



TECHNICAL SHEET HILLIARD DAVIDSON HIGH SCHOOL

As a member of the high school technical staff, you are expected to be familiar with and practice the following rules. Violation of safety working methods may cause suspension or removal from the HDvHS technical staff.

The following safety rules and conditions apply to those areas of the Performing Arts Center and/or equipment designated as potentially hazardous. Before participating in any tech activities, students must complete pre-requisite training and have an emergency medical authorization and participation permission form on file with the Technical Director.

Construction Safety Rules

1. Good housekeeping and clean and orderly work areas and equipment are fundamental to accident and fire prevention. Assigned work areas and equipment are to be cleaned and placed in order by each user at the end of his use or the end of each work period.
2. Horseplay is forbidden.
3. You are not to operate equipment for which you have not been trained.

4. Performing arts technical facilities may not be used unless the Technical Director or his/her designated representative is on duty. There must be at least two individuals present at all times when these facilities are in use.
5. All accidents, including minor injuries, and all hazardous conditions are to be immediately reported to the Technical Director or his/her designated representative.
6. Eye protection is to be worn at all times by all individuals using power equipment that generates dust and/or fragments. Hearing and other forms of protection devices are also available and recommended.
7. Jewelry, ties, and any apparel which in the opinion of the Technical Director is hazardous in any way must NOT be worn while working tech. All tech crew students MUST wear full shoes (NO SANDALS ALLOWED) Pendants or other jewelry hanging from the neck must not be worn when working with power tools
8. MACHINE GUARDS ARE TO BE IN PLACE AND IN USE WHEN EQUIPMENT IS IN OPERATION.
9. All tools are to be used only for the purpose for which it was designed.
10. Defective tools must not be used. Turn them in to the TD for repair/replacement.
11. No headphones for the purpose of listening to music are to be worn in the theatre and/or shop spaces.

Safety Rules for Lighting/Sound Areas

1. *Never* change a lamp, repair an instrument, or work on any piece of electrical equipment while it is still plugged in.
2. Wear sturdy, rubber soled shoes and appropriate work clothing to all work calls.
3. Eating, smoking, or drinking near the light board, sound board, and lighting equipment is prohibited.
4. Do not work unsupervised, especially when working on the grid, in the FOH, or on ladders. *Never work alone in the theatre.*
5. Use a wooden or fiberglass ladder, not metal, when focusing or doing any electrical work.
6. Before going up a ladder to the grid or FOH, empty your pockets of all loose change, keys, etc.
7. All crescent wrenches must have a safety tie line attached to your body when working over the stage or over the house.
8. Do not use any equipment or perform any tasks that have not been explained to you by the Technical Director or his/her designee.
9. At the end of each work day, all tools and materials are to be returned to their proper places and all areas left clean.
10. Be sure that you know the locations of all fire extinguishers and know all shut down procedures in the event of fire or other emergency.

Professional Behavior

1. EFFORTS and RESULTS
 - a. Qualities of effort such as speed, efficiency, organization, skill and commitment are always considered in crew assignments.
 - b. Ask how to do something if you are not sure.
 - c. Be *immediately* available to help.
 - d. Seek out ways to be helpful.
2. INITIATIVE and LEADERS
 - a. Recognize the importance of the task at hand and take an aggressive role in devising effective and efficient solutions.
 - b. Be involved as a "team player."
3. LEARNING
 - a. Take directions on a task; remember all of them and apply them.
 - b. Collaborate on methods for solving problems.
 - c. Exhibit alert interest in acquiring new knowledge.
4. DEDICATION and RESPONSIBILITY
 - a. Care enough to ensure that the group effort has a positive result on the production.
 - b. Be conscientious and strive to improve.
 - c. Be trustworthy without constant supervision.
5. ATTENDANCE
 - a. When you sign up for an activity, it is mandatory to be at all calls and to be on time ready to work.
 - b. Do not underestimate the value of your presence.

Crew Job Descriptions and Expectations

1. Prop Running Crew: The prop running crew prepares and cares for all props used during technical rehearsals and performances.
 - a. Sign in at designated time.
 - b. Check props immediately for breakage, damage, or loss.
 - c. Place props in position at least 30 minutes before the house opens.
 - d. Provide only fresh, clean drinks and/or good to actors. Bottles with colored water, tea, coffee, etc must be emptied each night after final curtain and refilled the following performance and/or refrigerated.
 - e. Cover any borrowed furniture each night before leaving the theatre. Security concerns may require lockup of some pieces.
 - f. Speak and move quietly backstage.
 - g. No beverages or food on or near scenery or prop tables.
 - h. Lock up all valuable/dangerous properties immediately following the end of rehearsals or performances.
 - i. During strike, safely remove and store all props.
 - j. During strike, empty and wash all bottles, glasses, dishes, ash trays, etc. before they are returned to storage.

- k. During strike, throw out any perishable left-over food. Clean out the refrigerator.
 - l. Join the rest of strike with your crewmates after all props have been put away. One crew is not finished until everyone is finished.
2. Wardrobe Crew: The wardrobe head and crew responsibilities include assisting actors with their costumes during a show and maintain costumes throughout the run of a production.
- a. Report at designated call.
 - b. The crew will be responsible for checking in costumes following rehearsals and productions.
 - c. Wardrobe crew must be in the dressing rooms and alert to what is happening on stage in case of emergency.
 - d. The wardrobe crew is responsible for laundry, pressing, and steaming duties as needed.
 - e. Wardrobe crew takes care of minor repairs to costumes (eg. Buttons, snaps, hems).
3. Light Board Operator: Your duties may include the programming and running of the light board during a production. You must be "checked out" by the Technical Director to use this equipment.
- a. Sign in at the designated time.
 - b. During rehearsals and performances, be present for all "master electrician" pre-curtain light checks.
 - c. Execute any check list items assigned to you.
 - d. Turn on the light board at least 30 minutes prior to the opening of the House and scan light cues for any potential problems. Take control of the houselights and execute any houselight presets.
 - e. Run the cues during rehearsals and performances.
 - f. Turn off the light board after each rehearsal and performance.
 - g. Cover the light board at the end of use.
 - h. Replace any burnt out lamps in lighting instruments during a production.
 - i. Close and lock the windows in front of the light board after each rehearsal or performance.
 - j. Save any changes to cues to disk as needed during rehearsals.
 - k. Report any problems you encounter with the cues or the equipment to the stage manager or the technical director.
4. Sound Board Operator: The sound board operator runs the sound equipment during rehearsals and performances. You must be "checked out" by the Technical Director to use this equipment.
- a. Sign in at the designated time.

k. Close and lock the windows in front of the sound board after each rehearsal or performance.
 l. Report any problems you encounter with the cues or equipment to the stage manager or the technical director

- b. During rehearsals, set levels and record all cues as instructed by the tech director.
 - c. Turn on the system and run a sound check before each use to ensure that the system is working properly and is prepared for use.
 - d. Turn on, set up and check the headset system.
 - e. Execute any check list items assigned to you by the stage manager or tech director. These may include, but are not limited to, setting up microphones and cable and running preshow music.
 - f. Execute all sound cues during rehearsals and performances as they have been designed.
 - g. Report any problems you encounter with the show or the equipment to the stage manager or tech director.
 - h. At the end of rehearsals and the production, return the booth to normal operating conditions.
 - i. At the end of rehearsals and of the production, return all sound equipment to its proper storage place.
 - j. After all sound strike responsibilities are completed, assist with the general strike of the production until everyone is done.
5. Fly Crew: The fly crew is responsible for all scenic units flown during a production.
- a. Familiarize yourself with the script and the production concept.
 - b. Learn the methods of rigging and running lines.
 - c. Prepare the grid and fly equipment. NOTE: No overhead rigging work is to be done while others are underneath you.
 - d. CAUTION: Check to make sure that flown units are properly secured and counter weighted before running operating lines full distance.
 - e. Sign in at the designated time.
 - f. Verify that the line sets you control are in balance and that none are fouled before each rehearsal and performance.
 - g. Check that the trim marks are where they out to be.
 - h. Follow the directions of the stage manager.
 - i. During strike, clear all pipes of all flown units, except units that are to be stored in the air. Restore all empty line sets to pipe weight.
 - j. During strike, undo any special show rigging or modifications, such as moved line sets, dead hung units, etc. Return such items to storage.
 - k. Follow the directions of the tech director during strike and assist other departments as directed. One crew is not finished until everyone is finished.
6. Stage Running Crew: The stage running crew prepares the scenery and handles the scenery during technical rehearsals and performances under the supervision of the assistant stage manager.

- a. Sign in at the designated time.
 - b. Check scenery and moving pieces for breakage, damage, or loss. Effect repairs as needed.
 - c. Place units in performance position at least 30 minutes before rehearsal or house opening.
 - d. Sweep and damp mop all deck surfaces prior to performance. Vacuum as needed
 - e. Speak and move quietly backstage.
 - f. Observe the no food or drink rule anywhere backstage.
 - g. Secure all units immediately following the end of rehearsals and performances. Leave all stage areas clean and safe. Turn off walk lights. Turn on ghost lights.
 - h. During strike, assist the tech director in the strike of all scenic units as directed. Your job is not complete until all scenery and hardware is stored and the stage, shop, and storage areas are clean.
7. Construction Crew: Working in the scene shop will offer students practical experience in scenic construction. While working in the shop or on stage, the student will be instructed in construction techniques and the use of tools required in the scenic industry.
- a. All students must have a completed emergency medical form and participation permission form on file with the tech director before working in any technical area.
 - b. Sign in upon arrival; sign out upon departure.
 - c. Report to the tech director for assignment.
 - d. Complete assigned tasks.
 - e. Clean up your work area and equipment when the assigned task is complete or before you leave for the day.
 - f. Return to the tech director for another assignment when you complete an assigned task.
 - g. Never use tools that you do not know how to operate safely. Ask for instruction.
 - h. Wear appropriate safety equipment when using tools.

HEADSET CODE OF CONDUCT

Remember that the headset (intercom) system is a tool. It serves as the lifeline of a production, allowing all production elements to be connected. A few simple guidelines will result in a smooth running production.

- Never say anything over the headsets that you don't want the ENTIRE world to hear or know. You never know who's listening.
- "Chatter" must be confined to production business; personal conversations should remain that – personal and on your own time.
- When the stage manager issues a CLEAR THE LINE command, immediately comply.

- Leave your headset microphone "off" unless you have something to say.
- Do not set your headsets anywhere where they might be damaged, i.e., sat on, stepped on, fallen on, etc.
- Do not place your headset in the electrical field of the light board or other equipment; the resultant "buzz" will drive everyone nuts.
- When you take off your headsets, please turn your microphone "off" first to avoid the "thud" that everyone else will hear.