I. GENERAL GUIDELINES:

- D & P student handbook guidelines must be appropriately followed while in any SoTD facility.
- SoTD Performance Facilities (SoTD) personnel must be notified about all activities in the facilities. Please notify SoTD personnel on duty upon arrival and departure.
- There is no eating or drinking in the facilities except for the following areas: Green Room, Tech Table, and Breezeway. Water in a closed container may be brought into rehearsal & theatre spaces. Students are expected to clean up all trash and food into appropriate receptacles.
- Loading Docks and area under Breezeway are for loading and unloading scenery, equipment, and the like. Personal vehicles are not permitted in the Loading Dock and under the Breezeway.
- All construction and painting materials are to be brought into the theatre by way of the Breezeway. Never bring these materials through the lobby or house seating areas.
- Hazardous waste and material will be turned over to the person supervising the work call or class for proper disposal. Do not use the sinks to dispose of paints, solvents or any other such materials.
- In the event of a “Severe Weather Notification” or “Tornado Warning”, direct all members of the cast, crew & public to a designated Safe Area until a person of authority issues an “ALL CLEAR”.
- Any piece of equipment that is, or appears to be, in need of repair should be brought to the attention of the Production Manager or Technical Director.
- All tools and/or loose objects must be secured to your person when going to the catwalks, loading rail, mid rail, or up any ladder, lift or scaffold.
- If the A/C or heat is uncomfortable, please do not attempt to change it. Contact the Managing Director.
- The use of any motorized personnel lift (Genie Lift) is limited to members of the production staff trained in its use. Keys for these lifts must be checked out from a member of the SoTD Technical Staff.
- Anything belonging to the facilities may not leave the building without being signed out and approved by the Production Manager.
- All work areas and dressing rooms are to be left clean, safe & presentable at the end of each work period. Please allow for clean-up time in all work calls. All trash
is the responsibility of the production crew. Please put trash into the appropriate containers and empty into dumpsters on a regular basis.

- Technical Director must arrange a meeting with the Production Manager prior to loading in their show.
- All rigging procedures must be approved by the show’s faculty Technical Director.
- Strike is not complete until everything is out of the theatres, off the Breezeway, and out of the Freight Elevator. Any “rep hang” soft goods/drapery and/or lighting and audio equipment moved for the production must be restored by production staff to their original location during strike or placed at the discretion of SoTD Staff. The restore must be approved by the Production Manager.
- During the run of a show, the running lights (rope lights) and aisle lights are to remain on at all times. There is no turning off or covering of EXIT signs at any time. House lights are to be at full at the beginning, intermission(s), and end of each show.
- After each show, the production’s Technical Director must see to it that all holes in the stage floor are plugged at the show’s expense. Any damage to the theatre is the responsibility of the show, and repairs will be at the show’s expense.
- The stage floor is to be restored to black at the end of the last show at the end of the year. This expense must be handled by the show’s budget (see Production Manager for the specific paint to be used). If any of the stage walls are to be painted for a production, they must be returned to black after strike at the show’s expense.
- Any open holes that present falling hazards, must be barricaded, except during active usage. The pit should be roped off after each work call, rehearsal, and performance and ghost light set as close to center as possible.
- Do not leave anything in the refrigerator in the prop shop for more than one week. Exceptions are food items needed for productions, and such items must be clearly labeled.
- Abuse of the facilities and/or their equipment will not be tolerated and will result in disciplinary action. Consistently unsafe work practices and/or unsafe or inappropriate operation of equipment may result in the loss of the privilege to use the facility, D&P Probation, and/or discontinuation of invitation to the program.

II. SCHEDULING AND RESERVATIONS:

- Scheduling the use of McGinnis Theatre for ECU SoTD Production needs must go through the Production Manager.
• Scheduling the use of McGinnis Theatre for non ECU Mainstage Production needs must get written approval from the Director of the School of Theatre and Dance, and a copy of written approval sent to the Production Manager.

III. MCGINNIS THEATRE:

• No spray paint in theatre without clearing the theatre for paint and dry time, adequate ventilation, and all crew members in respirators.
• No routing/power saws in theatre unless absolutely necessary, and when in use, dust collection measures should be taken (vacuum hose on router/saw)
• Nobody operating line-sets or loading/unloading arbors or battens without training and approval from TD/Production manager
• No repair work should be conducted on electrical circuits without properly locking out and tagging circuit at breaker.
• Cover seats during any significant construction/paint activity
• Cover lighting and sound equipment in the vicinity of any significant construction/paint activity
• Nobody should be working in the theatre alone after regular business/shop hours, and nobody should ever be performing potentially hazardous tasks in the theatre alone.
• The last crew to leave the theatre for the day should ensure that any hazards are barricaded/marked clearly, ghost light is placed near center stage and turned on, all other lights are turned off and doors are locked.
• All areas of the theatre should be kept clean and organized at all times. It is a space we all inhabit and overlap in so we need to be considerate of all who use it and take care of our home.

IV. BURNETTE STUDIO THEATRE:

• No work on electrical circuits without properly locking out and tagging circuit at breaker.
• Make sure that the seats are in their storage position and cover seats during any significant construction/paint activity
• Cover lighting and sound equipment in the vicinity of any significant construction/paint activity
• Nobody should be working in the theatre alone after regular business/shop hours, and nobody should ever be performing potentially hazardous tasks in the theatre alone.
• When using ladders and placing scenery onto the stage pay close attention to not damage the dance floor.
• The last crew to leave the theatre for the day should ensure that any hazards are barricaded/marked clearly, ghost light is placed near center stage and turned on, all other lights are turned off and doors are locked.
• All areas of the theatre should be kept clean and organized at all times. It is a space we all inhabit and overlap in so we need to be considerate of all who use it and take care of our home.
• Black masking flats or other stock scenery items used for Studio Theatre Productions need to be returned immediately after the show closes.
• Any items used for scene work/class rehearsals should be cleaned up and removed from the space immediately following the completion of the project.
• During rehearsal periods for mainstage performances, do not remove spike tape from the floor without receiving prior approval from stage management.

V. MESSICK 205:

• Do not modify the lighting system configuration without prior approval from the Faculty Electrics Supervisor and/or Production Manager.
• Do not screw into the floors or walls in any way without prior approval from the Faculty Technical Director.
• Any items used for scene work/class rehearsals should be cleaned up and removed from the space immediately following the completion of the project.
• If any scenic, architectural, or electrical issues are discovered, please be sure to report them ASAP to the appropriate D&P faculty supervisor for that area.

VI. MESSICK 206:

• Do not modify the lighting system configuration without prior approval from the Faculty Electrics Supervisor and/or Production Manager.
• Do not screw into the floors or walls in any way without prior approval from the Faculty Technical Director.
• Any items used for scene work should be cleaned up and removed from the space immediately following the completion of the project.
• If any scenic, architectural, or electrical issues are discovered, please be sure to report them ASAP to the appropriate D&P faculty supervisor for that area.
• During rehearsal periods for mainstage performances, do not remove spike tape from the floor without receiving prior approval from stage management.
VI. MESSICK 114:

- Do not modify the lighting system configuration without prior approval from the Faculty Electrics Supervisor and/or Production Manager.
- Do not screw into the floors or walls in any way without prior approval from the Faculty Technical Director
- Any items used for scene work should be cleaned up and removed from the space immediately following the completion of the project.
- If any scenic, architectural, or electrical issues are discovered, please be sure to report them ASAP to the appropriate D&P faculty supervisor for that area.

PLEASE NOTE!

All D&P Students must sign the Declaration List on blackboard by the Friday following Fall Break. No student will receive a grade in THEA 1111-4444 until this document has been signed, signifying that they have read and understand the current year's handbook.