In order to be successful in a FIU theatre department production, all Performers, Stage Managers and Crew must become familiar with the production policies of the department. Please read through this document, initial/date each section and sign the contract, Addendum B, at the end of section 5. You must turn in the contract at the end of section 5 to your Stage Manager by the end of the first week of rehearsals. Failure to do so will result in your removal from the production. If you have any questions about the information in this document please speak with your Stage Manager, Director, Production Manager or Faculty Mentor as soon as possible. It is your responsibility to understand this document, as you are held accountable for upholding these practices and standards.

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1. General Policies
All policies/procedures contained herein will be followed without exception. Your acknowledgment of receipt of this information will constitute a binding agreement between yourself and the department of theater.

Professionalism:
- All students are expected to demonstrate a high level of professionalism in all of their endeavors while attending F.I.U. We expect that all students are prompt, dedicated, and courteous at all times. We also expect that all students show their colleagues, staff members, and faculty members nothing less than the highest respect.
- All of the guidelines contained herein will be followed without exception.
- We expect that all person respect the theater spaces and all Items contained within them.
- Only under circumstances stipulated by the director should any cast or crew member be in the house, lobby, or rotunda prior to or during a performance.
- Under no circumstance shall any member of the cast, crew or production team consume alcoholic beverages or illicit drugs prior to or during: rehearsal, performance, or mandatory call.
- The director and production manager have the right to remove any person from any position within the production should their behavior become disruptive.
- All persons shall use appropriate professional procedures for registering complaints. Unethical behavior, gossip, or negative attitudes will not solve the issue. Please speak with your Stage Manager or faculty mentor in private for more information on registering a complaint.

I have read and understand all information contained in the Professionalism section: __________________________ Initial and Date

Callboard:
- The departmental callboard is provided to allow students to remain informed about departmental productions that are currently in rehearsal or performance. All students should check the callboard at least once a day to insure that they are aware of any changes or information that may pertain to them. All students are responsible for any information posted on the callboard.
- In addition to the callboard, all students should check their e-mail at least once a day to insure that they are aware of any changes or information that may pertain to them.
- Emergency information should remain posted on the callboard at all times.
- No item(s) shall be posted on the callboard by anyone other than stage management, directors, area supervisors, or their agents.

I have read and understand all information contained in the Callboard section: __________________________ Initial and Date

Rehearsals:
- All persons called to a rehearsal should be prepared to begin on time. Please arrive early so you can warm up before the beginning of rehearsal.
- Any person who anticipates being late for or not attending a rehearsal due to an unanticipated reason must do the following:
  - Call the stage manager or director at least 3 hours before rehearsal.
  - Provide (and have documentation) an acceptable reason for tardiness or absence.
- Rehearsals shall be closed to non-production personnel, unless otherwise stipulated by the director.
• Breaks will be given at the discretion of the stage manager and director. The guideline for breaks (Equity rules) is as follows: one 5 minute break after one hour of rehearsal time or one 10 minute break after 1 1/2 hours rehearsal time.
• Performers should have one day free from rehearsal per 7 day week. Exceptions may be made during the period of technical/dress rehearsal leading up to and through opening weekend, or in the case of emergency.
• No rehearsals should continue past 11:00 PM except in cases of extreme emergency.
• Performers are entitled to request knee/elbow pads for any rehearsal that requires extensive floor work or stunt work. Rehearsal prop and rehearsal costume requests should be submitted to the stage manager 24 hours in advance. Distribution of these items remains at the discretion of the production staff. All rehearsal areas shall be clean and safe.
• If you need to leave the rehearsal space please do so during a break or a stopping point in the rehearsal. The stage manager must be informed before you leave.
• All performers/crew members must notify the stage manager before leaving rehearsal for the evening.
• No performer/crew member may leave rehearsal before being dismissed by the stage manager.
• Although a great effort is made to create and adhere to a rehearsal schedule, it may be necessary to modify call times and days. Except in the case of emergency any changes to the schedule will be made no later than the end of rehearsal prior to the change.
• Rehearsals are to be free from sexual harassment, disrespect, unnecessary chatter, horseplay, or any other activity that may ultimately reduce the effective execution of the rehearsal.
• All pagers and cellular phones must be turned off or silenced during all rehearsals/performances.
• No personal phone calls should be made during rehearsals
• Cancelled rehearsals due to inclement weather or other emergency situations will be communicated by telephone, and when possible posted on the callboard.
• Any safety concerns or injuries, no matter how minor, should be brought to the attention of the stage manager immediately.

I have read and understand all information contained in the Rehearsal section:

__________________
Initial and Date

Technical Rehearsals/Dress Rehearsals:
• All personnel are expected to be on time and signed in for all technical rehearsal calls.
• Once signed in, all performers and crew must receive approval of the stage manager prior to leaving the theatre space or dressing rooms. Under no circumstances, other than an emergency, should any member of the company leave the building.
• All performers and crew members should be “standing by” throughout any technical or dress rehearsal. It may be necessary to repeat a portion of a scene/scene change or skip a portion of a scene therefore all personnel should be ready for anything.
• If a cast/crew member needs to leave the stage for any reason (other than a costume change) s/he must inform the stage manager or assistant stage manager and have the approval of the stage manager prior to doing so.
• The cast/crew may be asked to “hold” during a rehearsal. In this situation the cast/crew should freeze in place remaining quiet, attentive and still until asked to proceed with the scene.
• Every effort will be made to treat technical/dress rehearsals as actual performances (unless otherwise stipulated by the director).
• All backstage areas should remain quiet during technical/dress rehearsals.
• No persons shall leave any rehearsal prior to being released by stage management.
• All persons should touch base with stage management prior to leaving rehearsal for the evening.
• All persons are responsible for their own valuables. Neither stage management nor the production company is legally responsible for lost or stolen items.
• Rehearsals are to be free from sexual harassment, disrespect, unnecessary chatter, horseplay, or any other activity, which may ultimately reduce the effective execution of the rehearsal.
• Any safety concerns or injuries should be brought to the attention of the stage manager immediately.

I have read and understand all information contained in the Tech/Dress Rehearsal section: ____________________________

Initial and Date

Performances:
• All personnel are expected to be on time and signed in for all performances calls.
• It is the policy of theater management to begin all performances on time.
• Once signed in at the designated call time for any performance, members of the cast and crew must not leave the backstage area(s). No actor or crew member is permitted in the rotunda or any common area of the theatre building once they are signed in unless they are told to by the stage manager, director or faculty in charge.
• The stage manager should be informed as soon as possible of any situation, beyond a performer's/production team member's control that may prevent the show from beginning on time.
• All performers will check their props and costumes before every performance. If anything is missing or in disrepair stage management should be informed immediately.
• All backstage areas should be quiet during performances. No cast or crew member should be permitted on the actual playing area of the stage between 1/2 hour call and the top of the show.
• No cast or crew member should "break proscenium" during time the house is open or an audience is present. Personal phone calls may not be made during any performance.
• All persons should touch base with stage management prior to leaving for the evening.
• All persons are responsible for their own valuables. Neither stage management nor the production company is legally responsible for lost or stolen items.
• Depending on the nature and needs of the production, performers may be called to rehearse or warm up prior to the performance.
• Performances are to be free from sexual harassment, disrespect, unnecessary chatter, horseplay, or any other activity, which may ultimately reduce the effective execution of the performance.
• Any safety concerns or injuries, no matter how small, should be brought to the attention of the stage manager immediately.
• It is expected that all cast and crew uphold the integrity of the production. No changes may be made to blocking, scripted lines, props, costumes, hair/makeup, etc. without approval of the director prior to the performance.

I have read and understand all information contained in the Performance section: ____________________________

Initial and Date

Strike:
• All performers, production team members and prep crew personnel are required to attend strike for their particular performance.
• Strike will typically follow the final performance.
• Meals will not be provided during strike and no one will be dismissed before the strike is complete.
• All strike participants are expected and required to dress appropriately. Adequate attire includes but is not limited to sneakers or work boots, and comfortable jeans and shirt. Long hair should be worn pulled back and jewelry should be removed before the work call begins.
• All persons will sign in with stage management at the beginning of the strike call, and sign out with stage management after being released by the technical director. No one may leave strike prior to being dismissed by the technical director. No one will be released until strike has been completed.
• All strike assignments will be posted no later than two days prior to strike.
• Failure by any student to attend a required strike may result in a drop in grade and/ or ineligibility for scholarship.

I have read and understand all information contained in the Strike section:

Initial and Date

Backstage Access:
• As safety and security are of the utmost concern only cast, crew, staff, and faculty may be in any of the backstage areas before, after, or during a performance.
• At the conclusion of the performance friends and family may not gain access to backstage areas through any of the stage spaces. They must exit the building through the lobby.
• Report any unauthorized persons to stage management or an available faculty / staff member.

I have read and understand all information contained in the Backstage Access section:

Initial and Date

Dressing Rooms/Green Room:
• The dressing rooms and green room will be kept clean at all times.
• Eating, drinking (other than water) and smoking are strictly prohibited in all dressing rooms.
• In no way should the dressing rooms/ green room be defaced or vandalized. This includes, but is not limited to; the unauthorized posting of any signs, the unauthorized use of decorative materials either permanent or temporary, and the use of adhesive materials on any surface.
• Only authorized production team members may be in either of these areas.

I have read and understand all information contained in the Dressing/Green Room section:

Initial and Date

Headset Usage and Etiquette:
• As the main purpose of these headsets is that of communication to insure the smooth running of the show they may not be used for personal conversation. Headsets are to remain free of offensive language, gossip, horseplay, and any conversations not directly related to the running of the show.
• No cast or crew member shall be on headset unless assigned to by stage management or production management, or in the case of extreme emergency.

I have read and understand all information contained in the Headset Usage section:

Initial and Date

Contact Information:
• Contact information for all performers and production team members must be supplied to stage management by each individual.
• A deadline for said information will be posted on the callboard and must be adhered to.
• All contact information is to remain confidential within the production.
• All performers and production team members must inform stage management of any changes to their contact information as soon as possible.
• The public posting of any contact information is strictly prohibited.

I have read and understand all information contained in the Contact Information section: ____________________________ Initial and Date

Publicity and Program:
• All persons shall cooperate with the publicity office in the preparation of program, biographical, and other promotional materials and provide information as requested.
• Program information will be posted on the callboard with a clearly stated deadline date for corrections and changes that will be made and initialed by each person.
• All persons will work in conjunction with the publicity office in the presentation of special events or performances as required.

I have read and understand all information contained in the Publicity and Program section: ____________________________ Initial and Date

2. Health and Safety for the Theater

Evacuation Procedures:
• Evacuation procedures will be reviewed with all cast/crew members during the first full technical rehearsal.
• The continuous sounding of a fire alarm is the evacuation signal. The University’s Zero Tolerance Fire Alarm Response Program requires that all building occupants respond to the sound of the alarm by immediately initiating evacuation procedures.

I have read and understand all information contained in the Evacuation Procedures section: ____________________________ Initial and Date

Special Effects:
• All haze, fog and atmospheric effects will follow Actors Equity guidelines and procedures.
• The use of a firearm on stage requires that all cast/crew members as determined by the production manager receive proper training.
• Firearms may not be used by anyone other than the assigned cast/crew member(s)

I have read and understand all information contained in the Special Effects section: ____________________________ Initial and Date

Performances/Rehearsals
• Use of technical gear during a performance or rehearsal by anyone other than the crew member assigned to it will not be permitted.
• Only persons directly related to the show are permitted backstage during a performance.
• A flash light will be kept on each of the prop tables during each performance or rehearsal under stage light conditions.
• Proper footwear must be worn at all times. Bare-feet, stocking feet, exposed toes, etc. are not permitted unless part of a costume.
I have read and understand all information contained in the Special Effects section: ____________________________ Initial and Date

**Catwalks/Balcony:**

- Entry into the catwalks/balcony during a performance or rehearsal is forbidden.

I have read and understand all information contained in the Catwalk/Balcony section: ____________________________ Initial and Date

**Fly Rail:**

- Use of the fly rail by anyone other than the Technical Director, Scene Designer, Lighting Designer, Production Manager, or someone directly appointed by them is not permitted.

I have read and understand all information contained in the Fly Rail section: ____________________________ Initial and Date

**Other Tips:**

- Keep the theatre and your workspaces clean. If the space is clean, the possibility of any accident is significantly reduced.
- Know where the first-aid materials are kept. Report all accidents, however minor to the Stage Manager, Production Manager, or Area Supervisor.
- No food or drink is permitted in the theatre space. Water in a closed container is permitted but all containers must be removed in a timely manner.
- If you have questions please ask. There is no such thing as a stupid question.
- Do not assume anything. Please ask questions if the information is not in this manual or has not been explained by the Director, Stage Manager or Production Manager.

I have read and understand all information contained in the Other Tips section: ____________________________ Initial and Date

### 3. Performers

**Responsibilities of the Performer:**

- Always show respect for your colleagues and staff.
- Be on time for all rehearsals and all calls. This means that the performer is **ready to begin** rehearsal at the posted rehearsal time. Please arrive early so you can warm up before the beginning of rehearsal.
- All performers must sign-in upon their arrival to rehearsal/performance.
- Any person who anticipates being late for or not attending a rehearsal due to an unanticipated reason must do the following:
  - Call the stage manager or director at least 3 hours before rehearsal.
  - Provide (and have documentation) an acceptable reason for tardiness or absence.
- Remember that even though "places" for each act will be called, you alone are responsible for all of your entrance cues.
- Take proper care of and make no changes in your costumes, props, or make-up.
- Eating, smoking and drinking (other than water) are prohibited while in costume.
• Maintain your performance as directed.
• Each performer is responsible for checking his/her properties and costumes before each rehearsal and performance.
• Each performer is responsible for reporting any damaged or missing prop(s) immediately.
• Appear at all curtain calls in complete and proper costume and make-up.
• Remember that eating and drinking (other than water) are strictly prohibited in all performance/rehearsal spaces. Performers should be "off-book" for a scene within 48 hours of blocking the scene or in accordance with the director's guidelines.
• All performers are required to provide their own make-up, hair styling products and undergarments unless otherwise noted by the costume designer.
• Performers are responsible for reporting any costume repair/replacement needs (on the forms provided in the dressing rooms) before leaving the theater at the conclusion of performance/rehearsal.
• Performers should not wear perfume, cologne, or scented deodorant during performances or rehearsals as a cast mate may be allergic to the scent.
• Proper footwear must be worn at all times. Bare-feet, stocking feet, exposed toes, etc. are not permitted unless part of a costume.
• Use of technical gear during a performance or rehearsal by anyone other than the crew member assigned to it will not be permitted.
• It is expected that all cast and crew uphold the integrity of the production. No changes may be made to blocking, scripted lines, props, costumes, hair/makeup, etc. without approval of the director prior to the performance.

I have read and understand all information contained in the Performer Responsibilities section: ____________________

Initial and Date

Performer Representative:
• Always show respect for your colleagues and staff.
• At the time of the first rehearsal, a performer representative will be elected by the cast.
• The performer representative will:
  o Be the collective students' voice through the production process.
  o Register any complaints by an individual in the cast or the cast as a whole to the department chair person.
  o Verify that the rules and regulation in this manual are being upheld from the beginning of the rehearsal process through strike by the faculty and cast.

I have read and understand all information contained in the Performer Representative section: ____________________

Initial and Date

Registering A Complaint:
• All persons shall use appropriate professional procedures for registering complaints. Unethical behavior, gossip, or negative attitudes will not solve the issue.
• As a cast member please register any complaints with the Performer Representative or your Stage Manager.
• To register a complaint please complete Addendum A and turn the paperwork into your the performer representative or your Stage Manager
• If necessary, you may also speak with your faculty mentor in private for more information on registering a complaint.

I have read and understand all information contained in the Registering a Complaint section: ____________________________________________

Initial and Date

4. Stage Management/Production Management:

Responsibilities of the Stage Manager:

• Always show respect for your colleagues and staff.
• Be aware of all evacuation procedures and safety guidelines. The stage manager is responsible for posting all calls including; rehearsals, performances, strike, photo-shoot(s), and postmortem.
• Attend all meetings as assigned.
• S/he shall prepare and maintain the Prompt Book, which is defined as the accurate playing text and stage business, together with such cue sheets, plots, daily records, etc. as are necessary for the actual technical and artistic operation of the production.
• The stage manager shall work with the director and the heads of all other departments, during rehearsals and after opening, in order to guarantee the successful running of said rehearsals and performances.
• Assume active responsibility for the form and discipline of rehearsal and performance, and be the executive instrument in the technical running of each performance.
• Insure that all doors are locked and lights turned off at the conclusion of all rehearsals/performances.
• All paper work and postings must be typed and easily read.
• It is expected that all cast and crew uphold the integrity of the production. No changes may be made to blocking, scripted lines, props, costumes, hair/makeup, etc. without approval of the director prior to the performance. Performers must maintain the artistic intentions of the director after opening.
• Distribute all notes to cast, crew, and production team members throughout the production process as needed.
• Maintain discipline of performers and running crew in conjunction with the director.
• **Ensure that all calls are posted and any changes to those calls are posted prior to 24 hours of the change or at the conclusion of the previous rehearsal.**
• Attend all production meetings and record/distribute the minutes of each meeting.
• Rehearsal logs, production logs and production meeting logs must be turned in before 10:00 AM following each rehearsal, performance or meeting.
• Insure that all production staff and department faculty are aware of any changes in the production.
• Assure the safe keeping of all props and furniture.
• The stage manager shall assist in all production auditions. Stage Management staff is required to participate in all strike activities.
• Insure that prior to rehearsals/performances all necessary doors are unlocked and rooms in satisfactory condition. The stage manager will also be responsible for securing the building at the conclusion of each rehearsal/performance.
• Performances/Rehearsals under performance lighting conditions will not be permitted unless all backstage running lights are on and in working order.
• Use of technical gear during a performance or rehearsal by anyone other than the crew member assigned to it will not be permitted.
• Only persons directly related to the show are permitted backstage during a performance.
• A flash light will be kept on each of the prop tables during each performance or rehearsal under stage light conditions.
• Live flame on stage requires a tire extinguisher in each wing. Each will be in the hand of an attendant with the pin pulled.

I have read and understand all information contained in the Stage Manager section: ______________________ Initial and Date

Responsibilities of the Assistant Stage Managers:
• Always show respect for your colleagues and staff. Provide support for the stage manager as needed.
  Attend all required rehearsals and all performances. Complete all duties as assigned by the stage manager.
  Attend all meetings as assigned.
• Be aware of all evacuation and safety procedures.

I have read and understand all information contained in the Assistant Stage Manager section: ______________________ Initial and Date

5. Running Crew
General Guidelines:
• Always show respect for your colleagues and staff.
• All running crew members are required to attend crew view, scene shift rehearsals, technical rehearsals and performances.
• Running crew members must be on time for all calls. All call times will be set by the Stage Manager.
• All crew members must sign in on the call board upon their arrival. No person may leave the theater after signing in unless given approval to do so by stage management. Once signed in at the designated call time for any performance, members of the crew must not leave the backstage area(s). This includes the intermission during the performance.
• No member of the running crew may leave a rehearsal or performance before being released by stage management.
• Appropriate work clothing should be worn for all rehearsals. Black clothing must be worn for performances and for final dress rehearsal. This means a long-sleeved black shirt (without large logos), long black pants, and solid black sneakers or work boots.
• Remember that the stage manager runs the performance. If you are on headset for a production you should not speak unless replying to: the stage manager, a call from the stage manager, or if there is an emergency.
• All members of the run crew must be in position and on headset no later than 15 minutes prior to curtain.
• Any and all presets must be completed and checked before the house opens.
• No run crew members should leave their position or the stage for any reason during a performance or technical rehearsal.
• Stage management, in conjunction with the faculty production manager and staff technical director, will assign specific run crew duties for each production.
• Adhere to all safety practices and procedures set forth by the technical director, production manager; and/ or stage manager.
• All running crew members should carry, on their person, at all times a flashlight and any tools deemed necessary by the staff technical director or faculty production manager.
• All persons should maintain order and cleanliness in their work areas at all times.
• No member of the running crew shall change any preset position without the prior approval of stage management. Report any unsafe conditions to stage management immediately.
• Use of technical gear during a performance or rehearsal by anyone other than the crew member assigned to it will not be permitted.

I have read and understand all information contained in the Crew: General Guidelines section:

Responsibilities of the Costume Running Crew:
• All crew members must sign in on the call board upon their arrival. No person may leave the theater after signing in unless given approval to do so by stage management.
• Before costumes are preset in the dressing rooms, insure that everything is clean, properly pressed, (less the costume is specifically designed to be dirty, distressed, or wrinkled) and hanging neatly from the rolling racks (costumes should be hanging right of the name tags).
• Insure the preset of the backstage/dressing room sewing kit(s). It should be properly stocked (pins of various sizes, sewing needles, thread of various colors, buttons, etc.).
• Carry, on your person, safety pins. This will allow you to easily take of emergencies.
• All costume items must arrive in the dressing rooms no later than 1 hour prior to curtain.
• Upon notification (by an actor) of missing costume items an immediate and thorough search for said item should be made.
• Costume emergencies should be handled by the costume crew. Only major repairs should be handled by the Costumer.
• After the conclusion of each rehearsal/performance all costume problem lists should be returned to the shop along with the costume(s) needing repaired.
• The crew will provide an empty basket for the actors to place dirty laundry in. Insure that items are not hanging from the basket edges and return the items to the shop for cleaning.
• The crew should be familiar with any quick changes and rehearse them with the actor(s) if necessary.
• Insure that full costume plots are posted in the dressing room(s) prior to the first dress rehearsal.
• Assist the actors with dressing and insure that the actor is properly dressed before s/he goes on stage.

I have read and understand all information contained in the Costume Running Crew section:

Responsibilities of the Prop Running Crew:
• Insure that all props are properly placed on stage and on the prop tables prior to 1 hour call.
• Immediately report any missing/damaged props to stage management
• Insure that all food items are fresh and in good condition.
• Insure that all glasses, plates, silverware, ashtrays, etc. are clean, dry, and sanitary before preset and prior to storing (at the conclusion of rehearsal/performance and strike.)
• Double check all presets prior to 1 hour call.
• Insure that all doors are properly bumpered prior to 1 1/2 hour call.
• Assist actors with the handling of cumbersome/awkward props in the wings for both entrances and exits.

I have read and understand all information contained in the Prop Running Crew section: _________________ Initial and Date
• Do not leave the stage for any reason (other than assigned). In the case of emergency, stage management may release you.
• Do not change any preset positions without first speaking to stage management.
• Insure that all props are stored and checked in at the conclusion of all rehearsals/performances.
• Under no circumstances should any props be struck prior to the end of each performance/rehearsal.
• Insure that all props remain in safe and good repair.
• Take all cues in accordance with the stage manager's calls.

I have read and understand all information contained in the Prop Running Crew section: ____________________________ Initial and Date

Responsibilities of the Deck Running Crew:
• All presets should be completed no later than 1 hour call.
• The stage floor must be cleaned (swept and/or mopped) prior to 1/2 hour call (house open).
• All presets should be double checked prior to 1 hour call. Insure that all scenery/decking is in safe, working order. Keep all hallways and backstage clear of scenery/debris (in accordance with the technical director’s instructions) at all times.
• Do not strike any items prior to the end of performance/rehearsal unless instructed to do so by the technical director or stage manager.
• Inform stage management immediately if any scenery/decking are in disrepair or missing.
• All items must be struck and properly stored at the end of each performance/rehearsal.
• Take all cues in accordance with the stage manager’s calls.

I have read and understand all information contained in the Deck Running Crew section: ____________________________ Initial and Date

Responsibilities of the Fly Rail Crew
• Do not bring/ take anything in/out before insuring all flies are clear.
• When flying (in or out) scenic elements clearly and loudly call "Flying line set # - ". Wait for a response from all persons on stage before moving the piece. (This practice applies to load-in/out, preset and strike.
• Insure that all breaks are secured at all times. (If a break is in disrepair manually twist and lock the line then inform stage management immediately).
• Always use caution when flying pieces during a performance. Watch for actors and other crew members during the entire time you are flying the piece.
• Prior to flying any piece for the first time be sure that you know how the piece moves and how it is weighted. Slowly fly it in and out to its trim marks and make any necessary notes on your fly rail cue sheet.
• At the conclusion of each performance/ rehearsal insure that each piece is flown to its high trim (storage position).
• All preset; must be completed and checked prior to 1 1/2 hour call.
• Take all cues in accordance with the stage manager’s calls.

I have read and understand all information contained in the Fly Rail Crew section: ____________________________ Initial and Date
Responsibilities of the Light Board Operator:
- Complete a lighting check in accordance with the designer's guidelines. This check should be completed no later than 1 hour call.
- Repair/replace any instruments that are not working properly if you have the proper training to do so.
- Inform stage management immediately if there are any problems.
- Where necessary, conduct a cue light check prior to 1 hour call and make any necessary repairs.
- Take all cues in accordance with stage management calls.

I have read and understand all information contained in the Light Board Operator section: ____________________________ Initial and Date

Responsibilities of the Sound Board Operator:
- Complete a sound check in accordance with the designer's guidelines. This check should be completed no later than 1 hour call.
- Repair/replace any speakers/mics that are not working properly if you have the proper training to do so.
- Insure that all headsets are set up and in proper working order prior to each performance. (All headsets must be struck and stored at the conclusion of each performance.)
- Inform stage management immediately if there are any problems.

I have read and understand all information contained in the Sound Board Operator section: ____________________________ Initial and Date

Special Effects:
- Live flame on stage requires a fire extinguisher in each wing. Each will be in the hand of an attendant with the pin pulled.
- Live flame also requires that any flammable items in the vicinity of the flame must be fire retardant or fire proofed.
- The use of chemical fog on stage requires that all cast and crew members are aware of its presence.
- The use of a firearm on stage requires that all cast/crew members as determined by the production manager receive proper training.
- Firearms may not be used by anyone other than the assigned cast/crew member(s)
- Pyrotechnics may only be used in the presence of a properly trained and licensed technician.

I have read and understand all information contained in the Special Effects section: ____________________________ Initial and Date

Headset Usage and Etiquette:
- The sound designer provides headsets for all productions and technical rehearsals.
- As the main purpose of these headsets is that of communication to insure the smooth running of the show they may not be used for personal conversation. Headsets are to remain free of offensive language, gossip, horseplay, and any conversations not directly related to the running of the show.
- No later than the beginning of the first technical rehearsal there shall be no less than; 1 headset stage left and stage right, and 1 head set for each board operator.
- No cast or crew member shall be on headset unless assigned to by stage management or production management, unless in the case of extreme emergency.
I have read and understand all information contained in the Headset Usage section: ____________________

Catwalks/Balcony:
- Entry into the catwalks/balcony during a performance or rehearsal is forbidden.
- All instruments hung in the catwalks or on the balcony shall be safety cabled.
- All wrenches used in the catwalks/balcony must have a safety line to attach to the technicians using them.
- No loose objects shall be left in the catwalk/balcony area. No one shall work underneath anyone working in the catwalk area.

I have read and understand all information contained in the Catwalk/Balcony section: ____________________

Fly Rail:
- Use of the fly rail by anyone other than the Technical Director, Scene Designer, Lighting Designer, Production Manager, or someone directly appointed by them is not permitted.
- All operators of the fly rail system will call out "Line is flying in (or out)" before batten moves in or out of the space.
- No one is permitted on the grid without permission of the Technical Director, Scene Designer, or Lighting Designer.
- All lines will be locked off when a fly man is not standing directly in front of it.
- All flown instruments shall be secured with safety cable.
- No persons other than the fly men, Technical Director, or Scene/Lighting Designer shall cross the fly rail safety line at any time.
- No props, costumes, or scenic elements may be stored behind the safety line.

I have read and understand all information contained in the Fly Rail section: ____________________

Other Tips:
- Always get instructions before operating any power/hand tools or any equipment. Be sure you know what you are doing before you do it.
- Pay close attention to what you are doing. Do not operate any tools unless you are giving it your undivided attention. Watch your work area for potential hazards such as wood with protruding nails and potential fire and electrical hazards. Either correct the hazard or report it at once.
- Keep your workspaces clean. If the space is clean, the possibility of any accident is significantly reduced.
- Know where the first-aid materials are kept. Report all accidents, however minor to the Stage Manager, Production Manager, or Area Supervisor.
- When working with materials that emit dust or fumes, make sure the work area is well ventilated and that you wear an appropriate mask.
- If you have questions please ask. There is no such thing as a stupid question.
- Do not assume anything. Please ask questions if the information is not in this manual or has not been explained by the Director, Stage Manager or Production Manager.

I have read and understand all information contained in the Other Tips section: ____________________
Addendum A
FIU Theatre Department
Production Complaint

Name: ____________________________ Date: ____________________

Explanation of Complaint: ____________________________________________________________
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Possible Solution: _________________________________________________________________
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All policies/procedures contained in this document will be followed without exception. Your acknowledgment of receipt of this information constitutes a binding agreement between yourself and the department of theater. After you have read and understand all of the information in this document please fill out the section below and turn it in to your Stage Manager. This document will be kept on file in the theatre office.

I ___________________________ have read and understand all policies and procedures in this Production Handbook. Failure to follow and uphold these standards may result in but are not limited to one or more of the following penalties: removal from the production, removal from or limited casting consideration for future productions, denial of letters of recommendation, loss of scholarship or removal from program.

______________________________   ___________________________
Sign                                  Date