Stage Management Work Record

Theatre: ________________________ **Name:** ________________________

Show: ________________________ **Position:** ________________________

Week: (Sun. to Sat.) ________________________

Date	Cat	Start	End	Hours	Notes
		Total Hours			

This time sheet is a suggested format for recording stage management work hours and activities toward Employment Insurance eligibility. Any alternative format may be used, but should provide at least the same detail. Keep a copy for yourself to compare to your Record of Employment when it is issued.

Instructions:

• For the purposes of this record a work week runs Sunday to Saturday. This complies with E.I. reporting standards.

• To end a day, draw a line across the Date column.

• An extraordinary item requiring special notation should be detailed in the Notes column.

Category codes:

P = prep
R = rehearsal
S = show
N = notes
Q = Cuing
M = meeting
T = travel
O = other

Submitted by (sign): ________________________ Date: ________________________