

## Cue Sheets

A cue sheet can be defined as a sequential list of changes running through a performance. It can be used to document lighting changes, sound changes, special effects and set movement. They are used by technicians to 'run' a show and get all the elements of the show in the correct order at the correct time. Large shows have a single cue sheet on which all the cues for all the elements are listed, along with the position in the script at which they happen. This is referred to as *the book* and is used by the stage manager to *call the show*, a process by which each cue is relayed back to the various operators running the show.

### Example of a simple lighting cue sheet.

Cue Number	Act Scene	Cue Point	Page	Cue Description
LX 34	Ac I ScIII	The stage left door is shut	19	Hall light is dimmed to 30%
LX 35	AcI ScIII	Stuart says "Shall we go outside?"	20	Lights in lounge dim slowly and lights in bedroom go on.
LX 36	AcI ScIII	Music stops	20	All stage lights dim to black and audience lights come up.

### Example of a simple sound cue sheet.

Cue Number	Act Scene	Cue Point	Page	Cue Description
SX 15	Act I Sc III	At start of scene when lights go up.	22	Sound of birds and gentle wind which carries on for 5m35s.
SX 16	Act I Sc III	5 seconds after lightning is seen on stage.	23	Crack of thunder
SX 17	Act I Sc III	Janet says "how are we going to get home now?"	30	Sound of car pulling up and stopping.

**Cue number** – The number of the next cue. The prefix can be LX, SX, FX or Rail (used for fly cues).

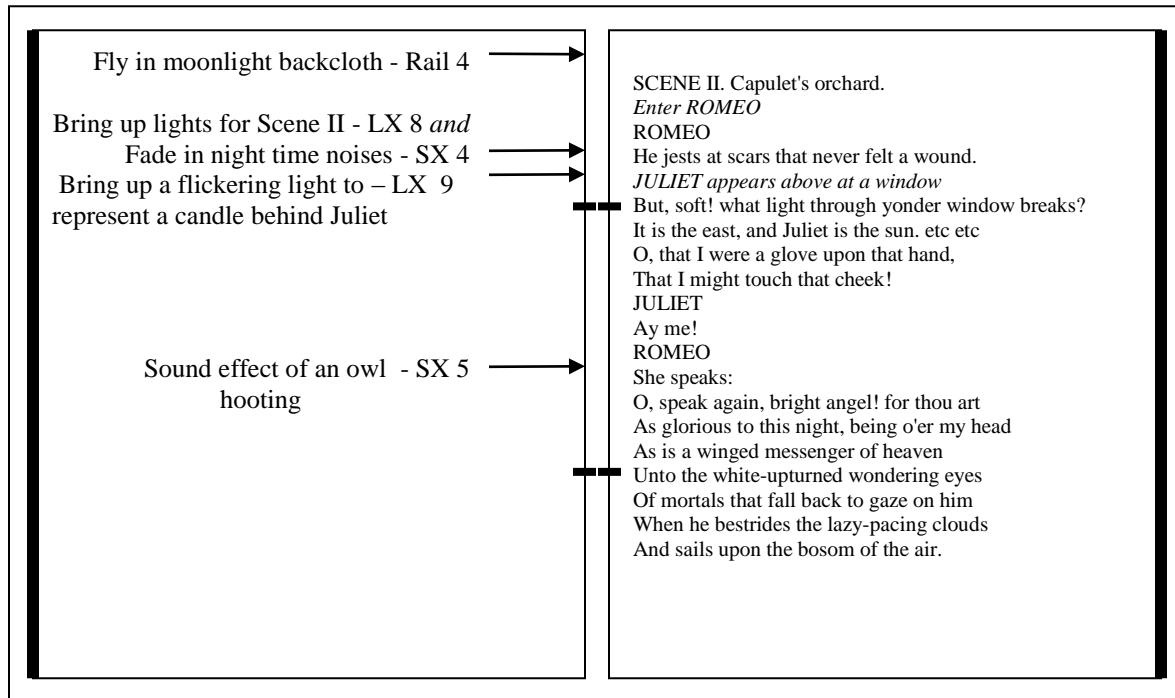
**Act/Scene** – The act and scene in which the cue takes place.

**Cue point** – The specific point in the performance at which the cue will take place.

**Page** – Page number of the script.

**Cue Description** – Description of what changes will take place during the cue.

Example of a stage manager's Book



Producing a cue sheet will help you to focus on exactly how you want your performance to look and sound. It is vital to have provisional copies for the Technical Rehearsal as it will cut down on the amount of time you spend creating cues. Using the provisional copies as a basis to start from cues can be added or removed from your list and a final working copy can be produced.

When filling in a cue sheet include as much information as possible. Specify exactly what you want to happen on stage and when you want it to happen. You might find it helpful to include a *TIME* column so you can specify how long you want a cue to last. For example you might want to fade the lights out at the end of a show slowly so a fade time of 10 seconds might be required.

Bear in mind that a cue sheet may have to be used by someone other than you so making it easy to understand is important. Also it's not unheard of for a first time lighting or sound operator to get flustered during a live performance and having a well prepared cue sheet will help alleviate some of the panic.

For performances at Roehampton it is probably best to create a separate cue sheet for the sound and lighting adding any special effect cues to the lighting cue sheet.

We've included a standard Roehampton cue sheet within this pack. It can be used as it is or expanded or changed to create a custom one that best suits the needs of your production.