

Next to the director, or stage-manager, the most important member of the organization is the "prompter", who is usually assistant stage-manager. He must be thoroughly familiar with the play, and in addition to his general services, it is his duty to prompt the actors at rehearsals and on the night of the performance.

The manager is assisted by a committee of students, each with specific duties. Different students, or committees of students, are given charge of:—

- (a) The scenery, including the carpenter work and the curtain.
- (b) The lighting, and electrical devices.
- (c) The stage properties,—i.e. the furnishings and small articles—everything, in fact, except the costumes and scenery.
- (d) The costumes.
- (e) The music, including the orchestra.
- (f) The make-up.
- (g) The business details, advertising, printing, sale of tickets, ushers, etc.

It is necessary to guard against over-organization and over-lapping; and the director must use his discretion as to how many assistants are required.

In general, a play of Shakespeare is much too long for presentation on a modern stage, and even in single scenes certain parts may be cut out to advantage. The play must be studied carefully by the director, either with or without the class, in order to decide what scenes may be omitted and how the speeches may be shortened. As a result of this revision, an acting edition of the play is produced. It is better if possible, to give to each actor