

Lawrence University Theatre

Scenic and Lighting Studio Guidelines

1A. Scenic & Lighting Studio Regulations

All staff must be trained on all tools and guidelines of the Scenic Studio.

All work areas must be cleaned after daily work sessions.

No staff member is to leave until the Technical Director or designate approves the workplace.

Staff members must be alert and safety conscious.

The Technical Director or designate will send home any staff member who appears to be intoxicated or under the influence of a controlled substance.

1B. Scenic & Lighting Studio Hours

Work hours will be posted at the beginning of each term. Special hours apply during holidays and break periods. During classes, dress rehearsals, or special events, studio use will be restricted

2. Tools

Tools are available during posted studio hours. Special arrangements can be made through the Technical Director for after hours use. The following apply to the use of the tools in the Scenic Studio:

The proper tool must be used for the proper job.

At the end of work each day, all tools must be returned to it's proper place.

Check to see if all has been properly stored.

Report any broken, missing, or dull tool to the Technical Director ASAP.

Carefully sweep all work areas, mop if necessary.

3. Paint

To keep the paint area neat and clean, the following must be observed:

All paint containers must be properly covered.

All paint containers must be in their proper storage area.

Flammables must go in the flammables lockers.

The workbench must be clean at all times.

Make sure the paint frame is properly counterweighted at all times.

4. Lumber Storage

For fire safety and easy loading and unloading of materials, there must be free access to the loading doors at all times.

All stock lumber and plywood must be arranged for easy access.

Full trash barrels should be emptied at once.

5. Design Balcony & Lighting Lab

The Design Balcony is used as a classroom. It must be free and clean of personal property after every work session

The instruments, dimmers and related equipment cannot be removed from the Lighting Lab.

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Do not remove any Design Balcony furniture, they are not rehearsal props

6. Lighting Equipment

All lighting instruments, gels, lamps, etc.. are stored in the Lighting Balcony.
All cable is stored in the cable storage hamper.
All drapery is stored on stage in the appropriate drapery cabinets and hampers.
A workbench is provided on the Lighting Balcony for equipment maintenance.
An accurate lighting inventory is kept by the Technical Director.
All lighting equipment and storage areas must be carefully maintained.

7. Sound Equipment

Stansbury and Cloak Theatres are adequately equipped with sound equipment.
Clear-Com is stored on the Sound Balcony.
All cable is stored in the cable hamper.
The Sound Balcony must be carefully maintained and accessible.
Sound Effects, and microphones can be obtained through the Technical Director.
All sound operators must be trained on the sound systems by the Technical Director.
All sound operators must adhere to the guidelines referring to the sound systems.
These guidelines will be set forth in training sessions.

8. Theatre Storage Areas

The doors and aisles in the Storage areas must be kept clear at all times in accordance with Appleton Fire Dept. regulations.
The Prop Room must be locked at all times.
The storage rooms must remain neat and organized at all times.
If you obtain something from one of the storage rooms, return the items to its proper place.
Areas under the trap doors must be clear.
Props can be obtained with the permission of the Technical Director.

9. Theatre Reservations and Use

Cloak and Stansbury can be used for Department sponsored productions, events, student productions, on-campus users and outside organizations.
A room reservation must be filled out and submitted to the Technical Director for approval. All charges apply for equipment used by outside organizations. All charges apply to any user for damaged equipment, theatre cleaning, and appropriate staffing.

10 Costume Studio

The costume studio facilities are available only for approved LU Theatre productions and curricular use. Special arrangements can be made with the Department Chair.

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Costume Loan Procedure

No articles shall be removed from the Costume Studio without a Costume Loan Form, approved by the Costume Studio Manager and the Technical Director.

Upon return of the articles, the Costume Studio Manager and Technical Director will check in the borrowed articles and destroy the Loan Form.

All articles must be returned clean and in a condition comparable to that when borrowed.

No alterations or changes shall be made without the approval of the Costume Studio Manager.

The borrower must return all unused costume pieces to the boxes and closets before leaving the premises.

All costume pieces must be hung neatly on wardrobe racks when left in the studio for storage.

No costumes or props shall be left in the Costume Studio or dressing rooms unless during technical rehearsals.

It is the borrower's responsibility to inform the actors of costume rules.

The Costume Studio Manager and Designer of the production are responsible for the closing of the Costume Studio.

Costumes may be loaned for non-campus use only with the approval of the Department Chair.

Actors are prohibited from eating, drinking, or smoking while in costume

11. Make-up and Green Room

All make-up must be returned to the proper cabinet after use.

Cabinets are locked when not in use. The Costume Studio Manager locks and unlocks the cabinets for dress rehearsals and performances.

Counters must be kept clean and free of costumes, props, personal effects, etc...

Green room furniture and make-up chairs must be arranged neatly.

All lights, including dressing room and make-up mirrors, must be turned off by the stage manager at the end of the night.

12. Dressing Rooms

All costumes must be returned to the Costume Studio after rehearsals

All personal belongings must be removed from the premises

No personal effects can be left in the dressing rooms overnight. If they are, the Department is not responsible for them.

All lights must be turned off after use