

Welcome to Rose Bruford College!

We're delighted to welcome you to the Stage Management programme. As you begin this exciting new chapter, it's important to arrive with the clothing, equipment, and materials that will support your practical work, training, and professional development.

The following guide is designed to help you feel prepared, confident, and ready to engage fully in the wide range of experiences the course offers. You won't need everything immediately, and much can be built up over time. Choose items based on comfort, practicality, and personal expression where appropriate.

Personal Protective Equipment (PPE) & Essential Clothing

You'll need these items right away, as they are required for safe and professional work in theatre spaces and technical workshops.

Quantity	Item	Notes	Where to Buy
1 pair	Steel toe-capped boots, shoes, or trainers	Black preferred for use on productions	Safety footwear suppliers, DIY stores
1	Hard hat	Minimum EN397:2012 (Climbing helmets to EN50365:2002 and/or EN12492:2012 also acceptable)	Tool shops, online
2-3	Plain black trousers	Suitable for studio and backstage work	Any clothing store
2-3	Plain black long-sleeved tops	For use in theatre spaces	Any clothing store

Recommended (But Not Essential) Equipment

As your studies progress, these items will support your creative and technical development.

IT Equipment

Item	Notes	Where to Buy
Laptop or equivalent	Ideal for coursework, scheduling, and communication – ask about education discounts	Technology retailers
Mobile phone	Important for communication and on-the-go research	Any provider

Tools & Sundries

Item	Notes
30m (or longer) surveyor's tape	Cloth tape preferred for floor markouts
5m or 8m tape measure	Useful for general tasks
Scale rule	Must include 1:25 scale
Head torch	Hands-free lighting for backstage work
Adjustable or quad spanner	17mm & 19mm essential (21mm also useful for scaffolding)
Notebooks	For production notes, tracking tasks, etc.
Pencils and pens	Bring a range for different uses
Multitool	Handy for day-to-day tasks
Stanley knife	Ensure safe storage and use

Useful Additional Items

These materials are not needed immediately but will become part of your essential toolkit over time. Many of these can be purchased affordably from College Reception or your preferred suppliers.

Item	Notes
Drawing pens, rulers, set squares	For paperwork and drafting
A4 paper, folders, USB drives	Stay organised and back up your work
First aid kit	Personal safety item
Sewing kit	Useful for minor repairs on costumes or props
Assorted tape	LX, gaffa, masking – stock up over time

Item	Notes
Paperclips, safety pins, assorted stationery	Essential for organisation
Cables and connectors	Especially useful during productions

Top Tip: We recommend keeping all of this in a dedicated box or case – ideally lockable – to make transport and storage easy and secure.

Software & Digital Tools

Depending on your area of interest, you may find certain software useful for scheduling, paperwork, or design. Always ask about student discounts before purchasing.

Insurance & Labelling

- It is your responsibility to care for and replace your equipment if lost or damaged.
- Please label everything clearly with your name.
- Consider insuring valuable items – many providers offer good deals for students.

Technology at College

- Both Mac and Windows systems are in use across the College.
- You can access Microsoft Office online through your College login.
- The College has a limited number of PCs available for student use.

Academic and Dyslexia Support

All written assignments must be word-processed. College computers are available, but having your own laptop is beneficial.

Students with a dyslexia diagnosis may be eligible for equipment grants via local authorities. If you think this applies to you, please contact our Disability Advisor at disability@bruford.ac.uk, for support and advice.

Travel and Off-Campus Projects

From your second year onward, some projects may take place off-campus at professional venues. While these become an extension of the College campus, you will need to budget for travel, as costs are not covered by the College. The same applies to work placements and secondments. You will need to pay for your own travel insurance for student trips.

Recommended Initial Reading

These texts are available in the College library, so there's no need to purchase them unless you wish to own your own copy.

- Bowdin, Glenn et al. *Events Management*. 3rd ed. Butterworth-Heinemann, 2010.
- Cole, G. A. *Management Theory and Practice*. 8th ed. Cengage Learning EMEA, 2015.
- Maccoy, Peter. *Essentials of Stage Management*. London: A. & C. Black, 2004.
- Northedge, Andy. *The Good Study Guide*. 2nd ed. Open University Worldwide, 2008.
- Pallin, Gail. *Stage Management: The Essential Handbook*. Nick Hern, 2009.
- Raj, Razaq et al. *Events Management: Principles and Practice*. 3rd ed. SAGE Publications, 2017.

Library Access:

Books can also be borrowed from **Bexley Library** and collected at the Rose Bruford College Learning Resources Centre:

<https://arena.yourlondonlibrary.net/web/bexley/home>

We Look Forward to Seeing You

We're excited to welcome you into the Rose Bruford community and the world of professional stage management. Bring your curiosity, practical mindset, and readiness to learn - we'll support you with the rest. If you have any questions or need further guidance, please don't hesitate to get in touch.

Warmest wishes,

The Stage Management Team

Rose Bruford College