 so we will need to look at how we will be getting that out of the way in order for the grand to fly back in for intermission</li></ol>

The 39 Steps Production Meeting Report
ZOOM RECORDING
<a href="#">3/3/25 39 Steps Production Meeting Recording</a>
Next Meeting: Monday, March 17th 2025 4:00pm CST

# The 39 Steps Rehearsal Report #8

## The 39 Steps Rehearsal Report

Date: 3/6/25	Director: [REDACTED]
Location: Knutson Theatre	SM: Grace Engstrom
Start: 6:30pm CST	Agenda: Designer Run
End: 9:46pm CST	Rehearsal #: 8

Attendance: [REDACTED]

Late/Absent: [REDACTED]

Health Injuries: N/A

### Work Accomplished:

- 6:30-6:40: Costume, Needs, Boundary Check In
- 6:40-6:56: Fight/Lift Call
  - 6:40-6:46: Professor Jordan and Hannay Fight Call S30
  - 6:46-6:51: Chief Inspector and Hannay Lift and Push S19
  - 6:51-6:53: Heavies and Hannay Lift S22
  - 6:53-6:54: Heavies and Hannay Backhand/Cross Punch S23
  - 6:54-6:55: Milkman and Hannay Collision S5
  - 6:55-6:56: Heavies and Hannay Punching Colton S23
- 6:56-7:12: Run Through Prep
- 7:12-7:59: Designer Run Act 1
- 7:59-8:09: 10 Minute Break
- 8:09-8:59: Designer Run Act 2
- 8:59-9:04: 5 Minute Break
- 9:04-9:21: Tech Table (Knutson)
- 9:04-9:46: Dialect Response with [REDACTED] (Room 180)

General:

- Act 1 Run Time: 46 minutes and 25 Seconds
- Act 2 Run Time: 48 minutes and 35 seconds
- Full Show Run Time (With Bows): 1 hour 35 minutes and 43 Seconds
- We are looking at the possibility of adding understudies to the production as a part of some comedic bits throughout the show, does this pose any problems for anyone?
- Anytime that the cast is on the back shadowplay platform we are envisioning it being done through shadowplay
- [REDACTED] took videos of the run tonight and they are already uploaded on the drive in the Stage Management folder, please be sure to review those videos before our next production meeting so that we can continue our conversation on Designer Run with those who were not able to attend

### Director:

- Thank you to everyone who came to Designer Run!
- Please check in with [REDACTED] and [REDACTED] to see if there is any marking with the pulling of the handcuffs and if anything needs to be adjusted or changed in order to make it more comfortable for them

### Scenic:

- Can we add escape steps to both of the landing platforms behind the windows?
  - SR of Center Landing Platform
  - SL of SL Landing Platform

### Lighting:

- Follow spots are still in the air on whether or not we will be using them for the production

### Sound:

- Will we be using the wireless headsets for the ASM's for this production?

### Costume/Hair/Makeup:

- [REDACTED] going from Pilot 2 into Mrs. Jordan is the only costume change that there is some concern about
- Crew should be in black long sleeve and long pants, black shoes, and have no logos or bright colors present
- There is not a lot to be done in order to keep the hat on Professor Jordan during the fight so we will have to play with some different ideas on how we can possibly maneuver it in the fight scene
- We like the idea of possibly adding bum padding to Mrs. McGarrigue if we have the time to establish the piece and the look
- [REDACTED] Pamela will be redressing during A2 S29 as she comes back in the room after overhearing the Heavies

## Props:

- Nothing at this time, thank you!

## Intimacy Director:

- Nothing at this time, thank you!

## Production Manager:

- Nothing at this time, thank you!

## Technical Director:

- Can we add escape steps to both of the landing platforms behind the windows?
  - SR of Center Landing Platform
  - SL of SL Landing Platform

## Producer:

- Nothing at this time, thank you!

## Publicity:

- [REDACTED], [REDACTED], and [REDACTED] came and took pictures of Designer Run today!

## Stage Management:

- Please make sure that when we return from Spring Break we begin to track times for quick changes and begin to nail down the entrance and exit plot as well as other tracking sheets
- Please update the rehearsal run sheet for the ASM's before next rehearsal

## Next Rehearsal: 3/17/25

- Comedic Bit Timing Workshop



# The 39 Steps Rehearsal Report #15

## The 39 Steps Rehearsal Report

Date: 3/25/25	Director: [REDACTED]
Location: Knutson Theatre	SM: Grace Engstrom
Start: 6:30pm CST	Agenda: Act 1 S1-S6 Beat Work
End: 10:30pm CST	Rehearsal #: 15

Attendance: [REDACTED]
Late/Absent: [REDACTED]
Health Injuries: N/A

### Work Accomplished:

- 6:30-6:45: Stage Walk Through, Intimacy and Needs Check Ins
- 6:45-7:50: Beat Work A1 S1, S2, S3
- 7:50-8:00: 10 Minute Break
- 8:00-9:09: Beat Work A1 S3, S4, S5, S6
- 9:09-9:19: 10 Minute Break
- 9:19-9:48: A1 S1-S6 Run Through
- 9:48-9:57: Run Through Notes
- 9:57-10:21: A1 S1-S6 Understudy Run Through
- 10:21-10:30: Closing Discussion

### General:

1. There was a ladder left in the SL Vom that we had to put away at the beginning or rehearsal. Can we please make sure we are putting away all materials at the end of work hours so that we can ensure that everything is safely cleaned up for rehearsals?
2. After some more discussion we are looking at having [REDACTED] onstage for the last 15 minutes of pre show rather than the whole 30 minutes, does this work for all parties?
3. There is a piece of carpet that [REDACTED] found in the HL front two rows that is on the SM table, we are not exactly sure where it came from so I left it on the table for now

### Director:

1. Nothing at this time, thank you!

### Scenic:

1. Nothing at this time, thank you!

### Lighting:

1. Nothing at this time, thank you!

### Sound:

1. Would it be possible to ensure that Skylers mic is on the right side of his face to avoid stage combat moments?
2. Can we please have Annabellas lines on page 22 in A1 S4 be a voice over rather than her saying the lines onstage?
3. Do we have an idea on who is going to be recorded for the Radio Announcer lines?

### Costume/Hair/Makeup:

1. Will it be possible for [REDACTED] and [REDACTED] to change back into their clown bases after their final Mr. Memory and Compere scene for bows?
2. We would like to have 2 crew members come out as the cops during Act 2 Scene 30, would it be possible for them to have some kind of police hat to wear during this scene?

### Props:

1. Would it be possibly to use the Wing-Backed chair in Hannays apartment on Sunday when we are doing intimacy rehearsal so that we can play with how Annabella will be dying in A1 S4?
2. We are hoping to cut the whistles for the cops in A2 S30, does this work for you?
3. An idea came to mind for the Christmas Tree at the end of the show, the idea is to use the Christmas Tree that we discussed over email today and have someone stick it out through the grand as Hannay and Pamela are wishing each other a Happy Christmas at the end, would this work for you?

### Intimacy Director:

1. Nothing at this time, thank you!

### Production Manager:

1. Nothin at this time, thank you!

### Technical Director:

1. Nothing at this time, thank you!

### Producer:

1. Nothing at this time, thank you!

### Publicity:

1. [REDACTED] and [REDACTED] came and took pictures of our rehearsal today!

### Stage Management:

1. Nothing at this time, thank you!

### Next Rehearsal: 3/26/25

- 6:30-10:30pm: Beat Work A1 S7-S12

# The 39 Steps Rehearsal Report #19

## The 39 Steps Rehearsal Report

Date: 3/31/25	Director: [REDACTED] —
Location: Knutson Theatre	SM: Grace Engstrom
Start: 6:30pm CST	Agenda: Publicity Photo, Full Run Through
End: 10:30pm CST	Rehearsal #: 19

Attendance: [REDACTED]
Late/Absent: [REDACTED]
Health Injuries: [REDACTED]

### Work Accomplished:

- 6:30-6:43: Publicity Photo
- 6:43-6:50: Needs, General and Boundary Check Ins
- 6:50-7:24: Intimacy Call
- 7:24-7:45: Fight Call
- 7:45-7:55: 10 Minute Break
- 7:55-7:58: Suzu Fight Call
- 7:58-8:01: Pre Show Set Up
- 8:01-9:08: Act 1 Run Through
- 9:08-9:18: 10 Minute Break
- 9:18-10:30: Act 2 Run Through

### General:

1. Tonight Intimacy Call timed out at about 24 minutes and 36 seconds
  - a. This was with an added scene that we will not be doing when it comes to the shows as well as some reworking of some of the intimacy moments so we should be fine to fit it within the 10 minutes that we are given for preshow
2. Tonight Fight Call timed out at about 19 minutes and 49 seconds
  - a. This was with some delay due to a costume change but we should be able to get that down to fit it within the 15 minutes that we are given for preshow
3. [REDACTED] stepped in for Clown 2 today and did an amazing job!
4. Act 1 Run timed out about 1 hour and 3 minutes

- a. This was with some line calling and with some delayed scene changes
5. Act 2 Run timed out about 1 hour and 8 minutes
    - a. This was with some line calling with some delayed scene changes
  6. The total run timed out about 2 hour and 12 minutes
  7. I will be recording tomorrows run for reference of some blocking that was changed

### Director:

1. Nothing at this time, thank you!

### Scenic:

1. Either the 3rd or 4th step on the center staircase is prone to creaking every once in awhile, I don't know if there is anything we can do about it but I just wanted to make people aware
2. Will the bed have some sort of break on it?

### Lighting:

1. Nothing at this time, thank you!

### Sound:

1. Nothing at this time, thank you!

### Costume/Hair/Makeup:

1. The quick change from Pilot to Mrs. Jordan timed out to be about 1 minute and 39 seconds tonight with the added blocking that we added
2. When running the stocking bit in A2 S27 after [REDACTED] put her shoes back on without her stockings she did end up getting a blister, during the quick change rehearsal can we make sure to look at this?
3. On one of [REDACTED] rehearsal stockings a hole has begun forming in the lace at the top just so that you are aware

### Props:

1. Nothing at this time, thank you!

### Intimacy Director:

1. Nothing at this time, thank you!

### Production Manager:

1. Nothing at this time, thank you!

### Technical Director:

1. Either the 3rd or 4th step on the center staircase is prone to creaking every once in awhile, I don't know if there is anything we can do about it but I just wanted to make people aware
2. Will the bed have some sort of break on it?

### Producer:

1. Nothing at this time, thank you!

### Publicity:

1. The publicity photo was a success!

### Stage Management:

1. Nothing at this time, thank you!

### Next Rehearsal: 4/1/25

- 6:30-10:30pm: Full Run

# The 39 Steps Rehearsal Report #20

## The 39 Steps Rehearsal Report

Date: 4/1/25	Director: [REDACTED]
Location: Knutson Theatre	SM: Grace Engstrom
Start: 6:30pm CST	Agenda: Full Run
End: 10:44pm CST	Rehearsal #: 20

Attendance: [REDACTED]
Late/Absent: [REDACTED]
Health Injuries: N/A

### Work Accomplished:

- 6:30-6:45: Walk Through the Stage and General Announcements
- 6:45-6:47: Boundary and Needs Check Ins
- 6:47-7:13: Notes from 3/31 Run
- 7:13-7:30: Intimacy Call
- 7:30-7:35: Act 1 Preset
- 7:35-7:56: Fight Call
- 7:56-8:06: 10 Minute Break
- 8:06-8:10: Fight Call
- 8:10-9:23: Act 1 Run Through
- 9:23-9:33: 10 Minute Break
- 9:33-10:44: Act 2 Run Through

### General:

- Tonight Intimacy Call timed out at about 11 minutes and 32 seconds
  - We should have no problem getting it down to 10 minutes as we solidify more and more stuff
- Tonight Fight Call timed out at about 24 minutes
  - This was with some adjustments having to be made so we should still be able to condense it down to 15 minutes
- Tonight Act 1 timed out at about 1 hour and 7 minutes
- Tonight Act 2 timed out at about 1 hour and 7 minutes

- The whole show timed out at about 2 hours and 14 minutes (this was not including any sort of intermission time)
  - I would say that tonight's run through was a more accurate representation of run times than previous runs
- We did end up running a little bit over time but got permission from everyone who stayed to continue going so that we could finish our run through and gave everyone the option to leave if that was what they preferred
- We did record this run through and the videos are up in the recording folder on the google drive for those of you who would like to reference it as we are heading into tech rehearsals

### Director:

- Please send [REDACTED] any additional fight choreography notes/information so that they can begin taking over fight call tomorrow

### Scenic:

- Would you like us to respike the furniture pieces before first tech or would you like for us to wait until first tech so that you are able to see how each picture looks before respiking everything?

### Lighting:

- Can we please add spike marks to the shadowplay lights to indicate their in position and their out position?
  - Can we do green for their in position and orange for the out position to keep it consistent with the other flies?
- Please make sure to let Stage Management know as soon as cue sheets are updated and on the drive so that I can make sure that all my cues are in my calling script before paper tech on Thursday
  - Wednesday by 11:00am is ideal as that is 24 hours before paper tech

### Sound:

- Nothing at this time, thank you!

### Costume/Hair/Makeup:

- The right sleeve on [REDACTED] Inspector Albright jacket has a hole in the right sleeve again, can we please have someone take a look at that?
  - From my understanding of what the actors told me there is a hole in the inner black lining as well as the outer fabric of the jacket which is making it easy to poke through from one to the other, can we make sure to look at both of those layers so that we can hopefully prevent this from happening again?

### Props:

- Nothing at this time, thank you!

### Intimacy Director:

- Nothing at this time, thank you!

### Production Manager:

- Nothing at this time, thank you!

### Technical Director:

- Thank you for the fix on the stairs center stairs! I don't know exactly what was happening with them yesterday but tonight I didn't notice any creaking on those center stairs
- Can we please look at making sure all of the legs are properly spiked, there are some that are and some that aren't and I just want to make sure we have them all in at the correct and even length
- Is it possible for the in the spike for the grand to be spiked lower? Where it is currently spiked we can see people's feet walking behind the grand before their entrances

### Producer:

- Nothing at this time, thank you!

### Publicity:

- Nothing at this time, thank you!

### Stage Management:

- Nothing at this time, thank you!

### Next Rehearsal: 4/2/25

- 6:30-10:30pm: Fun Run

# The 39 Steps Rehearsal Report #23

## The 39 Steps Rehearsal Report

Date: 4/5/25	Director: [REDACTED]
Location: Knutson Theatre	SM: Grace Engstrom
Start: 1:00pm CST	Agenda: First Tech
End: 10:56pm CST	Rehearsal #: 23

Attendance: [REDACTED]
Late/Absent: N/A
Health Injuries: [REDACTED]

## Work Accomplished:

- 1:00-1:02: Announcements
- 1:02-1:25: Pre Show Prep
- 1:15-1:20: Intimacy Call (Arena)
- 1:24-2:10: Fight Call
- 2:10-2:15: Mic Check
- 2:15-2:31: Pre Show Prep and Training
- 2:31-2:36: 5 Minute Break
- 2:36-4:01: First Tech Thru
- 4:01-4:11: 10 Minute Break
- 4:11-5:00: Continue First Tech Thru
- 5:00-6:30: Dinner Break
- 6:30-6:40: Cast into Mics and Mic Check
- 6:40-7:56: Continue First Tech Thru
- 7:56-8:06: 10 Minute Break
- 8:06-9:24: Continue First Tech Thru
- 9:24-9:34: 10 Minute Break
- 9:34-9:52: Continue First Tech Thru

- 9:52-10:25: Tech Table
- 10:25-10:56: Cast Notes in 180

## General:

1. Thank you all for your amazing work on the show it is all looking really good

## Director:

1. Nothing at this time, thank you!

## Scenic:

1. We are going to be cutting off 6 inches on the bed so that the actors are able to have their feet touch the floor
2. Director Notes
  - a. The SR window is going to come down at the end of S6 so that we can take the blind off and then cue all windows to rise together for S7
  - b. Love the hotel sign!
3. Please communicate with Lighting and [REDACTED] to see if we can find a fix for the fireplace
4. The phone living on the platform rather than the side table is intentional
5. Director is okay with Sheriff not having a chair at the beginning of A2

## Lighting:

1. Director Notes:
  - a. There were a couple of sharp light cue shifts going from warm to cool moments, is there a way those could be a little longer to soften them?
  - b. The light cue timing is 0.5 seconds for the Hannay light switches
  - c. Love lamp post light!
  - d. We are going to adjust [REDACTED] entrance at the top of S4
    - i. Take a look at the pink lights in that scene
  - e. Can the blinking red light on the phone happen only on the 4 quicklys?
  - f. The lighting on the sign reading on the train looked really nice!
  - g. Can we look at the bleeding red light during the Salesmen scenes?
  - h. The moving lights may not be able to work during the salesmen scenes because they are moving so fast
  - i. Is it possible to have the shadowplay lights go out and then come back on for the bridge hanging scene so that we don't see actors running up and down the steps?
  - j. Can we possibly lower the front light for the train shadowplay sequence?
  - k. Love the lots of smoke!
  - l. The backlighting on the moors looked really good
    - i. We are going to work on focusing those backlights more so that we can see more of the moors
  - m. Can the shift to the red during the crofter's prayer be as the crofter gets more and more angry?

- n. The dancing light for the Jordans may not be noticeable unless we possibly look at putting that behind the door instead
  - o. There was a lot of red bleeding onto the stage from the side booms, is it possible to find a way to soften that light?
  - p. The end of Act 1 had a really good Nazi feel to it
    - i. Is it possible to wait to bring that feel into the scene until they have begun dancing?
  - q. Can we look at something other than the red light for the chase scene?
  - r. Love the moore lights!
  - s. Love the pink lights on [REDACTED] and [REDACTED] at the end of the McGarrigles and then the harsh shift out of it
  - t. The lights on the Mr. Memory gunshot were beautiful
    - u. Can we look at getting some fun lights during bows?
2. Please communicate with Scenic and [REDACTED] to see if we can find a fix for the fireplace
  3. Look at adjusting the moving lights when actors are moving through the house as the timing is a little bit off
  4. Can the moors stay lit through the crofter scenes and all the way through the plane bit?

## Sound:

1. Director Notes:
  - a. Loved the pre-show music!
  - b. Loved the S1 underscoring!
  - c. Can the Mr. Memory tune at the beginning go out a little bit earlier than it did?
    - i. It went long once and then shorter the next time can we go somewhere in the middle? For example can it possibly stop at the harmonizing?
  - d. Gunshot sound effects were amazing!
  - e. Can we have clown mics off during the second lamp bit so that it looks less intentional
  - f. We are going to adjust [REDACTED] entrance at the top of S4 to see how the music may relate
    - i. Look at possibly having the music come in earlier?
  - g. The second machine gun sound for the airplane was a lot quieter, can we look at making that the same volume as the first one?
  - h. Would it be possible to either lower the Jerusalem music or turn up [REDACTED] mic so that we can still clearly hear him under the music?
  - i. Can we look at possibly making the sheep sound effect louder?
  - j. Love the romance on [REDACTED] and [REDACTED] at the end of the McGarrigles and then the sharp shift out of it
  - k. Would it be possible to play the Mr. Memory theme after the jitterbug as [REDACTED] and [REDACTED] enter at the top of S30
2. [REDACTED] will be making the shrieking cat noise on his own at the top of A2
3. The car chair crash will now be made by a crash box
4. Can you please send [REDACTED] the Mr. Memory theme song so that he is able to start practicing it so he is able to whistle and hum the song

# The 39 Steps Rehearsal Report #23

<b>Costume/Hair/Makeup:</b>
<ol style="list-style-type: none"> <li>1. [redacted] and [redacted] are the two crew members that are going to be playing the Bobby Cops in A2 S30</li> <li>2. [redacted] took a small fall backstage that ended up creating a really small hole in the outer lining on his Hannay hat on the top on the front, can we take a look at this and see if this is something we need to/are able to repair?</li> </ol>
<b>Props:</b>
<ol style="list-style-type: none"> <li>1. Director Notes:             <ol style="list-style-type: none"> <li>a. Can the blinds be pulled a little bit faster in S3                 <ol style="list-style-type: none"> <li>i. Faster within reason</li> </ol> </li> <li>b. The SR window is going to come down at the end of S6 so that we can take the blind off and then cue all windows to rise together for S7</li> <li>c. The newspaper looks great!</li> </ol> </li> <li>2. The hymn book is too big for the crofter coat             <ol style="list-style-type: none"> <li>a. Can we look to see if we can find a smaller one?</li> </ol> </li> <li>3. Stage Management checked in with [redacted] and [redacted] and they said that the handcuffs are fine but I am going to check in with them tomorrow after the afternoon run again just to ensure that they are still feeling okay about them after another run</li> </ol>
<b>Intimacy Director:</b>
<ol style="list-style-type: none"> <li>1. Nothing at this time, thank you!</li> </ol>
<b>Production Manager:</b>
<ol style="list-style-type: none"> <li>1. Nothing at this time, thank you!</li> </ol>
<b>Technical Director:</b>
<ol style="list-style-type: none"> <li>1. We are going to be cutting off 6 inches on the bed so that the actors are able to have their feet touch the floor</li> <li>2. Is there a way to minimize the sound that the windows make when they are moving within their tracks?</li> <li>3. Can we cut some black fabric to put on the bottom of the center drop so that we don't see the actors' feet when they are on the shadowplay platform?</li> <li>4. Monday please look at the traveller track to see if there is a way to prevent those from swinging as much</li> <li>5. Can we check to make sure that the interior spike on the moors is specific and consistent</li> <li>6. Can we take a look at the hotel sign? There seems to be some light bleeding on the outer edges</li> </ol>
<b>Producer:</b>
<ol style="list-style-type: none"> <li>1. Nothing at this time, thank you!</li> </ol>

<b>Publicity:</b>
<ol style="list-style-type: none"> <li>1. Nothing at this time, thank you!</li> </ol>
<b>Stage Management:</b>
<ol style="list-style-type: none"> <li>1. Please make sure to put glow tape on all steps and platforms before tech begins tomorrow</li> <li>2. Please assign someone to do the crash box backstage left when the clowns crash with the car chairs</li> <li>3. Please add for the center drop to be flown in during the Palladium during S30</li> </ol>
<b>Next Rehearsal: 4/6/25</b>
<ul style="list-style-type: none"> <li>• 1:00-5:00pm: Second Tech Work Thru</li> <li>• 5:00-6:30pm: Dinner Break</li> <li>• 6:30-11:00pm: Quick Change Rehearsal</li> </ul>



# The 39 Steps Rehearsal Report #25

## The 39 Steps Rehearsal Report

Date: 4/7/25	Director: [REDACTED]
Location: Knutson Theatre	SM: Grace Engstrom
Start: 6:00pm CST	Agenda: First Dress
End: 11:00pm CST	Rehearsal #: 25

Attendance: [REDACTED]
------------------------

Late/Absent: N/A

Health Injuries: N/A

### Work Accomplished:

- 6:00-6:05: Actors Into Mic
- 6:00-6:25: Stage Prep
- 6:05-6:15: Physical Warm Ups (Arena)
- 6:15-6:25: Intimacy Call (Arena)
- 6:25-6:43: Fight Call
- 6:43-6:51: Mic Check
- 6:51-6:54: Cast Perishables Walk Through
- 6:51-7:00: Preset Stage
- 6:54-7:27: Cast Into Wardrobe
- 7:00-7:30: Preshow
- 7:30-8:36: Act 1
- 8:36-8:46: 10 Minute Break
- 8:46-9:10: S27 Stocking Work
- 9:10-10:22: Act 2
- 10:22-10:45: Tech Table
- 10:45-11:00: Notes (180)

### General:

1. Tonight Act 1 timed out at 1 hour 5 minutes
2. Tonight Act 2 timed out at 1 hour 6 minutes
3. The show tonight timed out at 2 hours and 11 minutes not including intermission

### Director:

1. The stockings getting caught on the fireplace is going to be unavoidable because of the different materials
2. We are going to keep looking at the dummy and see if it would be better if it were moved upstage
3. Please talk to [REDACTED] and [REDACTED] to see if the stile entrance can become more of a bit to fit with the crews entrance
4. Can we please remind the actors to project when they are speaking at the same time as sound cues?

### Scenic:

1. Nothing at this time, thank you!

### Lighting:

1. Director Notes:
  - a. The lamp in Hannays apartment looked really good!
  - b. The light effect on "Mr." was a little bit distracting but the effects during the drumroll worked really well
  - c. The effect during the chaos worked well!
  - d. The red on the phone during the "quicklys" looked fantastic
  - e. Can we get a quicker time on the red light on the gun shot at the end of Act 1
  - f. The wind from [REDACTED] exit during the chair car crash is causing the smoke to drift back into the wings, we are going to look at possibly shifting [REDACTED] entrance so that this is more avoidable

### Sound:

1. Director Notes:
  - a. Can the clock ticking sound effect be even louder?
  - b. Love the added sound effect on the window jump in the Sheriff's Office
2. [REDACTED] believes he enjoyed the music after Annabellas voice over

### Costume/Hair/Makeup:

1. Director Notes:
  - a. Costumes looked amazing! Thank you to the designers and crew
  - b. Can we continue to brainstorm some ideas that might help prevent Annabella's knife from falling off?
  - c. If [REDACTED] cheap red wig does not come in the mail in time can we see if we can

pull something from stock?

- d. We are going to look at finding some kind of fix in order to see if we can get [REDACTED] change sequence to go smoother
2. Some jewelry is going to be added onto Annabella
  3. There are bobby cop hats pulled and backstage for the 2 crew members who come onstage during S30

### Props:

1. Nothing at this time, thank you!

### Intimacy Director:

1. Nothing at this time, thank you!

### Production Manager:

1. Nothing at this time, thank you!

### Technical Director:

1. Nothing at this time, thank you!

### Producer:

1. Nothing at this time, thank you!

### Publicity:

1. Anton and Rai came and took pictures today!

### Stage Management:

1. Director Notes:
  - a. The cue calling at the end of Act 1 looked really good
  - b. The cue calling for [REDACTED] entrance in the last scene was a lot better
  - c. We are going to run the stocking bit during intimacy call tomorrow

### Next Rehearsal: 4/8/25

- 6:00-11:00pm: Second Dress Rehearsal

# The 39 Steps Performance Report #1

The 39 Steps Performance Report	
Date: 4/10/25	Show Number: #1
Show Start: 7:32pm CST	Show End: 10:02pm CST
Act 1 Run: 1:05:14    Act 2 Run: 1:08:22	Intermission Run: 15:02
Location: Knutson Theatre	House Count: 94
House Open: 7:00pm CST	House Manager: [REDACTED]
Late/Absent: N/A	Next Performance: Friday, April 11th at 7:30pm CST
Audience Reaction: The audience loved that show! We had great reactions throughout and ended the night with a standing ovation from the crowd!	Weather: It was a clear night with temperatures in the mid to low 50s
<p>Todays Schedule:</p> <ul style="list-style-type: none"> <li>6:00-6:05: Cast into Mics</li> <li>6:00-6:23: Stage Prepped</li> <li>6:05-6:15: Cast Warmups (Arena)</li> <li>6:15-6:23: Intimacy Call (Arena)</li> <li>6:23-6:43: Fight Call</li> <li>6:43-6:45: Mic Check</li> <li>6:45-7:00: Pre Show Prep and Cast to Wardrobe</li> <li>7:00-7:32: House Open</li> <li>7:15-7:32: [REDACTED] Onstage</li> <li>7:32-8:37: Act 1</li> <li>8:37-8:53: Intermission</li> <li>8:53-10:02 : Act 2</li> </ul>	
<b>General:</b>	
1. We opened a show!	
<b>Director:</b>	
1. Nothing at this time, thank you!	
<b>Scenic:</b>	

1. The break towards the top of the bed is falling off, please let us know if we need to have actors be more gentle with the bed to prevent this from happening again
<b>Lights:</b>
1. Nothing at this time, thank you!
<b>Sound:</b>
1. [REDACTED] was having some trouble with the sound booth keyboard towards the end of the show, she said that it wasn't going when she pressed the button, can we possibly have someone take a look at this before the show tomorrow? 2. There were a few mishits on the applause Sound Cues in S2 and on SQ 375
<b>Costumes/Hair/Makeup:</b>
1. The sole on both of [REDACTED] two tone shoes is falling off, but [REDACTED] is working on getting those fixed for tomorrow
<b>Props:</b>
1. Nothing at this time, thank you!
<b>Intimacy Director:</b>
1. Nothing at this time, thank you!
<b>Production Manager:</b>
1. Nothing at this time, thank you!
<b>Technical Director:</b>
1. The break towards the top of the bed is falling off, please let us know if we need to have actors be more gentle with the bed to prevent this from happening again
<b>Producer:</b>
1. Nothing at this time, thank you!
<b>Publicity:</b>
1. Nothing at this time, thank you!
<b>Stage Manager:</b>
1. Reminder to please unlock the SM locker at the beginning of the night

# The 39 Steps Performance Report #2

The 39 Steps Performance Report	
Date: 4/11/25	Show Number: #2
Show Start: 7:31pm CST	Show End: 10:01pm CST
Act 1 Run: 1:06:28    Act 2 Run: 1:08:09	Intermission Run: 15 minutes
Location: Knutson Theatre	House Count: 112
House Open: 7:01pm CST	House Manager: [REDACTED]
Late/Absent: [REDACTED]	Next Performance: Saturday, April 12th at 2:00pm CST
<p>Audience Reaction: The audience was very responsive. We had a lot of good laughs and reactions to the deeper moments of the show. Ending once again in a standing ovation from the audience</p> <p>Weather: Tonight was a clear night with temperatures in the low 60s and high 50s</p>	
<p>Today's Schedule:</p> <ul style="list-style-type: none"> <li>6:00-6:05: Cast into Mics</li> <li>6:00-6:25: Stage Prepped</li> <li>6:05-6:15: Cast Warmups (Arena)</li> <li>6:15-6:25: Intimacy Call (Arena)</li> <li>6:25-6:43: Fight Call</li> <li>6:43-6:46: Mic Check</li> <li>6:46-7:00: Pre Show Prep and Cast to Wardrobe</li> <li>7:01-7:31: House Open</li> <li>7:15-7:31 : [REDACTED] Onstage</li> <li>7:31-8:37: Act 1</li> <li>8:37-8:52: Intermission</li> <li>8:52-10:01: Act 2</li> </ul>	
<b>General:</b>	
1. Tonight we had another successful show!	
<b>Director:</b>	
1. Nothing at this time, thank you!	
<b>Scenic:</b>	

1. Nothing at this time, thank you!
<b>Lights:</b>
1. Nothing at this time, thank you!
<b>Sound:</b>
1. Annabellas gunshot was a little delayed due to a late hit of the button
<b>Costumes/Hair/Makeup:</b>
1. Would it be possible to remove or attach the belt on [REDACTED] heavy coat? It is often hanging by his feet and I am worried about him possibly tripping over it 2. Can we please make sure that all costume crew notes are going through the proper channels so that there is no confusion for actors and crew?
<b>Props:</b>
1. The larger map got ripped as it was taken offstage tonight, is there a way that we can look at this and get it fixed?
<b>Intimacy Director:</b>
1. Nothing at this time, thank you!
<b>Production Manager:</b>
1. Nothing at this time, thank you!
<b>Technical Director:</b>
1. Nothing at this time, thank you!
<b>Producer:</b>
1. Nothing at this time, thank you!
<b>Publicity:</b>
1. Nothing at this time, thank you!
<b>Stage Manager:</b>
1. Nothing at this time, thank you!

# The 39 Steps Performance Report #4

The 39 Steps Performance Report	
Date: 4/12/25	Show Number: #4
Show Start: 7:30pm CST	Show End: 10:03pm CST
Act 1 Run: 1:06:06    Act 2 Run: 1:11:00	Intermission Run: 15:06
Location: Knutson Theatre	House Count: 79
House Open: 7:00pm CST	House Manager: [REDACTED]
Late/Absent: N/A	Next Performance: Sunday, April 13th at 2:00pm CST
Audience Reaction: We had another great and reactive audience tonight! They had a lot of great reactions throughout the show and ended the show with another standing ovation	
Weather: Tonight was a cloudy night with weather in the high to low 70's with 10 mph winds	
Todays Schedule: <ul style="list-style-type: none"> <li>6:00-6:05: Cast into Mics</li> <li>6:05-6:23: Stage Prepped</li> <li>6:05-6:15: Cast Warmups (Arena)</li> <li>6:15-6:23: Intimacy Call (Arena)</li> <li>6:23-6:37: Fight Call</li> <li>6:37-6:39: Mic Check</li> <li>6:39-7:00: Pre Show Prep and Cast to Wardrobe</li> <li>7:00-7:30: House Open</li> <li>7:15-7:30: [REDACTED] Onstage</li> <li>7:30-8:37: Act 1</li> <li>8:37-8:52: Intermission</li> <li>8:52-10:04: Act 2</li> <li>10:04-10:51: KCACTF Respondent</li> </ul>	
General:	
1. Tonight we had another successful show! 2. The respondent had great things to say about the show, congratulations everyone!	
Director:	
1. Nothing at this time, thank you!	

Scenic:
1. Nothing at this time, thank you!
Lights:
1. LQ 130 went early due to a mist hit
Sound:
1. The first door knock in the Crofters House went early due to a miss hit
Costumes/Hair/Makeup:
1. [REDACTED] had some issues keeping his moustaches on his face but played it off like a pro and the audience loved it
Props:
1. Thinking at this time, thank you!
Intimacy Director:
1. Nothing at this time, thank you!
Production Manager:
1. Nothing at this time, thank you!
Technical Director:
1. Nothing at this time, thank you!
Producer:
1. Nothing at this time, thank you!
Publicity:
1. Nothing at this time, thank you!
Stage Manager:
1. Nothing at this time, thank you!

# The 39 Steps Run Sheet

The 39 Steps Run Sheet

Who:	Task:	What:	Where:	When:	Page #	Spike Color	Notes:
<b>Pre Show</b>							
	Unlock	All Doors	-	Upon Arrival	-	-	
	Turn On	All Lights	-	Upon Arrival	-	-	
	Unlock	Props Cabinet	Backstage Right	-	-	-	
	Unlock	Dressing Rooms	-	-	-	-	
	Strike	Ghost Light	-	-	-	-	
	Preset	Door U's	Booth, Stairway, Shop Doors, USL, DSR	-	-	-	
	Highlight	Sign In Sheet	-	One Minute After Call Time	-	-	
	Put On	Mics	Backstage Right	Upon Arrival	-	-	
	Preset	SR Props Table	SR	Upon Arrival	-	-	
	Preset	Banner	On Podium	While setting up props table	-	-	
	Preset	SL Props Table	SL	Upon Arrival	-	-	
	Sweep	Stage	Onstage	Upon Arrival	-	-	
	Sweep	Backstage	Hallway/Backstage	Upon Arrival	-	-	
	Mop	Stage	Onstage	After Stage is Swept	-	-	Start at Quick Change Rehearsal
	Mop	Backstage	Hallway/Backstage	After Stage is Swept	-	-	Start at Quick Change Rehearsal
	Test	SL Window	USL	After Stage is Swept	-	-	
	Test	Center Window	USL	After Stage is Swept	-	-	
	Test	SR Window	USR	After Stage is Swept	-	-	
	Call	Intimacy	Arena	After Stage is Swept	-	-	
	Check	Dimmer	Onstage	After Stage is Swept	-	-	
	Fly In	Legs	Lineset 5, 10, 15	After Stage is Dry	-	Green	
	Fly In	Legs	Lineset 18, 25, 30	After Stage is Dry	-	Green	
	Call	Fight/Lit/Window Jump	Onstage	After Intimacy Call	-	-	Crew please be standing by to help shift things on and off for fight call
	Check	Mics	Onstage	After Fight Call	-	-	
	Prep/Preset	Act 1 Consumables	Shop	After Prop Tables are Preset	-	-	Start at first dress: Scotch, Biscuits
	Prep/Preset	Backstage Area	Backstage	After Stage is Dry	-	-	Make sure that all chairs and tables are on the correct side of the stage.
				After Mic Check	-	-	Please work with costume crew to get the two 1 pound notes in the milkman coat and the hymn book in the crofter jacket
	Preset	1 Pound Notes, Hymn Book	Actor Costumes		-	-	
	Fly In	Center Drop	Lineset 23	After Mic Check	-	Brown	
	Fly In	Traveler Drop	Lineset 20	After Mic Check	-	Green	Knuckle Buster
	Fly In	Shadowplay Lights	Lineset 28	After Mic Check	-	Green	
	Preset	Side Table	DSC	After Mic Check	-	Pink	
	Preset	Scotch Bottle	DSC on Hannay Side Table	After Mic Check	-	-	
	Preset	Scotch Glass x1	DSC on Hannay Side Table	After Mic Check	-	-	
	Preset	Lamp	DSC on Hannay Side Table	After Mic Check	-	-	
	Preset	Telephone	SL Top Platform	After Mic Check	-	Pink	

	Preset	Green Wingback Chair	DSC	After Mic Check	-	Pink	
					-	-	Please also do a pre show check making sure that all of the mechanisms are in place
	Preset	Window Blind (starting open)	SL Window	After Mic Check	-	-	
	Preset	SR Side Tabs	Backstage Right	After Stage is Set	-	Pink	
	Preset	SL Side Tabs	Backstage Left	After Stage is Set	-	Pink	
	Fly In	Grand	Lineset 2	After Mic Check	-	Green	Knuckle Buster
	Cue		Onstage through USR Vom	15 minutes before Curtain	-	-	
					-	-	Ensure Actors are on their respective sides and communicate with Stage Manager
	Call	Places	Backstage	3 minutes before Curtain	-	-	
<b>Act One</b>							
	Shift Offstage	Scotch Bottle	USR Vom	After Hannay exits USL Vom	10	-	
	Shift Offstage	Scotch Glass	USR Vom	After Hannay exits USL Vom	10	-	
	Shift Offstage	39 Steps Novel	USR Vom	After Hannay exits USL Vom	10	-	
	Shift Offstage	Lamp	USR Vom	After Hannay exits USL Vom	10	-	
	Shift Offstage	Side Table	USR Vom	After Hannay exits USL Vom	10	Pink	
	Shift Offstage	Green Wingback Chair	USR Vom	After Hannay exits USL Vom	10	Pink	
	Shift Onstage	2 Audience Chairs	SL Vom	After Hannay exits USL Vom	10	Pink	Red and Black Chairs
	Shift Onstage	Side Table	DSR to SL in front of Lower Platform	During A1 S2 behind the grand	11	Pink	Crossing over the SR Platform
	Preset	Scotch Bottle	Hannay Side Table	During A1 S2 behind the grand	11	-	Crossing over the SR Platform
	Preset	Scotch Glasses x2	Hannay Side Table	During A1 S2 behind the grand	11	-	Crossing over the SR Platform
	Preset	Lamp	Hannay Side Table	During A1 S2 behind the grand	11	-	Crossing over the SR Platform
	Shift Onstage	Green Wingback Chair	DSR to SL in front of Lower Platform	During A1 S2 behind the grand	11	Pink	Crossing over the SR Platform
	Raise	SR Window	USR	End of A1 S2 before grand is raised	15	-	Wait for cue from [REDACTED]
	Fly Out	Grand	Lineset 2	After Mr. Memory and Compere exit USR Vom	15	Orange	
	Shift Offstage	2 Audience Chairs	SL Vom	After Mr. Memory and Compere exit USR Vom	15	Pink	Red and Black Chairs
				Top of A1 S3 when Hannay is trying to close the window blind	16	-	This will happen 3 times please watch for cues from [REDACTED]
	Fly Out	Traveler Drop	Lineset 20	As the Train Whistle combines with Mrs. Higgins scream	25	Orange	
	Fly In	Center Drop	Lineset 23	As the Train Whistle combines with Mrs. Higgins scream	25	Green	Knuckle Buster
	Lower	SR Window	USR	As the Train Whistle combines with Mrs. Higgins scream	25	-	
	Shift Offstage	Window Blind	SL Window	As the Train Whistle combines with Mrs. Higgins scream	25	-	Set on the back of the SR Masking Flat
	Shift Offstage	Scotch Bottle	DSL	As the Train Whistle combines with Mrs. Higgins scream	25	-	
	Shift Offstage	Scotch Glasses x2	DSL	As the Train Whistle combines with Mrs. Higgins scream	25	-	
	Shift Offstage	Telephone	DSL	As the Train Whistle combines with Mrs. Higgins scream	25	-	
	Shift Offstage	Lamp	DSL	As the Train Whistle combines with Mrs. Higgins scream	25	Pink	



# The 39 Steps Run Sheet

Shift Offstage	Side Table	DSL	As the Train Whistle combines with Mrs. Higgins scream	25	Pink	
Shift Offstage	Green Wingback Chair	DSL	As the Train Whistle combines with Mrs. Higgins scream	25	Pink	
Raise	SR Window	USR	After Hannay Apartment is Struck	25	-	Wait from cue from [REDACTED] to raise windows together
Raise	Center Window	USL	After Hannay Apartment is Struck	25	-	Wait from cue from [REDACTED] to raise windows together
Raise	SL Window	USL	After Hannay Apartment is Struck	25	-	Wait from cue from [REDACTED] to raise windows together
Track In	Traveler Drop	Lineset 20	During Train Scenes	25	Orange	While it is in it's flown out position after raising the center window
Shift Onstage	Pamela Train Chair	Onto Lower Platform	As Policemen cross downstage searching the audience for Hannay	34	Orange	Yellow Armchair
Shift Offstage	Pamela Train Chair	SR Steps off Lower Platform	After the train screeches to a halt sending the actors off SR	36	Orange	Yellow Armchair
Lower	SR Window	USR	After the train screeches to a halt sending the actors off SR	36	-	
Lower	Center Window	USL	After the train screeches to a halt sending the actors off SR	36	-	
Lower	SL Window	USL	After the train screeches to a halt sending the actors off SR	36	-	
Cue	[REDACTED]	USR	When actors are set in place behind the shadowplay drop	37	-	This will help in order to SM to know when to call lights up
Fly Out	Center Drop	Lineset 23	As the Radio Announcer begins	37	Orange	
Fly Out	Shadowplay Lights	Lineset 28	As the Radio Announcer begins	37	Orange	
Fly In	Traveler Drop	Lineset 20	As the Radio Announcer begins	37	Green	Knuckle Buster
Shift Onstage	Doorway	DSL between pro and platforms	After Radio Announcer: Police had to call off the search in the gathering darkness..	38	Orange	Crofter Side
Shift Offstage	Map of Scotland	USR Vom	Crofter: It's fourteen miles. The other side of the loch.	39	-	During the scene enter and exit through the USR Vom frustrated interacting with actors
Raise	SR Window	USR	After Hannay exits through the door	40		Wait for cue from [REDACTED] to move windows together
Raise	SL Window	USL	After Hannay exits through the door	40		Wait for cue from [REDACTED] to move windows together
Shift Onstage	Crofter Table	DSL to Onstage DSR	After Hannay exits through the door	40	Yellow	Brown Table
Shift Onstage	Brown Chairs x3	DSL to Onstage DSR	After Hannay exits through the door	40	Yellow	
Shift Onstage	Grey Rolling Chair	DSL to SL in front of Lower Platform	After Hannay exits through the door	40	Yellow	With yellow fabric draped on the back
Shift Offstage	Doorway	DSR	After Hannay exits through the door	40	Orange	Crofter Side
Standby	Crofter Table Setting and Herring	DSR	After Crofter Interior is set	41	-	Please standby DSL in the first wing with the dishes so that [REDACTED] can come and grab the dishes from you
Shift Offstage	Glasses x3	DSR	End of A1 S13 after Margaret exits DSL	44	-	
Shift Offstage	Silverware x3	DSR	End of A1 S13 after Margaret exits DSL	44	-	
Shift Offstage	Plates x3	DSR	End of A1 S13 after Margaret exits DSL	44	-	
Shift Offstage	Newspaper	DSR	End of A1 S13 after Margaret exits DSL	44	-	
Shift Offstage	Herring	DSR	End of A1 S13 after Margaret exits DSL	44	-	

Spot	Jumpers	USL	Be in place by Hannays- This is your husband's coat!	47	-	
Lower	SR Window	USR	After Policemen have chased Hannay into the USL Vom	48	-	
Lower	SL Window	USL	After Policemen have chased Hannay into the USL Vom	48	-	
Shift Offstage	Crofter Table	DSR	After Policemen have chased Hannay into the USL Vom	48	Yellow	Brown Table
Shift Offstage	Brown Chairs x3	DSR	After Policemen have chased Hannay into the USL Vom	48	Yellow	
Shift Offstage	Grey Rolling Chair	DSL	After Policemen have chased Hannay into the USL Vom	48	Yellow	With yellow fabric draped on back
Fly In	Center Drop	Lineset 23	After Policemen have chased Hannay into the USL Vom	48	Green	Knuckle Buster
Track Out	Traveler Drop	Lineset 20	After Policemen have chased Hannay into the USL Vom	48	Green	
Fly In	Shadowplay Lights	Lineset 28	Right After Flying out Center Drop	48	Green	
Re-dress	Chair	Backstage Left	After shifting it offstage	48	-	Add red fabric and pillow
Fly Out	Traveler Drop	Lineset 20	As Hannay travels around the stage looking around	50	Orange	
Fly Out	Center Drop	Lineset 23	As Hannay travels around the stage looking around	50	Brown	
Shift Onstage	Doorway	DSR between pro and platforms	As Hannay exits DSL	51	Orange	Jordan Side
Shift Onstage	Grey Rolling Chair	DSL to SL on apron	As Hannay opens and closes the doorway	54	Green	With red fabric and pillow
Shift Offstage	Doorway	DSR	As Jordans are dancing around Hannay and focus is downstage	60	Orange	Jordan Side
Fly In	Grand	Lineset 2	As Jordan's wheel Hannay back	59	Green	Knuckle Buster
Intermission						
Shift Offstage	Grey Rolling Chair	DSL	After Intermission has begun	60	Green	With red fabric and pillow
Fly Out	Center Drop	Lineset 23	After Intermission has begun	60	Orange	
Fly In	Traveler Drop	Lineset 20	After Intermission has begun	60	Green	Knuckle Buster
Track In	Traveler Drop	Lineset 20	After Intermission has begun	60	Orange	
Fly Out	Shadowplay Lights	Lineset 28	After Intermission has begun	60	Orange	
Prep	Act 2 Consumables	Shop	After Intermission has begun	60	-	Start at first dress-Biscuits, Sandwiches, Whisky, Milk
Change Sides	Side Table	From BSL-BSR	After Intermission has begun	60	-	
Retrieve	Bullet	Backstage	After Intermission has begun	60	-	
Preset	Sheriff Desk	DSR in front of the Grand	5 minutes into intermission	60	Orange	
Preset	Telephone	On Sheriffs Desk	5 minutes into intermission	60	-	
Preset	Biscuits	On Sheriffs Desk	5 minutes into intermission	60	-	
Preset	Garibaldi	On Sheriffs Desk	5 minutes into intermission	60	-	
Call	Places	Backstage	3 minutes before Act 2	-	-	Ensure Actors are on their respective sides and communicate with Stage Manager
Raise	SL Window	USL	At Places	60	-	Stand on top of of the rope while the window is raised until end of A2 S19
Act Two						

# The 39 Steps Run Sheet

Fly Out	Grand	Lineset 2	Top of A2	61	Orange	
Place U	-	DSL Outside Door	After Act 2 has begun	62	-	
Spot	Jumpers	USL	Be in place by Sheriff's- Grab him man!	63	-	
Track Out	Traveler Drop	Lineset 20	After Sheriff runs off crying and eating cookies	64	Green	
Shift Offstage	Telephone	USR Vom	After Sheriff runs off crying and eating cookies	64	-	
Shift Offstage	Biscuits	USR Vom	After Sheriff runs off crying and eating cookies	64	-	
Shift Offstage	Garibaldi	USR Vom	After Sheriff runs off crying and eating cookies	64	-	
Shift Offstage	Sheriff Desk	USR Vom	After Sheriff runs off crying and eating cookies	64	Orange	
Lower	SL Window	USL	After Sheriff runs off crying and eating cookies	64	-	
Change Sides	Telephone	From BSR-BSL	After striking the Sheriff's Office	64	-	
Fly In	Center Drop	Lineset 23	After Hannay exits with Marching Band	66	Brown	
Shift Onstage	Brown Chair x1	DSL onto Lower Platform	Top of A2 S21	66	Orange	
Shift Onstage	Podium and Banner	USR Vom to Center Stage	Dunwoody: Look! He's here Mr. Macquarrie!	66	Orange	
Shift Offstage	Brown Chair x1	DSL off Lower Platform	As the Heavies chase Hannay around Podium	70	Orange	
Shift Offstage	Podium and Banner	DSR	As Hannay uses the Podium to fend off heavies	70	-	Grabbing the podium from Hannay
Strike	Banner	Podium	After [REDACTED] has brought it offstage	70	-	
Change Sides	Podium	From BSR-BSL	After striking the Banner	70	-	Place lace on podium
Shift Onstage	Car Chair #1	DSL to Center Stage	After the Heavies realize they need to build the car	72	Orange	Red and Black Chair
Shift Onstage	Car Chair #2	DSR to Center Stage	After the Heavies realize they need to build the car	72	Orange	Brown Chair
Shift Onstage	Car Chair #3	DSL to Center Stage	After the first two chairs are set	72	Orange	Brown Rolling Chair
Shift Onstage	Car Chair #4	DSR to Center Stage	After setting the third chair	72	Orange	Brown Chair
Fly Out	Center Drop	Lineset 23	As the 4 in the car lurch to a stop	73	Orange	
Shift Offstage	Stack of Car Chairs	DSR	End of A2 S24	75	-	
Shake	Crash Box	DSR	After Heavy 1 exits after Heavy 2	75	-	
Change Sides	2 Red and Black Chairs	From BSL-BSR	After the crash box sound	75	-	
Shift Onstage	Stille Rod	DSR	Hannay: What IS that tune!	77	-	
Shift Offstage	Stille Rod	DSR	Pamela: I say what is the use of all this?	77	-	Exit in front of the actors
Fly In	Center Drop	Lineset 23	As the Scottish Pipe music begins to play	79	Brown	
Fly Out	Traveler Drop	Lineset 20	As the Scottish Pipe music begins to play	79	Orange	
Fly In	Hotel Sign	Lineset 19	As the Scottish Pipe music begins to play	79	Green	Knuckle Buster
Shift Onstage	Podium	DSL onto Top Platform	With Reception Bell, Guest Book, Pen/Pencil and Phone on desk	79	Orange	
Fly In	Fireplace	Lineset 4	As Mrs. McGarrigle, Hannay and Pamela begin to cross down to hotel room	83	Green	Knuckle Buster
Shift Onstage	Hotel Bed	DSL to Stage Right by Lower Platform	As Mrs. McGarrigle, Hannay and Pamela begin to cross down to hotel room	83	Green	
Shift Onstage	Side Table	DSR to Stage Right in front of Lower Platform	As Mrs. McGarrigle, Hannay and Pamela begin to cross down to hotel room	83	Green	
Fly Out	Fireplace	Lineset 4	As Pamela crosses up to SL Lower Platform	88	Orange	
Fly In	Fireplace	Lineset 4	As Pamela crosses back down to the hotel room	91	Green	Knuckle Buster
Fly Out	Fireplace	Lineset 4	After Pamela exits DSR	95	Orange	
Fly Out	Hotel Sign	Lineset 19	After Pamela exits DSR	95	Orange	
Shift Offstage	Reception Bell	DSL	After Pamela exits DSR	95	-	
Shift Offstage	Guest Book	DSL	After Pamela exits DSR	95	-	


Shift Offstage	Pen/Pencil	DSL	After Pamela exits DSR	95	-	
Shift Offstage	Telephone	DSL	After Pamela exits DSR	95	-	
Shift Offstage	Podium	DSL	After Pamela exits DSR	95	Orange	
Shift Offstage	Hotel Bed	DSL	After Pamela exits DSR	95	Green	
Shift Offstage	Hotel Tray	DSR	After Pamela exits DSR	95	-	With Milk Tumbler and Whiskey Glass
Shift Offstage	Side Table	DSR	After Pamela exits DSR	95	Green	
Fly In	Traveler Drop	Lineset 20	After Pamela exits DSR	95	Green	Knuckle Buster
Shift Onstage	2 Audience Chairs	SR Vom	After Pamela exits DSR	95	Pink	Red and Black Chairs
Shift Onstage	1 Audience Chair	SL Vom	After Pamela exits DSR	95	Pink	Red and Black Chairs
Act As	Bobby Cop	SR Steps onto Lower Platform	Pamela: Well they've checked and they're absolutely certain.	97	-	Exit DSL as Inspector Albright chases Hannay into the audience
Act As	Bobby Cop	DSL onto Top Platform	Pamela: Well they've checked and they're absolutely certain.	97	-	Exit DSL as Inspector Albright chases Hannay into the audience
Throw	Professor Jordan Dummy	DSL onto the steps	After Professor Jordan has exited DSL	101	-	
Fly In	Grand	Lineset 2	As Hannay and Pamela back up onto apron	103	Green	Knuckle Buster
Strike	Professor Jordan Dummy	DSL	After the Grand has flown is	103	-	
Shift Onstage	Christmas Tree	Through the grand	Hannay: Happy Christmas Darling	105	-	One person will need to page the curtain, Remove from table stand and hold up high
Shift Offstage	Christmas Tree	Through the grand	Blackout after scene	105	-	
Fly Out	Grand	Lineset 2	After Hannay and Pamela take their first bow	105	Orange	
Fly In	Grand	Lineset 2	After the 4 actors take their final bows	105	Green	Knuckle Buster
Post Show						
Put Away	Mics	Backstage Right	After Actors get out of Mics	-	-	
Fly Out	Grand	Lineset 2	After House is Clear	-	Orange	
Shift Offstage	1 Audience Chair	SL Vom	After House is Clear	-	Pink	Red and Black Chairs
Shift Offstage	2 Audience Chair	SR Vom	After House is Clear	-	Pink	Red and Black Chairs
Fly Out	Center Drop	Lineset 23	After House is Clear	-	Orange	
Fly Out	Traveler Drop	Lineset 20	After House is Clear	-	Orange	
Strike	Stage Right Props Table	To the Prop Box	After House is Clear	-	-	
Strike	Stage Left Props Table	To the Prop Box	After House is Clear	-	-	
Clean	Dishes	Paint Sink	After Clearing Props Tables	-	-	
Fly Out	Legs	Lineset 5, 10, 15	After Stage is Clear	-	-	Only need to be flown out a couple of feet
Fly Out	Legs	Lineset 18, 25, 30	After Stage is Clear	-	-	Only need to be flown out a couple of feet
Reset	Backstage	-	After Stage is Clear	-	-	
Reset	Backstage	-	After Stage is Clear	-	-	
Shut Down	Sound Booth	-	After House is Clear	-	-	
Shut Down	Light Board	-	After House is Clear	-	-	
Turn Off	Fly Rail Lights	-	After Works are back on	-	-	
Strike	Door U's	Booth, Stairway, Shop Doors, USL, DSR, DSL	After House is Clear	-	-	
Set	Ghost Light	Center Stage	After Everyone Has Checked Out	-	-	
Lock	Props Cabinet	Backstage Right	After Everyone Has Checked Out	-	-	

Lock	Dressing Rooms	-	After Everyone Has Checked Out	-	-	
Turn Off	All Lights	-	After Everyone Has Checked Out	-	-	
Lock	All Doors	-	After Everyone Has Checked Out	-	-	
						Version 4 Prepared by Grace Engstrom Updated 4/8/25

# The 39 Steps Props Tracking

Character	Prop	Page.#	Prop Enter	Page.#	Prop Exit	Notes
ACT ONE						
Hannay	Blind	9	Preset on SR Window before house opens	25	SR Stairs with Crew	Will only be on through the transition out of Hannays apartment in S6
Hannay	Side Table	9	Preset DSC before house opens	10	USR Vom at the end of S1	This prop will be used during preshow as the audience is arriving
Hannay	Lamp	9	Preset DSC before house opens	10	USR Vom at the end of S1	This prop will be used during preshow as the audience is arriving
Hannay	Wing-Backed Chair	9	Preset DSC before house opens	10	USR Vom at the end of S1	This prop will be used during preshow as the audience is arriving
Hannay	Glass	9	Preset on table before house opens	10	USR Vom at the end of S1	This prop will be used during preshow as the audience is arriving
Hannay	Bottle of Scotch	9	Preset on table before house opens	10	USR Vom at the end of S1	3/4 of the way full
Hannay	The 39 Steps Novel	9	USR Vom with Hannay	10	USR Vom at the end of S1	Dans personal copy of the novel
Hannay	Pipe	9	USR Vom with Hannay	104	With Hannay from the remainder of the show	
Hannay/Annabella	2 Audience Chairs	11	USR Vom with Crew at the S2	15	USR Vom at the end of S2	Moved on and off by crew
Annabella	Revolver	11	HR Door with Annabella inside Handbag	14	HL Door with Annabella inside Handbag	Different from Professor Jordan
Annabella	Program	11	HR Door with Annabella	14	HL Door with Annabella	
Annabella	Handbag	11	HR Door with Annabella	20	DSL with Annabella	
Hannay/Annabella	Side Table	16	Preset by crew behind grand following S1	25	DSL with Crew	Same as used during S1
Hannay/Annabella	Lamp	16	Preset by crew behind grand following S1	25	DSL with Crew	Same as used during S1
Hannay/Annabella	Wing-Backed Chair	16	Preset by crew behind grand following S1	25	DSL with Crew	Same as used during S1
Annabella	2 Glasses	16	Preset by crew behind grand following S1	25	DSL with Crew	Same as used during S1
Annabella	Bottle of Scotch	16	Preset by crew behind grand following S1	25	DSL with Crew	Same as used during S1
Hannay	Telephone	16	Preset by crew behind grand top of show	25	DSL with Crew	Same as used during S1
Annabella/Hannay	Map of Scotland	21	DSL with Annabella	22	SR Stairs with Hannay	
Annabella	Knife in Back	21	DSL on Annabella	25	DSL on Annabella	
Milkman	2 Pounds	23	USL Vom with Milkman in Left Pocket	24	USL Vom with Milkman	
Mrs. Higgins	Feather Duster	25	SR Steps with Mrs. Higgins	25	DSL with Mrs. Higgins	
Salesman 1	Samples Case	26	DSL with Salesman 1	36	SR Stairs with Salesman 2	
Salesman 1	Newspaper	26	DSL in Salesman 1 Sample Case	36	SR Stairs with Salesman 2	
Salesman 2	Samples Case	26	DSL with Salesman 2	36	SR Stairs with Salesman 2	
Salesman 2	Lacy Suspender Belt	26	DSL in Salesman 2 Case	36	SR Stairs with Salesman 2	
Salesman 2	Lacy Brassiere	26	DSL in Salesman 2 Case	36	SR Stairs with Salesman 2	
Salesman 1	Bag of 2 Biscuits	26	DSL in Salesman 1 pants pocket	36	SR Stairs with Salesman 2 in Salesman 1 Case	
Salesman 2	Penny	26	DSL in Salesman 2 pants pocket	28	DSR with Paperboy	
Paperboy/Salesman 2	Newspaper	28	DSR with Paperboy	36	SR Stairs with Salesman 2	
Porter	Whistle	30	DSL with Clown 2 as Policeman	32	USL Vom with Porter	
Pamela	Train Chair	34	SR Steps with crew	37	SR Steps with Crew	
Pamela	Book	34	SR Steps with Pamela	36	SR Steps with Pamela	
Hannay	Larger Map of Scotland	39	DSL Vom with Hannay	39	USR Vom with Crew	
Hannay	5 Pound Note	39	DSL Vom with Hannay	46	SR Steps with Crofter	
Margaret/Crofter/Hannay	Table	41	DSL with Crew	48	DSR with Crew	
Margaret/Crofter/Hannay	3 Chairs	41	DSL with Crew	48	DSR with Crew	
Hannay	Chair	41	DSL with Crew	48	DSL with Crew	
Margaret	3 Plates	41	DSR with Margaret	44	DSR with Crew	
Margaret	3 Silverware Settings	41	DSR with Margaret	44	DSR with Crew	
Margaret	3 Mugs	41	DSR with Margaret	44	DSR with Crew	
Crofter	Newspaper	42	DSL with Crofter	44	DSR with Crew	
Margaret	Three Herrings	43	DSR with Margaret	44	DSR with Crew	
Margaret/Hannay	Small Hymn Book	47	DSL with Margaret	59	DSL with Hannay	
Pilot 1/Pilot 2	Model Airplane	49	Shadowplay Platform with Pilots	50	DSR with Pilots	
Professor Jordan/Hannay	Wing-Backed Chair	54	DSL with Professor Jordan	59	DSL with Jordans	Rolls on and offstage
Professor Jordan	Revolver	54	DSL with Professor Jordan	59	DSL with Professor Jordan	Different from Annabellas Revolver
ACT TWO						
Sheriff	Desk	61	Preset in front of the grand during intermission	64	DSR with Crew	
Sheriff	Phone	61	Preset on desk during intermission	64	DSR with Crew	
Sheriff	Biscuits	61	Preset on desk during intermission	64	USR Vom with Sheriff	
Sheriff	Garbaldi	61	Present on desk during intermission	64	DSR with Crew	

# The 39 Steps Props Tracking

Sheriff	Silver Bullet	61 SR Steps with Sheriff at top of Act 2	63 SL Window with Inspector	
Inspector/Hannay	Handcuffs	62 DSL with Inspector	95 SR Steps with Hannay	
Mr. Dunwoody/Hannay	Chair	66 DSL with Mr. Dunwoody	70 DSL with Colton	
Mr. McQuarrie/Hannay/Dun	Podium	66 USR Vom with Mr. McQuarrie	70 DSR with KayLee	
Hannay	Vote McCorquodale Banner	66 USR Vom on Podium with Mr. McQuarrie	70 DSR with KayLee	
Heavy 1/Heavy 2	4 Chairs	72 2 DSR and 2 DSL with Heavies	75 DSL with Heavy 2	
Mr./Mrs. McGarrigle	Hotel Reception Desk	80 DSL with Mr. and Mrs. McGarrigle	95 DSL with Crew	
Mr. McGarrigle	Guest Book	80 DSL with Mr. and Mrs. McGarrigle on Desk	95 DSL with Crew	
Hannay/Pamela	Pen/Pencil	80 DSL with Mr. and Mrs. McGarrigle on Desk	95 DSL with Crew	
Heavies	Phone	80 DSL with Mr. and Mrs. McGarrigle on Desk	95 DSL with Crew	
Heavy 1	Reception Bell	80 DSL with Mr. and Mrs. McGarrigle on Desk	95 DSL with Crew	
Hannay/Pamela	Bed	83 DSL with Crew	95 DSL with Crew	
Hannay/Pamela	Side Table	83 DSR with Crew	95 DSR with Crew	
Mrs. McGarrigle	Tray of Food	83 DSL with Mrs. McGarrigle	95 DSR with Crew	
Mrs. McGarrigle	Over-Large Sandwiches	83 DSL with Mrs. McGarrigle on Tray	95 DSR with Crew	
Mrs. McGarrigle	Glass of Whisky	83 DSL with Mrs. McGarrigle on Tray	95 DSR with Crew	
Mrs. McGarrigle	Tumbler of Milk	83 DSL with Mrs. McGarrigle on Tray	95 DSR with Crew	
Hannay/Pamela	2 Audience Chairs	96 USR Vom with Crew	105 Struck from the stage post show	
Professor Jordan	1 Audience Chair	96 USL Vom with Crew	105 Struck from the stage post show	
Professor Jordan	Revolver	100 USL Vom with Professor Jordan	103 Struck from the stage after the grand has closed	
Professor Jordan	Replic Dummy	101 Thrown on SL	103 Struck from the stage after the grand has closed	
	Christmas Tree	105 Through the center of the grand	105 Through the center of the grand	

# The 39 Steps Props Tracking

SR Props Table List	
Preset at the Beginning of the Show	Moved Over During the Show
Lamp	Annabella Revolver
Scotch Glasses x2	Annabella Program
Bottle of Scotch	Map of Scotland
The 39 Steps Novel	Salesman 1 Sample Case
Hannays Pipe	Salesman 2 Sample Case
Telephone	Salesman Bag of Biscuits
Feather Duster	Penny
Paperboy Newspaper	5 Pound Note
Pamela Book	Crofter Newspaper
3 Plates	Handcuffs
3 Mugs	McGarrigle Tray of Food
3 Silverware Settings	
Three Herrings	
Model Airplane	
Sheriff Biscuits	
Garibaldi	
Silver Bullet	
Banner	
Christmas Tree	



# The 39 Steps Props Tracking

SL Props Table List	
Preset at the Beginning of the Show	Moved Over During the Show
Annabella Revolver	Scotch Glasses x2
Mr. Memory Program	Bottle of Scotch
Map of Scotland	Telephone
Annabella back knife	Feather Duster
2 Pounds	Silver Bullet
Salesman 1 Samples Case	
Salesman 2 Samples Case	
Salesman 1 Newspaper (Preset in 1 Samples Case)	
Suspender Bell (Preset in 2 Samples Case)	
Brassiere (Preset in 2 Samples Case)	
Bag of 2 Biscuits	
Salesman 2 Penny	
5 Pound Note	
Crofter Newspaper	
Small Hymn Book	
Professor Jordan Revolver	
Handcuffs	
Guest Book	
Pen/Pencil	
Reception Bell	
McGarrigles Tray of Food	
Sandwiches	
Glass of Whiskey	
Tumbler of Milk	
Professor Jordan Holster	
Professor Jordan Dummy	

# The 39 Steps Entrance/Exit Plot

Character	Ent/Ex	Where	Act/Scene	Page	Line
Act 1					
Hannay	Enter	USR Vom	Preshow	9	15 Minutes Into Intermission
Hannay	Exit	USL Vom	End of A1 S11	10	After Hannay: That should do the trick!
Comper/Mr. Memory	Enter	Through the grand	Top of A1 S2	11	Comper: Thank you ladies and gentlemen.
Hannay	Enter	HR Door	A1 S2	11	Comper: Settle down now please.
Annabella	Enter	HR Door	A1 S2	11	Memory: I will now place myself in a state of mental readiness for this event's performance and clear my inner bein' of all extrinsic and supernumary material
Hannay/Annabella	Exit	HL Door	A1 S2	14	Hannay: Well, it's your funeral!
Comper/Mr. Memory	Exit	USR Vom	A1 S2	15	Comper: Thankoo!
Hannay/Annabella	Enter	SR Steps on Platform	A1 S3	16	Top of A1 S3
Heavy 1/Heavy 2	Enter	DSR Vom	A1 S3	19	Annabella: They are in the street this moment.
Heavy 1/Heavy 2	Exit	DSR Vom	A1 S3	18	Hannay: You Win.
Heavy 1/Heavy 2	Enter	DSR Vom	A1 S3	19	Annabella: You wish to be - involved?
Heavy 1/Heavy 2	Exit	DSR Vom	A1 S3	19	Annabella: Very Well. Have you ever heard of the -
Annabella	Exit	DSL	A1 S3	20	Annabella: Good night Richard.
Annabella	Enter	DSL	A1 S4	21	Annabella: Oh Richard - Richard -
Hannay	Exit	SR Steps off Platform	A1 S4	22	End of A1 S4
Milkman	Enter	USL Vom	A1 S5	23	Top of A1 S5
Hannay	Enter	USR Vom	A1 S5	23	When the Milkman approaches the SR Pro
Hannay	Exit	USL Vom	A1 S5	24	After Milkman: You'll do the same for me one day.
Milkman	Exit	USL Vom	A1 S5	24	Milkman: Oi! Come back 'ere! Oi!
Mrs. Higgins/Annabella	Enter	SR Steps on Platform	A1 S6	25	Top of A1 S6
Mrs. Higgins/Annabella	Exit	DSL	A1 S6	25	As screws joins with the train whistle.
Hannay/Salesman 1 & 2	Enter	DSL	A1 S7	26	Top of A1 S7
Salesman 1	Exit	SR Steps off Platform	A1 S8	28	Salesman 1: Excuse me. Sorry. Sorry.
Paperboy	Enter	DSR	A1 S8	28	Paperboy: Evenin' paper! Latest news! Evenin' Paper! Latest -
Paperboy	Exit	DSR	A1 S8	28	Paperboy: Evenin' paper! Latest news! Evenin' Paper! Latest -
Salesman 1	Enter	SR Steps on Platform	A1 S8	28	Salesman 1: Excuse me. Sorry. Sorry.
Paperboy	Exit	USR Vom	A1 S8	32	Both Clowns: Thankoo!
Porter	Exit	USL Vom	A1 S8	32	Both Clowns: Thankoo!
Salesman 1	Enter	SR Steps on Platform	A1 S9	33	Top of A1 S9
Salesman 2	Enter	DSL	A1 S9	33	Top of A1 S9
Panels	Enter	SR Steps on Platform	A1 S9	34	As the Policemen cross down stage
Hannay	Exit	Through Center Window	A1 S9	35	Policeman 2: But this attractive young lady clearly stated-
Policeman 1	Exit	Through Center Window	A1 S9	35	Policeman 1: Right sir.
Hannay/Policeman 1	Enter	SR off Shadowplay Platform	A1 S9	35	After Jumping through the Window
Panels/Policeman 2	Exit	SR Steps off Platform	A1 S9	36	Policeman 1: No Sir! Not the communication-
Hannay/Policeman 1	Exit	SR off Shadowplay Platform	A1 S9	36	Policeman 1: No Sir! Not the communication-
Hannay/Policeman 1 & 2	Enter	SR off Shadowplay Platform	A1 S10	37	Top of A1 S10
Hannay/Policeman 1 & 2	Exit	SR off Shadowplay Platform	A1 S10	37	End of A1 S10
Hannay	Enter	SR Steps on Platform	A1 S11	38	Top of A1 S11
Hannay	Exit	DSL	A1 S11	38	End of A1 S11
Crofter	Enter	DSR through Door	A1 S12	39	Top of A1 S12
Hannay	Enter	USL Vom	A1 S12	39	Top of A1 S12
Margaret	Enter	SR Steps on Platform	A1 S12	40	Crofter: Come here! We have a visitor.
Crofter	Exit	USL Vom	A1 S12	40	Hannay: Right.

Key
Hannay
Fem Lead
Clown 1
Clown 2

Hannay	Exit	DSR through Door	A1 S12	40	Hannay: I'd love to.
Hannay	Enter	SR Steps on Platform	A1 S13	41	Top of A1 S13
Margaret	Exit	DSR	A1 S13	41	Exits back and forth to grab table settings
Margaret	Enter	DSR	A1 S13	41	Exits back and forth to grab table settings
Crofter	Enter	DSL	A1 S13	42	Crofter: Ought not to say WHAT??
Margaret	Exit	DSR	A1 S13	43	Crofter: Than hurry yessir!
Margaret	Enter	DSR	A1 S13	43	Margaret: Here we are.
Crofter	Exit	DSL	A1 S13	44	Crofter: I'll go and - lock it!
Crofter	Enter	USL behind SL Window	A1 S13	44	After lines are finished
Margaret	Exit	DSR	A1 S13	44	End of Scene
Crofter	Exit	USL	A1 S13	44	End of Scene
Margaret	Enter	DSR	A1 S14	45	Top of A1 S14
Crofter	Enter	DSL	A1 S14	45	Crofter: Aye! I mighta known! Making love behind my back
Crofter	Exit	SR Steps off Platform	A1 S14	46	After Crofter receives the money from Hannay
Margaret	Exit	DSL	A1 S14	47	Margaret: Your jacket!
Margaret	Enter	DSL	A1 S14	47	Margaret: It's terrible light-coloured.
Policeman 1/Policeman 2	Enter	SR Steps on Platform	A1 S14	47	Hannay: I'll never forget you for that!
Hannay	Exit	Through SL Window	A1 S14	47	Margaret: Go now!
Policeman 1/Policeman 2	Exit	Through SL Window	A1 S14	48	Policeman 1: There his is! After him!
Hannay	Enter	DSL	A1 S14	48	After he has jumped through the window
Policeman 1/Policeman 2	Enter	DSL	A1 S14	48	After jumping through the window
Hannay	Exit	USL Vom	A1 S14	48	After being chase onstage
Policeman 1/Policeman 2	Exit	USL Vom	A1 S14	48	Following Hannay offstage as they chase after him
Margaret	Exit	DSL	A1 S14	48	After Hannay has been chased offstage
Hannay	Enter	DSL Vom	A1 S15	49	Radio Announcer: We are sorry to interrupt this programme of pular Scottish romantic music...
Hannay	Exit	SR Steps off Platform	A1 S15	49	After completing traveling pathway
Pilot 1/Pilot 2	Enter	SR on Shadowplay Platform	A1 S15	49	Radio Announcer: ...specialist squads in fugitive apprehension by foot, road and - by air!
Hannay	Enter	SR Steps on Platform	A1 S15	50	Pilot 2: There he is!
Pilot 1/Pilot 2	Exit	DSR	A1 S15	50	Pilots 1 and 2: AAAAAAGGGHHHHH!
Mrs. Jordan	Enter	DSR Through Door	A1 S16	52	Top of A1 S16
Mrs. Jordan/Hannay	Exit	DSR Through Door	A1 S16	52	Hannay: Thank you.
Mrs. Jordan/Hannay	Enter	SR Steps on Platform	A1 S17	53	Top of A1 S17
Mrs. Jordan	Exit	DSR Through Door	A1 S17	53	Hannay: Certainly.
Professor Jordan	Enter	DSL	A1 S18	54	As Hannay is opening and closing the door to the party
Mrs. Jordan	Enter	DSR Through Door	A1 S18	56	Professor: So it seems there is only one option, Mr. Hannay.
Mrs. Jordan	Exit	DSR Through Door	A1 S18	56	Professor: I don't think so dear.
Mrs. Jordan	Enter	DSR Through Door	A1 S18	59	Professor: YOU VILL NEVER EVER KNOW!
Hannay/Jordans	Exit	DSL	A1 S18	59	End of A1 S18
Act 2					
Sheriff/Hannay	Enter	SR Steps on Platform	A2 S19	61	Top of the Act behind the grand
Inspector	Enter	DSL	A2 S19	62	Hannay: And it's absolutely vital to the safety of:-
Hannay	Exit	Through SL Window	A2 S19	63	Hannay: I don't think so!
Inspector	Exit	Through SL Window	A2 S19	63	Inspector: He's escaping!! Stop him!! Stop that man!!
Sheriff	Exit	USR Vom	A2 S19	64	As Sheriff laughs in terror
Hannay	Enter	DSL Vom	A2 S20	65	Top of A2 S20
Hannay	Exit	DSR Vom	A2 S20	65	As Hannay joins in with the marching band
Mr. Dunwoody	Enter	DSL	A2 S21	66	Top of A2 S21

# The 39 Steps Entrance/Exit Plot

Hannay	Enter	DSR	A2 S21	66	As Mr. Dunwoody is setting up the chair
Mr. McQuarrie	Enter	USR Vom	A2 S21	66	Dunwoody: Look! He's here Mr. Macquarrie!
Pamela	Enter	USL Vom	A2 S21	68	Hannay: But may I say from the bottom of my heart and the utmost sincerity how delighted and relieved I am to find myself in your presence at this moment.
Pamela	Exit	USL Vom	A2 S21	68	Pamela: Hello.
Pamela	Enter	DSL	A2 S21	69	As Hannay is speaking to the audience
Pamela/Mr. McQ/Mr. Dunwoody/Heavy 1/2	Exit	DSL	A2 S21	69	As Hannay is speaking to the audience
Pamela/Heavy 1/2	Enter	USL Vom	A2 S21	70	As Hannay is speaking to the audience
Heavy 1	Exit	DSL	A2 S22	72	After discovering that they must put a car together
Heavy 2	Exit	DSR	A2 S22	72	After discovering that they must put a car together
Heavy 1	Enter	DSL	A2 S22	72	After grabbing chair from offstage
Heavy 2	Enter	DSR	A2 S22	72	After grabbing chair from offstage
Heavy 2	Exit	DSL	A2 S22	72	After setting first chair onstage
Heavy 2	Enter	DSL	A2 S22	72	After grabbing chair from offstage
Heavy 2	Exit	DSR	A2 S22	72	After setting second chair onstage
Heavy 2	Enter	DSR	A2 S22	72	After grabbing chair from offstage
Heavy 1/2	Exit	DSR Vom	A2 S24	74	Heavy 1: Awa' awa' ye bleating brutes!
Hannay/Pamela	Exit	USL Vom	A2 S24	75	Hannay: Then get a move on!
Heavy 1/2	Enter	USR Vom	A2 S24	75	Heavy 2: They got away!
Heavy 2	Exit	DSL	A2 S24	75	Heavy 2: Now come on come on!
Heavy 2	Enter	DSL	A2 S24	75	As Heavy 1 struggles to pick up the pile of chairs
Heavy 1/2	Exit	DSL	A2 S24	75	End of A2 S24
Hannay/Pamela	Enter	USL Behind Stairs	A2 S25	76	Top of A2 S25
Hannay/Pamela	Exit	USR Vom	A2 S25	78	Hannay: Yes, God help her!
Mr./Mrs. McGarrigle	Enter	DSL	A2 S25	79	As the scottish pipe music begins
Hannay/Pamela	Enter	SR Steps on Platform	A2 S26	80	Mrs. McGarrigle: There it goes again!
Mr. McGarrigle	Exit	DSL	A2 S26	82	Hannay: Oh and a glass of milk.
Mrs. McGarrigle	Exit	DSL	A2 S27	83	Mrs. McGarrigle: Goodnight sir. Goodnight madam.
Mrs. McGarrigle	Enter	DSL	A2 S27	83	Hannay: Come in.
Mrs. McGarrigle	Exit	DSL	A2 S27	84	Mrs. McGarrigle: You're secret's safe with us. Ye'll nae be disturbed.
Heavy 1/2	Enter	SR Steps on Platform	A2 S27	88	As Pamela begins to slip out of the handcuffs
Heavy 2	Exit	SR Steps off Platform	A2 S28	90	Heavy 2: Right! I'll start the car. You check the register.
Mr. McGarrigle	Enter	DSR	A2 S28	90	As Heavy 1 is ringing the service bell
Heavy 2	Exit	DSR	A2 S28	91	Heavy 2: Right. No. Sorry. Thank you.
Mr. McGarrigle	Enter	SR Steps on Platform	A2 S28	91	Mr. McGarrigle: And goodnight!
Mr./Mrs. McGarrigle	Exit	DSL	A2 S28	91	Mrs. McGarrigle: Ye old fool ye! To your bed man!
Hannay	Exit	SR Steps off Platform	A2 S29	95	Pamela: I'M NOT SURPRISED YOU'RE AN ORPHAN!!!
Pamela	Exit	DSR	A2 S29	95	As the scene transitions
Clown 1	Enter	USL Vom	A2 S30	96	Top of A2 S30
Clown 2	Enter	USR Vom	A2 S30	96	Top of A2 S30
Hannay	Enter	HL Door	A2 S30	96	As the clowns are performing their opening act
Pamela	Enter	HL Door	A2 S30	96	After Hannay has sat and is looking around the theatre
Clown 1	Exit	USL Vom	A2 S30	96	Pamela: I'll go then, shall I?
Clown 2	Exit	USR Vom	A2 S30	96	Pamela: I'll go then, shall I?
Professor Jordan	Enter	USL Vom	A2 S30	97	Hannay: The professor
Professor Jordan	Exit	USL Vom	A2 S30	97	Pamela: Gosh, yes!
Compre	Enter	USL Vom	A2 S30	97	Hannay: That's it then. That's it!

Mr. Memory	Enter	USR Vom	A2 S30	97	Compre: Mr. Memory!!!
Compre	Exit	USL Vom	A2 S30	98	As the Mr. Memory theme music begins
Professor Jordan	Enter	USL Vom	A2 S30	98	As the drumroll is happening
Professor Jordan	Exit	USL Vom	A2 S30	98	After completing his handshake with Mr. Memory
Inspector Albright	Enter	DSL	A2 S30	98	Mr. Memory: He done it in the year sixteen sixty-
Hannay/Albright	Exit	HR Door	A2 S30	99	Albright: Very wise, sir. Now if you'd just-
Hannay/Albright	Enter	USL Vom	A2 S30	99	Mr. Memory: He done it in the year sixteen sixty-
Hannay/Albright	Exit	USR Vom	A2 S30	99	Hannay: WHAT ARE THE THIRTY-NINE STEPS?
Hannay/Albright	Enter	USL Vom	A2 S30	99	Mr. Memory: Sixteen-sixty-
Hannay/Albright	Exit	DSL	A2 S30	99	Hannay: I SAID WHAT ARE THE THIRTY-NINE STEPS?
Hannay	Enter	DSL	A2 S30	99	Hannay: Come on man! Answer up!
Professor Jordan	Enter	USL Vom	A2 S30	100	Mr. Memory: They collect information on behalf of the Secret Service of- the Secret Service of-
Professor Jordan	Exit	DSL	A2 S30	101	After getting shot while fighting Hannay
Compre	Enter	DSL	A2 S31	102	As Pamela and Hannay move Mr. Memory up to the steps
Compre/Mr. Memory	Exit	Behind the Grand	A2 S31	103	After Pamela and Hannay back up and the grand flies in
Pamela	Exit	USR Vom	A2 S32	104	Pamela: Bye.
Pamela	Enter	USR Vom	A2 S33	105	Pamela: Utterly horrid and beauty.
Clowns 1/2	Enter	Center Stage as Grand Rises	Bows	105	As the curtain rises
Hannay/Clown 2	Exit	SR Steps	Bows	105	After grand has flown back in
From Lead/Clown 1	Exit	DSL	Bows	105	After grand has flown back in

# The 39 Steps Entrance/Exit Plot

Actor	Changing From	Exit	Page #	Changing to	Re enter	Page #	Pages between	Time 3/6/25	Time 4/1/25
Hannay	USL Vom		10	Hannay	USL Vom	9	0	1 hour 15 minutes	1 hour 15 minutes
				Hannay plus Hat and Trenchcoat	HR Door	11	1	55 seconds	1 minute 15 seconds
				Compere	Through Grand	11	2	Before S2	Before S2
				Mr. Memory	Through Grand	11	2	Before S2	Before S2
				Annabella	HR Door	11	2	Before S2	Before S2
Hannay	HL Door		14	Hannay	SR Steps	16	2	19 seconds	22 seconds
Annabella	HL Door		14	Annabella	SR Steps	16	2	19 seconds	22 seconds
Compere	USL Vom		15	Heavy 1	DSR Vom	18	3	2 minutes 50 seconds	3 minutes 27 seconds
Mr. Memory	USL Vom		15	Heavy 2	DSR Vom	18	3	2 minutes 50 seconds	3 minutes 27 seconds
Heavy 1	DSR Vom		18	Heavy 1	DSR Vom	19	1	20 seconds	24 seconds
Heavy 2	DSR Vom		18	Heavy 2	DSR Vom	19	1	20 seconds	24 seconds
Heavy 2	DSR Vom		19	Milkman	USL Vom	23	4	4 minutes	5 minutes 23 seconds
Heavy 1	DSR Vom		19	Mrs. Higgins	SR Steps	25	6	6 minutes 16 seconds	8 minutes 11 seconds
Annabella	DSL		20	Annabella with knife in back	DSL	21	0	32 seconds	41 seconds
Hannay	SR Steps		22	Hannay	USL Vom	23	1	10 seconds	18 seconds
Hannay as Milkman	USL Vom		24	Hannay	DSL	26	2	1 minutes 18 seconds	4 minutes 8 seconds
Clown 1 Base	USL Vom		24	Salesman 2	DSL	26	2	1 minute 17 seconds	4 minutes
Mrs. Higgins	DSL		25	Salesman 1	DSL	26	1	10 seconds	15 seconds
Annabella	DSL		25	Pamela	SR Steps	34	9	6 minutes 41 seconds	8 minutes 37 seconds
Salesman 1	SR Steps		28	Paperboy	DSR	28	0	3 seconds	9 seconds
Paperboy	DSR		28	Salesman 1	SR Steps	28	0	3 seconds	9 seconds
Paperboy	USL Vom		32	Salesman 1	SR Steps	33	0	8 seconds	11 seconds
Porter	USL Vom		32	Salesman 2	DSL	33	0	8 seconds	11 seconds
Pamela	SR Steps		36	Margaret	SR Steps	40	4	2 minutes 14 seconds	3 minutes 52 seconds
Policeman 1	USL Vom		37	Crofter	DSR	39	2	39 seconds	45 seconds
Policeman 2	USL Vom		37	Policeman 2	SR Steps	48	11	9 minutes 26 seconds	14 minutes 37 seconds
Crofter	SR Steps		46	Policeman 1	SR Steps	48	2	54 seconds	1 minute 3 seconds
Policeman 1	USL Vom		48	Pilot 1	USL Vom	49	1	43 seconds	58 seconds
Policeman 2	USL Vom		48	Pilot 2	USL Vom	49	1	43 seconds	58 seconds
Margaret	DSL		48	Pamela	USL Vom	68	20	31 minutes 10 seconds	42 minutes 48 seconds
Pilot 2	DSR		50	Mrs. Jordan	DSR	52	2	23 seconds	2 minutes
Pilot 1	DSR		50	Professor Jordan	DSL	54	4	2 minutes 8 seconds	4 minutes 39 seconds
Mrs. Jordan	DSR		53	Mrs. Jordan	DSR	56	3	3 minutes 13 seconds	4 minutes 7 seconds
Mrs. Jordan	DSR		56	Mrs. Jordan	DSR	59	3	3 minutes 2 seconds	4 minutes 23 seconds
Hannay	DSL		59	Hannay	SR Steps	61	2	13 minutes	13 minutes
Mrs. Jordan	DSR		59	Sheff	SR Steps	61	2	13 minutes	13 minutes
Professor Jordan	DSL		59	Chief Inspector	DSL	62	3	14 minutes 19 seconds	16 minutes 31 seconds
Hannay	USL Vom		63	Hannay	USL Vom	65	2	33 seconds	1 minute 3 seconds
Chief Inspector	USL Vom		63	Mr. Dunwoody	DSL	66	3	1 minute	2 minutes 16 seconds
Sheriff	USL Vom		64	Mr. McQuarrie	USL Vom	66	2	1 minute 34 seconds	3 minutes 1 second
Hannay	DSR Vom		65	Hannay	DSR	66	1	20 seconds	21 seconds
Pamela	USL Vom		68	Pamela	DSL	69	1	49 seconds	1 minute 17 seconds
Mr. Dunwoody	DSL		69	Heavy 1	USL Vom	70	1	1 minute 13 seconds	1 minute 20 seconds
Mr. McQuarrie	DSL		69	Heavy 2	USL Vom	70	1	1 minute 13 seconds	1 minute 20 seconds
Pamela	DSL		69	Pamela	USL Vom	70	1	1 minute 13 seconds	1 minute 20 seconds
Heavy 1	DSR Vom		74	Heavy 1	USL Vom	75	1	9 seconds	9 seconds
Heavy 2	DSR Vom		74	Heavy 2	USL Vom	75	1	9 seconds	9 seconds

Key

Changing SL to SR under 10 min

Changing SL to SR under 5 min

Changing under 1 min

3 people changing at once

No Change

Actor	Changing From	Exit	Page #	Changing to	Re enter	Page #	Pages between	Time 3/6/25	Time 4/1/25
Pamela	USL Vom		75	Pamela	DSL	75	0	9 seconds	13 seconds
Hannay	USL Vom		75	Hannay	DSL	75	0	9 seconds	13 seconds
Heavy 2	DSL		75	Mr. McGarrigle	DSL	79	4	3 minutes 54 seconds	4 minutes 10 seconds
Heavy 1	DSL		75	Mrs. McGarrigle	DSL	79	4	3 minutes 28 seconds	4 minutes 10 seconds
Hannay	USL Vom		78	Hannay	SR Steps	80	2	25 seconds	57 seconds
Pamela	USL Vom		78	Pamela	SR Steps	80	2	25 seconds	57 seconds
Mr. McGarrigle	DSL		82	Heavy 2	SR Steps	88	6	5 minutes 22 seconds	8 minutes 12 seconds
Mrs. McGarrigle	DSL		83	Mrs. McGarrigle	DSL	83	0	11 seconds	16 seconds
Mrs. McGarrigle	DSL		84	Heavy 1	SR Steps	88	4	3 minutes 14 seconds	4 minutes 46 seconds
Heavy 2	SR Steps		90	Mr. McGarrigle	DSR	90	0	3 seconds	5 seconds
Heavy 1	Onstage		90	Mr. McGarrigle	Onstage	90	0	3 seconds	3 seconds
Mr. McGarrigle	Onstage		91	Heavy 2	Onstage	91	0	3 seconds	3 seconds
Heavy 2	DSR		91	Mr. McGarrigle	SR Steps	91	0	3 seconds	5 seconds
Mr. McGarrigle	DSL		91	Clown 2	USL Vom	96	5	4 minutes	4 minutes 49 seconds
Mrs. McGarrigle	DSL		91	Clown 1	USL Vom	96	5	4 minutes	4 minutes 49 seconds
Hannay	SR Steps		95	Hannay	HL Door	96	1	23 seconds	23 seconds
Pamela	DSR		95	Pamela	HL Door	96	1	34 seconds	34 seconds
Clown 1	USL Vom		96	Professor Jordan	USL Vom	97	1	11 seconds	11 seconds
Clown 2	USL Vom		96	Mr. Memory	USL Vom	97	1	1 minute 7 seconds	54 seconds
Professor Jordan	USL Vom		97	Compre	USL Vom	97	0	32 seconds	33 seconds
Compre	USL Vom		97	Professor Jordan	USL Vom	98	1	11 seconds	10 seconds
Professor Jordan	USL Vom		98	Inspector Albright	DSL	98	0	20 seconds	21 seconds
Hannay	HR Door		99	Hannay	USL Vom	99	0	18 seconds	13 seconds
Inspector Albright	HR Door		99	Inspector Albright	USL Vom	99	0	18 seconds	13 seconds
Hannay	USL Vom		99	Hannay	USL Vom	99	0	4 seconds	3 seconds
Inspector Albright	USL Vom		99	Inspector Albright	USL Vom	99	0	4 seconds	3 seconds
Inspector Albright	DSL		99	Professor Jordan	USL Vom	100	1	24 seconds	30 seconds
Professor Jordan	DSL		101	Compre	DSL	102	1	23 seconds	21 seconds
Compre	Behind Grand		103	Clown 1	Behind Grand	105	2	1 minute 25 seconds	2 minutes
Mr. Memory	Behind Grand		103	Clown 2	Behind Grand	105	2	1 minute 25 seconds	2 minutes
Pamela	USL Vom		104	Pamela	USL Vom	105	1	16 seconds	24 seconds
Hannay	SR Steps		105						
Clown 1	DSL		105						
Pamela	DSL		105						
Clown 2	SR Steps		105						

# The 39 Steps Character/Scene Breakdown

	The 39 Steps Character Scene Breakdown													
Character	A1 S1	A1 S2	A1 S3	A1 S4	A1 S5	A1 S6	A1 S7	A1 S8	A1 S9	A1 S10	A1 S11	A1 S12	A1 S13	A1 S14
Richard Hannay	X	X	X	X	X		X	X	X	X	X	X	X	X
Annabella Schmidt		X	X	X		X								
Pamela									X					
Margaret												X	X	X
Clown 1		X Compere	X Heavy 1			X Mrs. Higgins	X Salesman 1	X Sale 1, Paper, Higgins	X Policeman 1	X Policeman 1		X Crofter	X Crofter	X Crofter, Policeman1
Clown 2		X Mr. Memory	X Heavy 2		X Milkman		X Salesmen 2	X Sale 2, Porter, Police	X Policeman 2	X Policeman 2				X Policeman 2
Voice Over										Radio Announcer	Radio Announcer			
Extras														

A1 S15	A1 S16	A1 S17	A1 S18	A2 S19	A2 S20	A2 S21	A2 S22	A2 S23	A2 S24	A2 S25	A2 S26	A2 S27	A2 S28	A2 S29	A2 S30	A2 S31	A2 S32	A2 S33
X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
						X	X	X	X	X	X	X	X	X	X	X	X	X
X Policeman 1			X Professor Jordan	X Inspector		X Dunwoody, Heavy 1	X Heavy 1	X Heavy 1	X Heavy 1	X Mrs. McGarrigle	X Mrs. McGarrigle	X Mrs. McGarrigle	X Heavy 1, Mrs McGarrigle		X Compere, Prof, Inspector	X Compere		
X Policeman 2	X Mrs. Jordan	X Mrs. Jordan	X Mrs. Jordan	X Sheriff		X Mr. McQ, Heavy 2	X Heavy 2	X Heavy 2	X Heavy 2	X Mr. McGarrigle	X Mr. McGarrigle		X Heavy 2, Mr. McGarrigle		X Mr. Memory	X Mr. Memory		
Radio Announcer					Policeman Shadow Play													
Pilot 1 and 2															Company Members as Police			

# The 39 Steps Character/Scene Breakdown Act 1

The 39 Steps Character Scene Breakdown																		
Character	A1 S1 pg 9	A1 S1 pg 10	A1 S2 pg 11	A1 S2 pg 12	A1 S2 pg 13	A1 S2 pg 14	A1 S2 pg 15	A1 S3 pg 16	A1 S3 pg 17	A1 S3 pg 18	A1 S3 pg 19	A1 S3 pg 20	A1 S4 pg 21	A1 S4 Pg 22	A1 S5 Pg 23	A1 S5 Pg 24	A1 S6 pg 25	A1 S7 Pg 26
Richard Hannay	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X		X
Annabella Schmidt			X	X	X	X		X	X	X	X	X	X	X			X	
Pamela																		
Margaret																		
Clown 1			X Compere	X Compere	X Compere	X Compere	X Compere			X Heavy 1	X Heavy 1						X Mrs. Higgins	X Salesman 1
Clown 2			X Mr. Memory	X Mr. Memory	X Mr. Memory	X Mr. Memory	X Mr. Memory			X Heavy 2	X Heavy 2				X Milkman	X Milkman		X Salesmen 2
Voice Over																		
Extras																		

A1 S7 Pg 27	A1 S8 pg 28	A1 S8 pg 29	A1 S8 pg 30	A1 S8 pg 31	A1 S8 pg 32	A1 S9 Pg 33	A1 S9 Pg 34	A1 S9 pg 35	A1 S9 pg 36	A1 S10 pg 37	A1 S11 pg 38	A1 S12 pg 39	A1 S12 pg 40	A1 S13 pg 41	A1 S13 pg 42	A1 S13 pg 43	A1 S13 pg 44
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
							X	X	X								
													X	X	X	X	X
X Salesman 1	X Salesman 1, Paperboy	X Salesman 1	X Salesman 1	X Sale 1, Paper, Higgins	X Paperboy	X Salesman 1	X Policeman 1	X Policeman 1	X Policeman 1	X Policeman 1		X Crofter	X Crofter		X Crofter	X Crofter	X Crofter
X Salesmen 2	X Salesmen 2	X Salesmen 2	X Sale 2, Porter, Police	X Sale 2, Porter, Police	X Porter	X Salesmen 2	X Policeman 2	X Policeman 2	X Policeman 2	X Policeman 2							
										Radio Announcer	Radio Announcer						



# *The 39 Steps* Character/Scene Breakdown Act 1

Character	A1 S14 pg 45	A1 S14 pg 46	A1 S14 pg 47	A1 S14 pg 48	A1 S15 pg 49	A1 S15 pg 50	A1 S15 pg 51	A1 S16 pg 52	A1 S17 pg 53	A1 S18 pg 54	A1 S18 pg 55	A1 S18 pg 56	A1 S18 pg 57	A1 S18 pg 58	A1 S18 pg 59
Richard Hannay	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annabella Schmidt															
Pamela															
Margaret	X	X	X	X											
Clown 1	X Crofter	X Crofter		X Policeman 1	X Policeman 1					X Professor Jordan	X Professor Jordan	X Professor Jordan	X Professor Jordan	X Professor Jordan	X Professor Jordan
Clown 2				X Policeman 2	X Policeman 2			X Mrs. Jordan	X Mrs. Jordan			X Mrs. Jordan			X Mrs. Jordan
Voice Over					Radio Announcer										
Extras					Pilot 1 and 2	Pilot 1 and 2									

# The 39 Steps Character/Scene Breakdown Act 2

The 39 Steps Character Scene Breakdown																							
Character	A2 S19 pg 61	A2 S19 pg 62	A2 S19 pg 63	A2 S19 pg 64	A2 S20 pg 65	A2 S21 pg 66	A2 S21 pg 67	A2 S21 pg 68	A2 S21 pg 69	A2 S21 pg 70	A2 S22 pg 71	A2 S22 pg 72	A2 S23 pg 73	A2 S24 pg 74	A2 S24 pg 75	A2 S25 pg 76	A2 S25 pg 77	A2 S25 pg 78	A2 S25 pg 79	A2 S26 pg 80	A2 S26 pg 81	A2 S26 pg 82	A2 S27 pg 83
Richard Hannay	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annabella Schmidt																							
Pamela								X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Margaret																							
Clown 1		X Inspector	X Inspector			X Mr. Dunwoody	X Mr. Dunwoody	X Mr. Dunwoody	X Mr. Dunwoody	X Heavy 1	X Heavy 1	X Heavy 1	X Heavy 1	X Heavy 1	X Heavy 1				X Mrs. McGarrigle	X Mrs. McGarrigle	X Mrs. McGarrigle	X Mrs. McGarrigle	X Mrs. McGarrigle
Clown 2	X Sheriff	X Sheriff	X Sheriff	X Sheriff		X Mr. McQuarrie	X Mr. McQuarrie	X Mr. McQuarrie	X Mr. McQuarrie	X Heavy 2	X Heavy 2	X Heavy 2	X Heavy 2	X Heavy 2	X Heavy 2				X Mr. McGarrigle	X Mr. McGarrigle	X Mr. McGarrigle	X Mr. McGarrigle	X Mr. McGarrigle
Voice Over					Policeman Shadow Play																		
Extras																							

A2 S27 pg 84	A2 S27 pg 85	A2 S27 pg 86	A2 S27 pg 87	A2 S27 pg 88	A2 S28 pg 89	A2 S28 pg 90	A2 S28 pg 91	A2 S29 pg 92	A2 S29 pg 93	A2 S29 pg 94	A2 S29 pg 95	A2 S30 pg 96	A2 S30 pg 97	A2 S30 pg 98	A2 S30 pg 99	A2 S30 pg 100	A2 S30 pg 101	A2 S31 pg 102	A2 S31 pg 103	A2 S32 pg 104	A2 S33 pg 105
X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X Mrs. McGarrigle					X Heavy 1	X Heavy 1, Mrs McGarrigle	X Mrs. McGarrigle						X Compere	X Compere, Prof, Inspector	X Inspector	X Professor	X Professor	X Compere	X Compere		
					X Heavy 2	X Heavy 2, Mr. McGarrigle	X Heavy 2, Mr. McGarrigle							X Mr. Memory	X Mr. Memory	X Mr. Memory	X Mr. Memory	X Mr. Memory	X Mr. Memory		
												Announcer		Company Members as Police	Company Members as Police	Company Members as Police	Company Members as Police	Company Members as Police			

# The 39 Steps 2/26 and 3/3 Daily Call

The 39 Steps Daily Rehearsal Call										
Date: 2/26/25	Director: [REDACTED]									
Location: Knutson Theatre	SM: Grace Engstrom									
Rehearsal #: 2	Start Time: 6:30pm CST									
<b>NOTES:</b> <ul style="list-style-type: none"> <li>Updated Community Guidelines will be printed out for you each to have a copy of tomorrow</li> <li>Please remember to fill out the Rehearsal Conflict Form ASAP</li> <li>Our safe gesture for this production will include making an x with your arms with your palms facing out                             <ul style="list-style-type: none"> <li>Please make sure you are making eye contact with either the SM and Director to make sure they are aware</li> </ul> </li> <li>Reminder that you will be wearing mics for this production so please just keep that in the back of your mind as we are starting the blocking process</li> <li>Designer Run will be Thursday March, 6th</li> </ul>										
<b>Rehearsal Breakdown:</b> <table border="1"> <thead> <tr> <th>When:</th> <th>Who:</th> <th>What:</th> </tr> </thead> <tbody> <tr> <td>6:30pm - 7:00pm</td> <td>[REDACTED]</td> <td>Stage and Costume WalkThroughs</td> </tr> <tr> <td>7:00pm - 10:30pm</td> <td>[REDACTED]</td> <td>Rough Blocking of Act 1 Scenes 1-8</td> </tr> </tbody> </table>		When:	Who:	What:	6:30pm - 7:00pm	[REDACTED]	Stage and Costume WalkThroughs	7:00pm - 10:30pm	[REDACTED]	Rough Blocking of Act 1 Scenes 1-8
When:	Who:	What:								
6:30pm - 7:00pm	[REDACTED]	Stage and Costume WalkThroughs								
7:00pm - 10:30pm	[REDACTED]	Rough Blocking of Act 1 Scenes 1-8								
Not Called for the Day: [REDACTED]										

The 39 Steps Daily Rehearsal Call										
Date: 3/3/25	Director: [REDACTED]									
Location: Knutson Theatre	SM: Grace Engstrom									
Rehearsal #: 5	Start Time: 6:30pm CST									
<b>NOTES:</b> <ul style="list-style-type: none"> <li>Congratulations on all of the amazing work you have done so far! We are only 4 rehearsals in and already over halfway through the show! Keep up the amazing work and know that your time and dedication is noticed and appreciated!</li> <li>Reminder to please take care of yourselves as we go through this crazy week!</li> <li>Here is the link to the anonymous google form that we discussed earlier in the rehearsal process where you can anonymously bring any questions, comments or concerns to some of the faculty, it will also consistently be linked in my signature for all emails                             <ul style="list-style-type: none"> <li><a href="#">Anonymous feedback form link</a></li> </ul> </li> <li><b>REMINDER TO PLEASE FILL OUT THE CONFLICT FORM</b></li> </ul>										
<b>Rehearsal Breakdown:</b> <table border="1"> <thead> <tr> <th>When:</th> <th>Who:</th> <th>What:</th> </tr> </thead> <tbody> <tr> <td>6:30pm - 7:00pm</td> <td>[REDACTED]</td> <td>Run Through of End of A2 S22-S24</td> </tr> <tr> <td>7:00pm - 10:30pm</td> <td>[REDACTED]</td> <td>Rough Blocking of Act 2 Scenes 25-28 (if time allows we may end up rough blocking further)</td> </tr> </tbody> </table>		When:	Who:	What:	6:30pm - 7:00pm	[REDACTED]	Run Through of End of A2 S22-S24	7:00pm - 10:30pm	[REDACTED]	Rough Blocking of Act 2 Scenes 25-28 (if time allows we may end up rough blocking further)
When:	Who:	What:								
6:30pm - 7:00pm	[REDACTED]	Run Through of End of A2 S22-S24								
7:00pm - 10:30pm	[REDACTED]	Rough Blocking of Act 2 Scenes 25-28 (if time allows we may end up rough blocking further)								
Not Called for the Day: [REDACTED]										

# The 39 Steps 3/18 Daily Call

The 39 Steps Daily Rehearsal Call		
Date: 3/18/25	Director: [REDACTED]	
Location: Dance Studio/Knuston Theatre/180	SM: Grace Engstrom	
Rehearsal #: 10	Start Time: 6:30pm CST	
NOTES:		
<ul style="list-style-type: none"> <li>• Amazing work! You all are killing it!</li> <li>• Another reminder that One Acts is in tech this week so please be quiet and respectful anytime you are out in the hallway ESPECIALLY when we are in the Dance Studio for the first part of rehearsal tomorrow</li> <li>• Reminder that our off book date is this Wednesday the 19th!</li> <li>• [REDACTED] will be at our rehearsal tomorrow to do a dialect workshop for the last half of rehearsal</li> <li>• Here is the link to the Jitterbug Song we will be using at the End of Act 1 and beginning of A2 S30: <a href="https://m.youtube.com/watch?v=8h1_fouSWJ0">https://m.youtube.com/watch?v=8h1_fouSWJ0</a> <ul style="list-style-type: none"> <li>◦ A reminder that we are planning on using the first 45 seconds of the song</li> </ul> </li> </ul>		
Rehearsal Breakdown:		
When:	Who:	What:
6:30pm - 8:30pm	[REDACTED]	Comedic Bit and Timing Workshop
8:30pm - 9:00pm	[REDACTED]	RP Dialect Workshop
9:00pm - 9:30pm	[REDACTED]	Cockney Dialect Workshop
9:30pm - 10:00pm	[REDACTED]	Scottish Dialect Workshop

	[REDACTED]	
10:00pm - 10:30pm	[REDACTED]	German Dialect Workshop
Not Called for the Day: [REDACTED]		

# The 39 Steps 4/3 Daily Call

The 39 Steps Daily Tech Rehearsal Call		
Date: 4/3/25	Director: [REDACTED]	
Location: Knutson Theatre	SM: Grace Engstrom	
Rehearsal #: 22	Start Time: 6:30pm CST	
NOTES:		
<ul style="list-style-type: none"> <li>• Please remember that starting tomorrow you will be required to sign in on the sheet outside of the shop before your call time</li> <li>• Please make sure to review these daily calls consistently so that you can make sure you are 100% up to date on everything that will be happening at rehearsal the next day</li> <li>• Please respond to this email with your favorite type of candy</li> </ul>		
Performer Call:		
When:	Who:	What:
6:30pm - 7:00pm	[REDACTED]	Check-In, Intimacy and Fight Call
7:00pm - 7:05pm	[REDACTED]	Cast/Crew Introductions
7:05pm - 10:30pm	[REDACTED]	Crew View
Crew Call:		
When:	Who:	What:
6:30pm - 7:00pm	[REDACTED]	Check-In, Intimacy and Fight Call
6:45pm - 6:50pm	[REDACTED]	Fill Out Emergency Contact Information with Stage Management in the Knutson

	[REDACTED]	
6:50pm - 7:00pm	[REDACTED]	Crew Expectations with Scott in the Scene Shop
7:00pm - 7:05pm	[REDACTED]	Cast/Crew Introductions
7:05pm - 10:30pm	[REDACTED]	Crew View
Not Called for the Day: N/A		


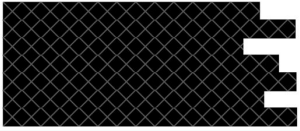
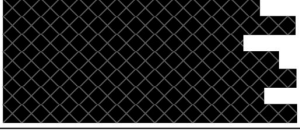


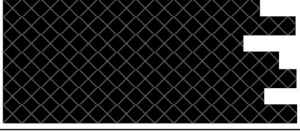

# The 39 Steps 4/6 Daily Call

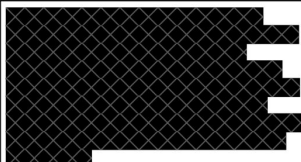
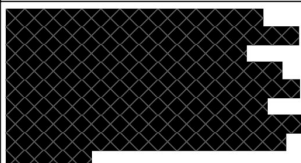
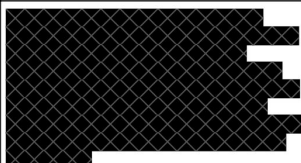
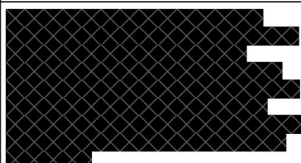
The 39 Steps Daily Tech Rehearsal Call		
Date: 4/6/25	Director: [REDACTED]	
Location: Knutson Theatre	SM: Grace Engstrom	
Rehearsal #: 24	Start Time: 1:00pm CST	
NOTES:		
<ul style="list-style-type: none"> <li>Amazing work everyone! Thank you all so much for your patience during this tech process. You are all doing such great work!</li> <li>Reminder to <b>everyone</b> continue to be kind and respectful to yourself and to others as we are going through this stressful tech process, it is a lot but we are a team and we have to stick together through it all</li> <li>Reminder to all <b>crew</b> members please do not bring any run sheets or writing utensils onstage with you when you are doing any of your scene changes</li> <li>Reminder to <b>everyone</b>: <b>NO PHONES PAST THE GARAGE DOOR</b> <ul style="list-style-type: none"> <li>This can be very dangerous and we need to ensure the safety and concentration of everyone</li> </ul> </li> <li>Reminder to <b>everyone</b> to please make sure you are being aware of where you are moving there were a few times people were walking under moving line sets, please make sure we are aware and not walking underneath linesets when they are moving as this can be very dangerous</li> <li>Reminder to the <b>cast</b> to please make sure we are talking at full volume during mic check so that [REDACTED] can get the correct levels for the show</li> <li>Reminder to the <b>crew</b> to please make sure we are taking the appropriate time needed in order to prep and sweep that stage it can be a tedious process but it is needed           <ul style="list-style-type: none"> <li>There was a screw found backstage after sweeping which should not be the case if sweeping and prep work is done properly</li> </ul> </li> <li>Reminder to the <b>cast</b> to please let me know as soon as possible tomorrow if you will be at tech tomorrow so that we can ensure to notify your understudy if they will be needed</li> <li>Please respond to this email letting me know that you have received this information!</li> </ul>		
Performer Call:		
When:	Who:	What:
1:00pm - 1:05pm	[REDACTED]	Get Into Mics
1:05pm -	[REDACTED]	Warmups (Arena Theatre)

1:15pm	[REDACTED]	
1:15pm - 1:25pm	[REDACTED]	Intimacy Call (Arena Theatre)
1:25pm - 1:40pm	[REDACTED]	Fight Call/Window Check
1:40pm - 1:45pm	[REDACTED]	Mic Check
1:45pm - 5:00pm	[REDACTED]	Second Tech Work Thru
5:00pm - 6:30pm	[REDACTED]	Dinner Break
6:30pm - 6:35pm	[REDACTED]	Get Into Mics
6:35pm - 6:50pm	[REDACTED]	Warmups (Arena Theatre)
6:50pm - 7:00pm	[REDACTED]	Fight Call/Window Check
7:00pm - 7:05pm	[REDACTED]	Mic Check
7:05pm - 7:35pm	[REDACTED]	Get into Costume
7:35pm - 11:00pm	[REDACTED]	Quick Change Rehearsal
Crew Call:		
When:	Who:	What:
1:00pm - 1:25pm	[REDACTED]	Prep Stage/Backstage and Dimmer/Sound Check



# The 39 Steps 4/6 Daily Call

		
1:25pm - 1:40pm		Continue to Prep Backstage Area
1:40pm - 1:45pm		Stand By during Mic Check
1:45pm - 5:00 pm		Second Tech Work Thru
3:30pm - 5:00pm		Wardrobe Crew Meeting (Costume Studio)
5:00pm - 6:30pm		Dinner Break
6:30pm - 6:50pm		Prep Stage/Backstage, Dressing Room Prep and Sound Check


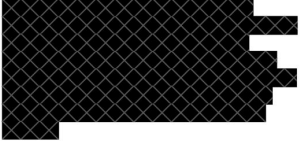
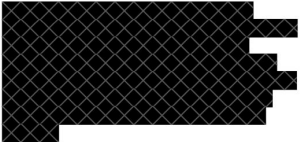
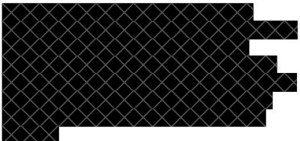
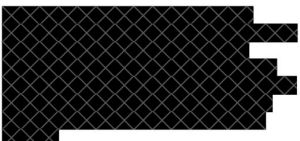

6:50pm - 7:00pm		Continue to Prep Backstage and Dressing Room Areas
7:00pm - 7:05pm		Stand by During Mic Check
7:05pm - 7:35pm		Stand By/Continue Prepping as Cast Gets into Wardrobe
7:35pm - 11:00pm		Quick Change Rehearsal


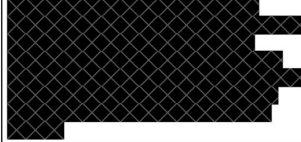
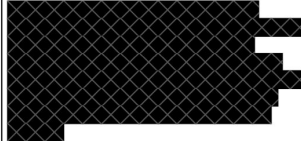
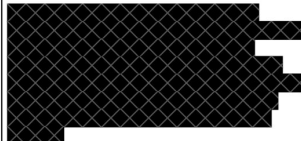
# The 39 Steps 4/12 Daily Call

The 39 Steps Daily Performance Call		
Date: 4/12/25	Director: Dan Spiropoulos	
Location: Knutson Theatre	SM: Grace Engstrom	
Show #: 3 and 4	Start Time: 12:30pm CST	
<b>NOTES:</b>		
<div>1. Happy Show #2!</div> <div>2. Tomorrow is a two show day please make sure you are getting plenty of rest and taking care of yourselves to prep for the long day tomorrow</div> <div>3. Reminder to <b>ALL</b> please check in with Grace before you leave each night</div> <div>4. Reminder to <b>ALL</b> please do not sit on any of the show furniture backstage that is for show purposes and not for lounging please sit at the shop table or please use the grey chairs</div> <div>5. Reminder to <b>CREW</b> to please make sure we are being efficient and effective with all scene changes so that they are not dragging along and that you are ready and prepared backstage well before your change</div> <div>6. Reminder to <b>ALL</b> to please email me ASAP tomorrow confirming whether or not you will be at the performances tomorrow</div> <div>7. Reminder to <b>ALL</b> please respond to this email so that I can ensure you have received this information</div>		
<b>Performer Call:</b>		
<b>When:</b>	<b>Who:</b>	<b>What:</b>
12:30pm - 12:35pm	Skyler Weaver, Gabby Ochsner, Logan Culhane, Kaden Hopkins	Get into Mics
12:35pm - 12:45pm	Skyler Weaver, Gabby Ochsner, Logan Culhane, Kaden Hopkins	Physical Warm Ups (Arena)
12:45pm - 12:55pm	Skyler Weaver, Gabby Ochsner	Intimacy Call (Arena)
12:55pm - 1:10pm	Skyler Weaver, Gabby Ochsner, Logan Culhane, Kaden Hopkins	Fight Call
1:10pm - 1:15pm	Skyler Weaver, Gabby Ochsner, Logan Culhane, Kaden Hopkins	Mic Checks

1:15pm - 1:57		Cast to Wardrobe
1:45pm - 2:00pm		Onstage for Preshow
2:00pm - 4:30pm		Show #3!
6:00pm - 6:05pm		Get into Mics
6:05pm - 6:15pm		Physical Warm Ups (Arena)
6:15pm - 6:25pm		Intimacy Call (Arena)
6:25pm - 6:40pm		Fight Call
6:40pm - 6:45pm		Mic Checks
6:45pm - 7:27pm		Cast to Wardrobe
7:15pm - 7:30pm		Onstage for Preshow
7:30pm - 11:00pm		Show #4!
Crew Call:		
When:	Who:	What:
12:30pm - 12:55pm		Stage Prep/Window/Dimmer/ Sound Check/Props Prep
12:55pm -		Stand By Backstage During

# The 39 Steps 4/12 Daily Call

1:15pm		Fight Call and Mic Checks
1:15pm - 1:30pm		Preset Stage for Top of Show
1:30pm - 2:00pm		Stand By Backstage for Top of Show
2:00pm - 4:30pm		Show #3!
6:00pm - 6:25pm		Stage Prep/Window/Dimmer/ Sound Check/Props Prep
6:25pm - 6:45pm		Stand By Backstage During Fight Call and Mic Checks

		
6:45pm - 7:00pm		Preset Stage for Top of Show
7:00pm - 7:30pm		Stand By Backstage for Top of Show
7:30pm - 11:00pm		Show #4!

# The Curious Incident of the Dog in the Night-Time Run Sheet

The Curious Incident of the Dog in the Night-Time Run Sheet					
Who:	Task:	What:	Where:	When:	Notes:
Pre Show					
██████	Sweep	Stage	Onstage	Upon Arrival	
██████	Prep Consumable	Cookies	Backstage	After Stage is Swept	
██████	Preset	Cane	USR Doorway	After Stage is Swept	
██████	Preset	Rat Cage	USR Doorway	After Stage is Swept	Set directly next to doorway
██████	Preset	Plate of Cookies	USR Doorway	After Stage is Swept	
██████	Preset	Tea Cup and Saucer	USR Doorway	After Stage is Swept	
██████	Preset	Red and Purple Towel	USR Doorway	After Stage is Swept	
██████	Preset	Train Box	USR Doorway	After Stage is Swept	
██████	Preset	Tea Cup and Saucer	DSR Doorway	After Stage is Swept	
██████	Preset	The Masqueraders	USC Hinge Cube	After Stage is Swept	
██████	Preset	Sunglasses	USC Hinge Cube	After Stage is Swept	
██████	Preset	Men Only Magazine	USC Hinge Cube	After Stage is Swept	
██████	Preset	Pee Stained Underwear	USC Hinge Cube	After Stage is Swept	
██████	Preset	Scooby Doo Tie	USC Hinge Cube	After Stage is Swept	
██████	Preset	Wooden Spoon	USC Hinge Cube	After Stage is Swept	
██████	Preset	Newspaper	DMSR Hinge Hex	After Stage is Swept	
██████	Preset	Milkshake	SR Wall Compartment	After Stage is Swept	
██████	Preset	Beer Bottle	USL Doorway	After Stage is Swept	
██████	Preset	Pillow	USL Doorway	After Stage is Swept	
██████	Preset	Tampon	USL Doorway	After Stage is Swept	
██████	Preset	Hand Towel	USL Doorway	After Stage is Swept	Set directly next to doorway
██████	Preset	Maths Textbook	DSL Hinge Cube	After Stage is Swept	
██████	Preset	Pencil	DSL Hinge Cube	After Stage is Swept	
██████	Preset	Paper	DSL Hinge Cube	After Stage is Swept	
██████	Preset	Rat	DSL Hinge Cube	After Stage is Swept	
██████	Preset	Shirt Box	SL Wall Compartment	After Stage is Swept	Letters and Red Book Inside
██████	Preset	Toolbox	SL Wall Compartment	After Stage is Swept	
██████	Preset	Clothes	Under Bed	After Stage is Swept	
Cast	Check	Mics	Onstage	When Actors are Ready	
██████	Cast	Call	Fight/Lift	Onstage	After Mic Check
██████	Preset	Blocks	Onstage	After Fight/Lift Call	

Act One					
Intermission					
██████	Strike	Act 1 Doorway Props	USR and DSR Doorways	After 12 Minutes to Places Call	
██████	Strike	Act 1 Doorway Props	USL and DSL Doorways	After 12 Minutes to Places Call	
██████	Strike	Train Box	Onstage	3 minutes into intermission	
██████	Strike	Pillow	Onstage	3 minutes into intermission	
██████	Strike	Letters	Onstage	3 minutes into intermission	
██████	Strike	Toolbox	Onstage	3 minutes into intermission	
██████	Strike	Shirt Box	Onstage	3 minutes into intermission	
██████	Strike	Chris Book	Onstage	3 minutes into intermission	
██████	Reset	Blocks	Onstage	3 minutes into intermission	
██████	Preset	Back Pack	Behind DSL Hinge Cube	3 minutes into intermission	Swiss Army Knife, Rubix Cube and Sleeping Bag inside
██████	Preset	Rat Cage	Behind DSL Hinge Cube	3 minutes into intermission	
██████	Preset	Chris Coat	Behind DSL Hinge Cube	3 minutes into intermission	
██████	Shift	DSL Hinge Cube	DSL	3 minutes into intermission	Shift so hinges are facing center stage
██████	Preset	Tea Cup and Saucer	USR Doorway	3 minutes into intermission	
██████	Preset	██████ Wallet w/ Credit Card	USR Doorway	3 minutes into intermission	
██████	Preset	██████ Bag	USR Doorway	3 minutes into intermission	
██████	Preset	██████ Book	USR Doorway	3 minutes into intermission	
██████	Preset	██████ Bag #2	USR Doorway	3 minutes into intermission	Set by chairs
██████	Preset	6 pack of Beer	USR Doorway	3 minutes into intermission	
██████	Preset	Radio	USR Doorway	3 minutes into intermission	
██████	Preset	3 Childrens Books	USR Doorway	3 minutes into intermission	
██████	Preset	TV Remote	USR Doorway	3 minutes into intermission	
██████	Preset	Dog in box	USR Doorway	3 minutes into intermission	
██████	Preset	Egg Timer	USR Doorway	3 minutes into intermission	
██████	Preset	ATM Cash	USR Doorway	3 minutes into intermission	
██████	Preset	Exam on Clipboard w/ Pencil	DSR Doorway	3 minutes into intermission	
██████	Preset	Stop Watch	DSR Doorway	3 minutes into intermission	
██████	Preset	Red Lolly	DSR Doorway	3 minutes into intermission	

# The Curious Incident of the Dog in the Night-Time Run Sheet

████	Preset	Ed wallet and credit card	Ed Jacket	3 minutes into intermission	
████	Preset	Milkshake	SR Wall Compartment	3 minutes into intermission	
████	Preset	████ Book	DSL Doorway	3 minutes into intermission	
████	Preset	A-Z Map	DSL Doorway	3 minutes into intermission	
████		Nail File	DSL Doorway	3 minutes into intermission	
████	Preset	Manila Folder w/ results	DSL Doorway	3 minutes into intermission	
████	Preset	Train Tickets	USL Doorway	3 minutes into intermission	
████	Preset	████ Phone	USL Doorway	3 minutes into intermission	
████	Preset	████ Bag #1	USL Doorway	3 minutes into intermission	
████	Preset	Reward Chart	USL Doorway	3 minutes into intermission	
████	Preset	Strawberry Slimfast	USL Doorway	3 minutes into intermission	
████	Preset	Judy Bag	USL Doorway	3 minutes into intermission	
████	Preset	Hand Towel	USL Doorway	3 minutes into intermission	
Act Two					
████	Push On	Bed	SL Wall	S39 into S40 after Chris Line: He's hungry. Have you got any food I can give him and some water?	
████	Strike	Bed	SL Wall	S49 into S50 after Judy Line: Jesus. Half an hour Chris. I need you to be quiet for half and hour.	
Post Show					
████	Strike	Props	SL Doorways	After house is cleared	Back to props tables
████	Strike	Props	SR Doorways	After house is cleared	Back to props tables
████	Wash	Dishes	Backstage	After house is cleared	Plate
████	Double Check	Backstage	Backstage	After post show duties are done	
████	Turn Off	Flood Lights	Backstage	Before Leaving	
					Version 2
					Prepared by Grace Engstrom

# The Curious Incident of the Dog in the Night-Time Props Tracking

CURIOUS INCIDENT PROPS TRACKING						
ACT ONE						
Scene	Actor(s)	Action Done	Prop Piece	Enter Location	Final Location of Prop	Notes
1	Siobhan	Reading	Chris Book	SL Prop Table		Use throughout the show
1	Chris	Fidget W/ith	Small Rubix Cube	SR Prop Tab		Use throughout the show
1	████	Set on Stage	Garden Fork	SR Prop Table	USL Door w/ █████	Set during black out top of show
3	Chris/Duty Sergeant	Taken out of pocket	Swiss Army Knife	Chris Pocket top	USL Door in Box w/ █████	
3	Chris/Duty Sergeant	Taken out of pocket	Piece of string	Chris Pocket top of show	USL Door in Box w/ █████	
3	Chris/Duty Sergeant	Taken out of pocket	Wooden Puzzle Piece	Chris Pocket top of show	USL Door in Box w/ █████	
3	Chris/Duty Sergeant	Taken out of pocket	3 Pellets of Rat Food	Chris Pocket top of show	USL Door in Box w/ █████	
3	Chris/Duty Sergeant	Taken out of pocket	1 pound 47	Chris Pocket top of show	USL Door in Box w/ █████	Made up of 1 pound coin, 20p coin, 2 10p coin, 5p coin and 2p coin
3	Chris/Duty Sergeant	Taken out of pocket	Red Paper Clip	Chris Pocket top of show	USL Door in Box w/ █████	
3	Chris/Duty Sergeant	Taken out of pocket	Key for front door	Chris Pocket top of show	USL Door in Box w/ █████	
7	████ Chris	Taken out of pocket	Key	████ pocket top of show	Exit with █████ USR (A1 S11)	
7	Chris	Taken out of Microwave	Milkshake	USR wall compartment	DSL Door in Box w/ Siobhan	
7	Ed	Phone Call	Flip Phone	DSR Door top of show	████ Pocket	
8	████	Text on	Flip Phone	████ pocket top of show	████ Pocket through Act 1	
8	████	Mess with	Piece of paper	████ pocket top of show	Exit with █████ USL (A1 S11)	

10	Mrs. Shears	Drink Tea	Tea Cup	DSR Door top of show	DSR Door in Box w/ Mrs. Shears	
12	Mr. Thompson	Hold in hand	British Beer Can	USL door top of show	USL Door in Box w/ Mr. Thompson	
12	Mrs. Alexander	Walk with	Cane	USR door top of show	USR Door w/ Mrs. Alexander	Stays there to come on again later
14	Ed	Offer Money	Wallet w/ Cash	████ Pocket top of show	████ Pocket	
16	Ed	Read	Newspaper	DMSR Hex top of show	DMSR Hex	
16	Ed	Write with	Pen	DMSR Hex top of show	DMSR Hex	
16	Ed	Read/Write In	Crossword Book	DMSR Hex top of show	DMSR Hex	
16	Chris	Read	Maths Textbook	DSL Hinge Cube top of show	SL Couch Cube	
16	Chris	Write with	Pencil	DSL Hinge Cube top of show	SL Couch Cube	
16	Chris	Write in	Notebook	DSL Hinge Cube top of show	SL Couch Cube	
18	Mrs. Alexander	Walk with	Cane	USR door after S12	USR Door w/ Mrs. Alexander	
18	Mrs. Alexander	Drink Tea	Tea Cup	USR Door top of show	USR Door w/ Mrs. Alexander	
18	Mrs. Alexander/Chris	Eat from	2 plates of red cookies	USR Door top of show	USR Door w/ Mrs. Alexander	
20	Judy	Wear	Sunglasses	USC Hinge cube top of show	Upstage hinged cube	
20	Judy	Smoke	Cigarette Case	USC Hinge cube top of show	Upstage hinged cube	



# The Curious Incident of the Dog in the Night-Time Props Tracking

20	Judy	Read	Book (The Masqueraders by Georgette Heyer)	USC Hinge cube top of show	Upstage hinged cube	
20	██████████	Hold	Red and purple striped towel	USR Door top of show	USR Door w/ ██████████	
23	██████████	Drop on floor	Toy Wheel	██████████ pocket top of show	Chris pocket till end of Act 1	
23	██████████ Ed	Put on bed	Blanket	USL door top of show	On Stage till end of Act 1	
23	██████████ Chris	Put on nightstand	Tampon	USL door top of show	Chris pocket till end of Act 1	
23	Chris	Discover	Men Only Magazine	USC Hinge cube top of show	USC hinge cube	
23	Chris	Discover	Pee Stained Underpants	USC Hinge cube top of show	USC hinge cube	
23	Chris	Discover	Scooby Doo Tie	USC Hinge cube top of show	USC hinge cube	
23	Chris	Discover	Wooden Spoon	USC Hinge cube top of show	USC hinge cube	
23	Chris	Open	Shirt Box	Preset in USL Wall compartment		
23	Chris	Discover	Additional Chris Book	Preset in USL Wall compartment in shirt box		Same as other book
23	Chris	Discover	Stack of Letters	Preset in USL Wall compartment in shirt box		43
23	Chris	Discover	Letter #1	Preset in USL Wall compartment in shirt box	On stage till end of Act 1	

26	Ed	Talk on	Phone	DSR door top of show	DSR door w/ Ed	
26	Chris	Discover	Letter #2	Preset in USL Wall compartment in shirt box	On stage till end of Act 1	
26	Chris	Build	Train Box	Present in USR door Top of Show come on with Neil	On stage till end of Act 1	
26	Ed	Clean Chris Up	Towel	Preset in USL door top of show	On stage till end of Act 1	
27	Mrs. Alexander	Walk with	Cane	USR door after S18	USR Door w/ Mrs. Alexander	
ACT TWO						
28	Chris	Pick up	Rat Cage	Preset behind DSL cube	USR Doorway (A2 S50)	
28	Chris	Pick up	Backpack	Preset behind DSL cube	USR Doorway (A2 S50)	
28	██████████	Spit Ball	Piece of paper	██████████ Pocket top of Act	██████████ Pocket	Same as Act 1
29	Mrs. Alexander	Walk with	Cane	USR door after S27	USR Door w/ Mrs. Alexander	
29	Mrs. Alexander	Call from	Phone	USR door	USR Door w/ Mrs. Alexander	
29	Mrs. Alexander	Drink from	Tea Cup and Saucer	USR Door after S27	USR Door w/ Mrs. Alexander	
30	Chris	Look inside	Wallet	USR Door w/ Credit card inside	USR Door w/ ██████████	
30	Chris	Steal	Credit Card	USR Door in Ed Jacket	USR Doorway (A2 S50)	Inside wallet
32	ATM (Voice One)	Give Away	Money	In pocket beginning of Act 2	Dispersed throughout people	
32	██████████	Give Away	Brochures	USL Doorway beginning of Act 2	Dispersed throughout people	

# The Curious Incident of the Dog in the Night-Time Props Tracking

32	XX	Give Away	Train Tickets	USL Doorway beginning of Act 2	Dispersed throughout people	
32	Station Police	Talk with	Clip Walkie	DSL Doorway with Police vest beginning of Act 2	DSL Doorway	
32	XXXX	Read	Book	USR Doorway beginning of Act 2	USR Doorway	
32	XXXX	Carry	Bag	USR Doorway beginning of Act 2	USR Doorway	
32	XXXX	Carry	Wallet	USR Doorway beginning of Act 2	USR Doorway	
32	XXXX	Carry	Credit Card	USR Doorway beginning of Act 2	USR Doorway	inside wallet
32	XXXX	Check Time	Watch	USR Doorway beginning of Act 2	USR Doorway	
32	XX	Read	Book	DSL Doorway beginning of Act 2	USL Doorway	
32	XX	Carry	Wallet	On person beginning of Act 2	USL Doorway	
32	XX	Carry	Credit Card	On person beginning of Act 2	USL Doorway	inside wallet
32	XX	Check Time	Watch	On person beginning of Act 2	USL Doorway	
32	XXXX	Carry	Credit Card	Pocket beginning of Act 2	USR Doorway	
34a	XX	Check	Phone	USL Doorway beginning of Act 2	USR Doorway	

36	Chris	Find	Rat	DSL Hinged Cube beginning of Act 2	USR Doorway	
35	Chris	Put in Slot	Ticket	Get from XX in A2 S32	Slide into escalator hinge cube (A2 S35)	
35	XX	Carry	Bag	USL Doorway beginning of Act 2	USR Doorway	
36	XX	Carry	Bag	USR Doorway beginning of Act 2	DSL Doorway	
38	Shopkeeper	Give to Chris	A-Z Map	DSL Doorway beginning of Act 2	USR Doorway in backpack (A2 S50)	
38	Shopkeeper	File nails	Nail File	DSL Doorway beginning of Act 2	DSL Doorway	
38	Chris	Give to Shopkeeper	Money	In pocket since A2 S32	DSL Doorway	
40	Judy	Dry Chris Off	Towel	USL Doorway beginning of Act 2	USL Doorway	
40	Chris	Sleep With	Sleeping Bag	In backpack since beginning of Act 2	USR Doorway in backpack (A2 S50)	
42	Roger	Talk on	Phone	USL Doorway beginning of Act 2	USR Doorway	
42	Chris	Defend with	Swiss Army Knife	In backpack since beginning of Act 2	USR Doorway in backpack (A2 S50)	
43	Roger/Chris	Pass Around	Milkshake	USR Wall compartment	USR Doorway	
44	XX	Hold	3 Lamps	DSL Doorway beginning of Act 2	DSL Doorway	
45	Chris/Judy	"Eat"	Red Lolly	DSR Doorway beginning of Act 2	DSL Doorway	Must be throw

# The Curious Incident of the Dog in the Night-Time Props Tracking

46	Roger	Drink	6 pack of beer	USR Doorway beginning of Act 2	DSL Doorway	
46	Roger	Gift	Radio	USR Doorway beginning of Act 2	DSL Doorway	
46	Roger	Gift	3 books	USR Doorway beginning of Act 2	DSL Doorway	100 number puzzles, The Origins of the Universe, Nuclear Power
46	Roger	Change Channels	TV Remote	USR Doorway beginning of Act 2	DSL Doorway	
47	Judy	Show Chris	Reward Chart	USL Doorway beginning of Act 2	USL Doorway	
47	Judy	Show Chris	Strawberry Slimfast	USL Doorway beginning of Act 2	USL Doorway	
49	Judy	Pack	Clothes	Under Bed on Upstage Side beginning of Act 2	USR doorway	
49	Judy	Pack	Bag	USL Doorway beginning of Act 2	USR Doorway	
50	Chris	Fidget	Rubix Cube	USR Doorway beginning of Act 2		
53	Reverend/Chris	Study	Exam on Clipboard	USR Doorway beginning of Act 2	USR Doorway	
53	Reverend/Chris	Write With	Pencil	USR Doorway beginning of Act 2	USR Doorway	
53	Reverend	Time	Stop Watch	W/ [REDACTED] during Act 2	USR Doorway	

56	Ed	Time	Egg Timer	USR Doorway beginning of Act 2	USR Doorway	
56	Ed	Suprise	Dog in blanket in Cardboard box	USR Doorway beginning of Act 2	USR Doorway	
57	Siobhan/Chris	Hold Results	Manila Folder w/ Test results	DSL Doorway beginning of Act 2		

# *The Curious Incident of the Dog in the Night-Time* SL Props Table





# *The Curious Incident of the Dog in the Night-Time* SR Props Table



# Bat Boy Props Tracking

## Batboy: The Musical Prop tracking

Directed by [REDACTED]

Document filled in by [REDACTED] and Grace Engstrom

Character	Prop	Page.#	Prop Enter	Prop Exit	Notes
<b>ACT ONE</b>					
Rick, Ron, Ruthie	Repelling ropes and gear	1-6	With actors as splunked in costume	SL ropes fly out at song #5 "Hold Me, Bat Boy"	
Rick, Ron, Ruthie	3 minor's helmet w/ lights	1-6	On actors as splunked in	SL leave on actors	
Rick, Ron, Ruthie	1 backpack	1-6	On actors as splunked in	SL leave on actors	
Rick	bong	1-6	In backpack splunked in	SL leave in Rick's backpack	
Rick	lighter	1-6	In backpack splunked in	SL leave in Rick's backpack	
Ruthie	bag of fritos	1-6	In backpack splunked in	SL leave in backpack	
Rick, Sheriff, Bat Boy	red wagon	6-9	SL vom with Bat Boy in wagon, brought on by Rick	SL with bat boy in wagon, leaves with sheriff	
Bat Boy, Sheriff, Rick	burial sack	6-9	SL vom on Bat Boy, shown by rick	SL on Bat Boy, shown by sheriff	
Bat Boy and Sheriff	red wagon	11-12	SL from vom	SR to vom	
Bat Boy	burial sack	11-12	SL from vom	SR to vom	
Dillon, Bud	couch	12-31	SL from vom	SL w/ Sheriff & Dillon	
Ruthie, Rev.	3 chairs	12-31	SL w/ table placed from vom	SL w/ table to vom w/ Ruthie & Rev.	
Parker	table	12-31	SL w/ chairs placed	SL w/ Parker	
Meredith	cleaning supplies	12-29	SL with meredith	SL shelley takes off	
Shelley	rag	12-29	SL w/ meredith for Shelley to grab	SL w/ Shelley	Ask about a second rag
Bat Boy	handcuffs	13-18	SR on Bat Boy	SR with Clem/Sheriff	
Bat Boy, Sheriff	hood	13-18	SR on Bat Boy	SR with Clem/Sheriff	
Sheriff	pistol	13-18	SR on sheriff	SR on sheriff	
Clem	cage	19-31	SR w/ clem	SR w/ clem	
Meredith	chicken w/ platter	19-21	SL with meredith	SL w/ meredith handoff offstage	
Meredith	oven mitt	19-21	SL with Meredith	SL w/ Meredith hand off for candles	
Meredith	candles	21-31	SL when meredith grabs from offstage and gives off	SL w/ meredith	
Rick	bowie knife	23-28	SR with Rick	SR off with Rick	
Meredith	stew pot	28-31	SL with Meredith	SR w/ Bat Boy	
Maggie	gavel	32-37	SR with Maggie	SR w/ Daisy to pass off	
Daisy	clipboard	32-37	SR w/ Daisy	SR w/ Daisy	
Daisy	pen/pencil	32-37	SR with Daisy and clipboard	SR w/ Daisy and clipboard	
Bud	handkerchief	32-37	SL in Buds pocket	SR in Buds pocket	
Parker	candle	38-43	SL w/ table and carried by clem	SL w/ clem	
Parker	geese	38-44	SL around Parker's neck	SL w/ crew	
Parker	hunting knife	38-44	SL Parker brings it on wearing it	SL off on parker	
Parker	pen light	38-44	SL w/ Parker in bag	SL with Parker	
Parker	doctor bag	38-44	SL Parker carries it on	SL w/ Parker	
Parker	flask	38-44	SL in Parkers doctor bag	SL w/ Parker	
Parker	syringe	38-43	SL carries on in Parkers doctor bag	SL vom w/ meredith	
Bat Boy and Parker	cage	38-44	SR w/ Ned and Lorraine	SR w/ [REDACTED]	
Rev, Maggie	3 chairs	38-55	SL w/ rev. and maggie	SL w/ Meredith, Parker and Shelley	During "Show You a Thing or Two"
Clem	table	38-55	SL with Clem	SL w/ [REDACTED]	During "Show You a Thing or Two"
Sheriff, Dillon	couch	38-56	SL w/ Sheriff and Dillon	SL w/ Meredith and Parker	
Preset in Pillow or cushion when couch is brought on					
Meredith	childrens book	38-56	for Act 1 Scene 5	SL on couch	
Bud, dillon	basin	43-44	SL w/ Bud and Dillon	SL w/ crew	
Rick, Ron	hospital bed	45-47	SR vom pushed on by rick and ron with Ruthie on	SR vom pushed off by Rick and Ron with ruthie on	
Ruthie	pillow	45-47	SR w/ Ruthie on bed from vom	SR w/ Ruthie on bed to vom	
Doctor	clipboard	45-46	SR vom carried on by Doctor	SR vom Carried off by Doctor	
Bat Boy	tea tray w/ cups, jam, and tea pot	50-52	SL w/ Bat Boy (Stage Crew Ready to Hand Off)	SL w/ Meredith (Stage Crew Grab)	as table is brought off so it doesn't fall
Parker	doctors bag	52-55	SR w/ Dr. Parker	SL w/ Dr Parker	
Parker	rat	52-55	SR in Dr. Parker's bag	SL w/ Dr Parker in bag	
Parker	handkerchief	52-55	SR in Dr. Parker's bag	SL w/ Dr Parker in bag	
Shelley	flash cards	52-56	SR w/ Parker	SL on couch	



# Bat Boy Props Tracking

Bat Boy	diploma	55-56	SL w/ [REDACTED]	SR w/ [REDACTED]	
Maggie and Daisy	2 chairs	57-79	SL w/ Maggie and Daisy	SL w/ [REDACTED]	
Shelley	Table	57-79	SL w/ Shelley	SL w/ [REDACTED]	
Maggie	gavel	57-60	SL w/ Maggie	SL w/ Maggie	
Daisy	Clipboard	57-60	SL w/ Daisy	SL w/ Daisy	
Daisy	pen/pencil	57-60	SL w/ Daisy	SL w/ Daisy	
Daisy and Lorraine	1 chair	61-79	SL w/ Daisy and Lorraine	SL w/ [REDACTED]	
Bud and Sheriff	Couch	61-79	SL w/ Bud and Sheriff	SL w/ [REDACTED]	
Parker	doctor's bag	61-79	Preset behind Couch (Bud and Sheriff)	SR w/ Parker to vom	
Parker	syringe	61-79	Preset behind Couch in Bag (Bud and Sheriff)	SR w/ Parker in bag to vom	
Parker	alive rabbit	61-79	Preset behind Couch in Box (Bud and Sheriff)	SL w/ [REDACTED]	
Parker	dead rabbit	61-79	Preset behind Couch in Box (Bud Sheriff)	SL w/ [REDACTED]	
Parker	box	61-79	Preset behind Couch (Bud and Sheriff)	SL w/ [REDACTED]	
Parker	hunting knife	61-79	SL w/ Parker on Belt	SR w/ Parker on Belt	
Parker and Bat Boy	tea tray w/ cups, jam, and tea pot	62-72	SL w/ Parker	SL w/ Meredith	
Sheriff	clip board	75-79	SR w/ Sheriff	SR w/ [REDACTED]	
Doctor	hospital bed	78-79	SR w/ Doctor Ruthie in it from vom	SR w/ [REDACTED] to vom	
Ruthie	pillow	78-79	SR w/ Ruthie on bed from vom	SR w/ [REDACTED] vom	
ACT TWO					
[REDACTED] and LJ	two benches	80-92	SR w/ [REDACTED] from vom	SR w/ [REDACTED]	
[REDACTED]	podium	80-92	DSL w/ [REDACTED]	DSL w/ [REDACTED]	
Sheriff	pistol	80-92	SR w/ Sheriff	SR w/ Sheriff	
Parker	doctor's bag	86-92	SR house door w/ Parker	SL w/ Parker	
Parker	syringe	86-92	SR house door in Dr. Parker's bag	SL w/ Parker	
Parker	flask	86-92	SR house door with Dr. Parker	SL w/ Parker	
Rick	pistol	88-92	SL house door w/ Rick	SR w/ Sheriff	
Shelley	handkerchief	98-100	USL w/ Shelley	SL w/ Bat Boy's clothes thrown off by [REDACTED]	
[REDACTED]	2 grasshopper puppet	99-99	SL w/ [REDACTED]	SL w/ [REDACTED]	
[REDACTED]	mosquitos	99-99	SL w/ [REDACTED]	SL w/ [REDACTED]	
[REDACTED]	owl and ram puppet	99-101	SR w/ [REDACTED]	SR w/ [REDACTED]	
[REDACTED]	2 doves	99-101	SL w/ [REDACTED]	SR w/ [REDACTED]	
[REDACTED]	lamb	99-101	SL w/ [REDACTED]	SR w/ [REDACTED]	
[REDACTED]	raccoon and squirrel puppet	99-101	SL w/ [REDACTED]	SR w/ [REDACTED]	
Daisy	torch	102-103	SR w/ Daisy	SL thrown off my Mrs. Taylor	Needs to be caught with a padded basket because it's very delicate
Daisy	walkie-talkie	102-106	SR w/ Daisy	SL w/ Daisy	
Ned	shotgun or flashlight	103-106	SR w/ Ned	SL w/ Ned	save shotgun or use it now?
[REDACTED] Sheriff	flashlights	103-106	SR w/ [REDACTED] Sheriff	SL w/ [REDACTED] Sheriff	Check with Vic?
Maggie	flashlight	103-106	SL w/ Maggie	SL w/ Maggie	Check with Vic?
Sheriff	walkie-talkie	103-106	SR w/ Sheriff	SL w/ sheriff	
Parker	syringe	104-106	SR w/ Parker in bag	SL w/ Parker	
Parker	doctors bag	104-106	SR w/ Parker	SL w/ Parker	
Bat Boy	severed cow head	113-119	SL w/ Bat Boy	SL w/ Bat Boy	
Roy	shotgun	114-129	SR w/ Roy	Clean up Post Show	
Ned	shotgun	114-129	SL w/ Ned	Clean up Post Show	
Ensemble	flashlights / torches	114-129	SR w/ ensemble	Clean up Post Show	
Ensemble	weapons of sorts	115-129	SR w/ ensemble	Clean up Post Show	
Parker	test tubes	117-119	SL on table	SL to vom	
Parker	rag	117-119	SL comes in with Parkers coat	SL goes off in Parkers coat	
[REDACTED]	table	117-119	SL w/ [REDACTED]	SL w/ [REDACTED]	
Doctor	baby	120-121	Preset SL behind platform	USR off shadowplay	
Doctor	Bat Boy Baby	120-121	Preset SL behind platform	USR off shadowplay	
Parker	bundle	121-122	USL w/ Parker	Set UPstage then with [REDACTED]	
Parker	shovel	121 - 122	USL w/ Parker	Set UPstage then with [REDACTED]	
Sheriff	handcuffs	122-129	USR w/ Sheriff	Offstage in Sheriff Pocket after show	
Parker, Bat Boy, Meredith	hunting knife	115 - 129	SR on Parker	Offstage on Parkers belt post show	figure out what side of stage entered on and leaves where and with who

# *The Lightning Thief* Scenic Artist Work



*The Lightning Thief*  
PC: Grace Engstrom



*The Lightning Thief*  
PC: Grace Engstrom



*The Lightning Thief*  
PC: Grace Engstrom

# *The Lightning Thief* Scenic Artist Work





# *Bat Boy* Scenic Artist Work



# *Ride the Cyclone* Scenic Artist Work



# *As You Like It* Scenic Artist Work





# *The Importance of Being Earnest* Scenic Artist Work



# *tick, tick...BOOM!* Scenic Artist Work



# *Daddy Long Legs* Scenic Artist Work





# *Eurydice* Scenic Artist Work



# *The Wolves* Props Artist Work



*The Wolves*  
PC: Grace Engstrom