Templeton-Blackburn Alumni Memorial Auditorium

Stage and Production Management

Procedures and Safety

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Overview

Event Services and Memorial Auditorium rely on its student Stage Managers to appropriately and diligently manage day to day tasks and operations within our performance spaces. Their main goal is to act in a professional manner at all times, and to take on a role as acting supervisor when an administrative staff member is not present. The duties range from supervising students to direct contact with clients and patrons. A large range of skills are required to successfully execute your duties as the acting stage manager of a production.

During production of a live event the Stage Manager is in charge of all departments and assures that they are working responsibly. The Show does not begin, and the house does not open or close without the consent of the Stage Manager.

The most important duty of the stage manager is to ensure that all employees, traveling crews, and patrons are always acting in a safe responsible way. Providing and maintaining a safe working environment is vital to the well being of our patrons, as well as success of any and all events that take place in the auditorium.
Expectations

Beginning of Each Shift
1. As you enter the back door using your Ohio University Student ID to enter, go directly to the card swipe machine, located by the key vault, and swipe in.
2. After the Stage Manager has swiped in they must access the key vault removing the Auditorium master, also known as an 11q (Key 1 in the vault)
3. If an administrator is not present to unlock the back door use the 11q key to unlock the East lobby doors to allow employees to enter.
4. After ensuring that employees can gain entrance to the building turn on the lights in the house and on the stage from the lighting panel located by the Stage Managers console. (pg.17)
5. Before employees arrive, print off the daily sign in sheet from WhenToWork (pg.12).
6. Visit your Basecamp (pg.14) account as well as your EMS account for any information regarding the event. Printing off any to-do lists you may find
7. As employees arrive make sure they swipe in on the card swipe machine located by the back stage door as well as sign in on the daily sign in sheet, as this is important to ensure all employees are present.
8. Ensure that all students scheduled to work are present for their shifts.
9. If employees are missing the Stage Manager must call the missing employee. If there is no answer, make a note that they have not made an attempt to contact you and inform an administrator as they well take disciplinary action. Remember to maintain a professional attitude regardless of how well you know the employee while you are attempting to contact.
10. After you have ensured all your staff is present and you have contacted those missing identify the department heads within our student staff.
11. As this is established check out a radio to each head as well as your Assistant Stage Manager if one is present.
12. If no administrator is present, and after checking both Basecamp and EMS, you find no details regarding the event contact your supervisor and request instructions.
Expectations Cont.

During A Shift: Pre-show

- It is expected that by the end of each shift all assigned duties will be completed in a proficient and timely manner.
- Ensure that all Stagehands are staying on task
- Assign duties appropriately to each individual based on their previous training, and that they have been signed off on each duty by a Technical Coordinator.
- Ensure that each employee is acting in a safe and responsible manner.
- Report *any and all* violations immediately to an administrator if a student is either:
  1. Endangering Themselves
  2. Endangering Others
  3. Endangering Our Equipment
  4. Endangering Our Infrastructure
- Regulate the use of the Pit lift and any Motorized linesets
- Regulate the use of the manual Fly Rail system
- Maintain a clear path underneath the *Fire Curtain* (See Emergency Procedures)
- Maintain a visible presence on stage or at the site of the event at all times
- Manage the Stage Managers toolbox, ensuring that all tools removed from the Workbox are Returned by the end of a shift
- Maintain the Stage Managers toolbox, replacing any consumables when they are depleted (Tape, Zip Ties, Writing Utensils)
- If client is present maintain a professional work environment and ensure the client is happy
- Provide meaningful and productive advice to both the client and stagehands
- Sweep and Mop Stage once set
Expectations Cont.

During a Shift: Show Call - 30 Minutes Prior to Opening House
- Ensure you are wearing all Black Clothing (Shoes, Memaud Shirt, Pants, etc.)
- Ensure all Stage Hands are wearing all Black Clothing (Shoes, Shirt, Pants, etc.)
- Assign Duties to Stage Hands
- Decide the appropriate pre-show safety announcement with the Sound Board

During a Shift: Show Call - 15 Minutes Prior to Opening House
- Make sure all Stage Hands are aware of any cues or scene changes they are involved with
- Test Clearcom and communication with staff
- Establish a line of communication with FOH staff
- Check to make sure the appropriate lights are set for house opening (pg. 17)
- Turn on Aisle lights (pg. 17)
- Spot Check stage that props are set and there are no unnecessary objects on stage prior to opening house
- Create a dialogue with the Client as to when they want to open the house
- Create a dialogue with the client as to when they want to start their event

During a Shift: Show Call - Opening House Procedures
1. Check with all members of Production Staff that they are set for top of show
2. Check with Client whether or not there will be a Hold
3. Do one last walk through of stage to make sure everything is in the correct location
4. Ensure that the Mauve Doors located on either side of the stage are closed
5. Cue the Lighting Board operator for Pre-show lights
6. Cue the Sound Board operator to play Pre-show music
7. Radio to the Front Of House Manager to open the interior house doors. The doors to the interior House should never be opened without the direct consent of the Stage Manager or an administrative staff member. If this occurs make a note of it and inform and administrator after the show.
Expectations Cont.

During a Shift: Show Call - Event Execution

- Maintain communication with all Production Staff via Clearcom
- Maintain Communication with Front of House Staff Via radio
- If given a Script follow along, marking your position, cues and appropriate notes
- Remain at the Stage Manager Console back stage right
- Be prepared for any cues and predetermined changes that may arise
- Check with the FOH staff on whether or not they advise a hold
- When it reaches the time, predetermined between you and the client follow these steps to start a show
  1. Inform Front Of House Staff to Close Interior House Doors
  2. Cue The Sound Board Operator to standby for the Safety Announcement
  3. Cue The Light Board Operator to standby to bring the house lights down to the show level
  4. Ensure performers are in their places for top of show
  5. Give the “GO” command to both Sound and Light Board operators to begin the show
- Stay attentive and alert in the case of an emergency
- Call cues as they are necessary

During a Shift: Show Call - Strike

- Check Basecamp for Instructions and to-do lists
- If no specific instructions are available return objects to where you found them
- Ensure the stage is clear of all objects/equipment unless otherwise noted
- Close the Main Curtain and fly to Grid
- Sweep and Mop
- Ensure that all Stagehands are staying on task
- Assign duties appropriately to each individual based on their previous training, and that they have been signed off on each duty by a Technical Coordinator.
- Ensure that each employee is acting in a safe and responsible manner.
- Maintain a visible presence on stage or at the site of the event at all times
- Manage the Stage Managers toolbox, ensuring that all tools removed from the Workbox are Returned by the end of a shift
- Work with the client to get them out as fast as possible so they leave happy
Closing Procedure

AT THE END OF EACH SHIFT IT IS SOLELY THE RESPONSIBILITY OF THE ACTING STAGE MANAGER TO ENSURE MEMORIAL AUDITORIUM IS PROPERLY CLOSED DOWN. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION

Perimeter Check
- At the end of each shift once all patrons and employees have left the building the acting stage manager must do a perimeter or P-check to ensure all the doors are closed and locked.
- Prior to an external p-check the acting stage manager needs to do an internal walk around to ensure there is no one left in the building and all lights and equipment have been powered down.
- Doors include but are not limited to:
  - Backstage Door
  - East Lobby Doors
  - North Lobby Doors
  - Side entrance Doors
  - Balcony Doors
  - Dressing Room Doors

Ghost Light
- Located backstage behind the Stage Managers console is a singular light with an Edison plug on it. Upon closing the Auditorium down this light must be plugged in and set onstage as a light which remains on at all times.
- Along with this the button in the lighting panel labeled “FOH” also must be turned on.
Safety

Safety is the most important job of any stage manager. You owe a responsibility not only to yourself but to your employees to ensure that they always feel safe and comfortable, as well as having the proper training, while doing any task. IF YOU EVER BELIEVE THE SAFETY OF ANYONE IS AT RISK IMMEDIATELY STOP AND ADDRESS THE SITUATION IN A CALM AND DECISIVE MANNER.

Fire Curtain
- The fire curtain is located within the structure of the proscenium archway
- This curtain is made up of a flame retardant material in order to create a shield between the backstage area and the house in the event of a fire
- In the event of a fire the fire curtain will release itself as it is triggered by sensors in the air
- AT NO POINT IN TIME SHOULD ANYTHING BE PLACED DIRECTLY UNDER THE FIRE CURTAIN
- If the Fire Curtain is deployed you should immediately locate the source. If no fire is detected call your supervisor or wait for someone who has been properly trained to raise the fire curtain.
Emergency Procedures

Located above the AED box at the Front of House platform is a mauve colored binder. In case of an emergency this binder has all of our emergency procedures. If you are unsure what to do call your supervisor immediately.

**Illness**
1. Attempt to Move subject into a comfortable position and out of direct audience traffic
2. If subject is *conscious*, question as to location and type of pain. Identify all symptoms (internal as well as external), and determine any potential treatment difficulties (such as allergic reactions to medications.) **DO NOT** administer any medication unless subject both provides and requests it. Offer to summon medical aid
3. If subject is unconscious, ascertain external symptoms (skin temperature, texture, color, etc.). Loosen clothing, especially around neck area. Check subject's person and personal effects for any "MedicAlert" bracelets, neckchains or 1.0. cards which might suggest a potential treatment difficulty or allergic reaction. Notify OU Dept. of Public Safety (x 1911) immediately; they will dispatch a Life Squad unit. On the phone first identify yourself and your location, then describe the situation and condition of the subject.
4. Notify your Direct supervisor.
5. Do not attempt any treatment yourself. Limit your involvement to making the subject comfortable, and obtaining information which might be of importance to a physician. If a conscious subject does not seem to be improving after a few minutes, offer again to summon medical aid. If in a few more minutes there is no change, telephone Public Safety and request aid.

**Injury**
1. Determine the extent of injuries. **DO NOT ATTEMPT TO MOVE** a subject I serious or questionable condition; unknown internal injuries can be seriously aggravated by moving. Within these limits, make subject as comfortable as possible
2. If subject is conscious, determine location and type of pain. Identify all internal and external symptoms, and determine any potential treatment problems (such as allergic reactions to medication.) Determine cause(s) of injury if known. Offer to summon medical aid; if subject refuses but is in obvious physical pain do so anyway.
Emergency Procedures

Located above the AED box at the Front of House platform is a mauve colored binder. In case of an emergency this binder has all of our emergency procedures. If you are unsure what to do call your supervisor immediately.

3. If subject in unconscious, DO NOT ATTEMPT TO MOVE. Ascertain external symptoms (skin temperature, color, texture, bleeding etc.). and notify Dept. of Public Safety at once. If the situation appears critical, House Manager may attempt to find a physician. If doctors are in attendance they are asked to leave their seat locations and pagers at the Box Office. Requests may be made over the house sound system if necessary.

4. Notify your direct supervisor of All injuries, whether sustained by cast, crew or audience, must be reported for the record. For insurance purposes and your protection, injuries will be reported to the Dept. of Public Safety and the Dept. of Environmental Health and Safety as a matter of course.

5. Make subject as comfortable as possible until aid arrives.
Online Accounts

Ohio University Event Services incorporates and uses three main databases which we incorporate into our system as a set of tools. The three main ones being, Whentowork.com, EMS project management, and base camp. Each of these databases serves as a different tool. All three of them, as well as other useful websites can be accessed by going to OUES.info.

**Whentowork.com**
- Scheduling software which is how we know who is working each shift
- Easily customizable as to adhere to an individuals schedule as to not schedule them while they are unavailable
- Great for students so they can input their school schedule

**Logging In**
- Go to OUES.info or whentowork.com
- Press “Sign in” in the upper left hand corner and enter your login information

**Printing off Sign in Sheets**
- Sign into your managers account
- On the top of the page is a blue bar, click on the button the says “REPORTS”
- From this page you will print off your sign in sheet.
  - Select your Date range, normally it will be Today
  - Select all “ALL PRODUCTION POSITIONS”
  - Go to “Daily Sign in Sheet” and select “print”
  - Remove the sign in sheet from the printer
Online Accounts

Changing a Shift

- Follow the initial Login process
- On the top of the page is a blue bar, click on “SCHEDULES”

- When you do that you will see all of the published schedule (See picture to the left)
- Select the shift which you want to choose by clicking on the persons name
- The screen below should appear
- From here you can change

- Start Time
- End Time
- Text
- Category
- Worker

- When Finished hit the “Save Changes” Button and the window will close
Online Accounts

Basecamp
- A Project Management website we utilize to communicate within the departments for reports and such
- Incorporates all manager positions within Ohio University Event Services
- Includes:
  - To Do Lists
  - Message Boards
  - Uploaded Files (Riders, Plots, Expectations)
  - E-mail conversations

Logging In
- Go to OUES.info
- Select the Wiki titled “Basecamp”
- You will immediately go to the front sign in page, enter your credentials and select “Sign in”
- *If it prompts you to choose an account select “OUES Production”*

Viewing Events
- To view an event select it by clicking on the title.
- *During your office hours check the “Stage Management” category for to-do lists*
Online Accounts

Ending Shift Reports

- At the finale of any show call shift a stage manager is expected to create an end of the show report detailing the event. Things to include are:
  - Missing or late employees
  - Any injuries sustained by the cast or crew
  - Notes of broken equipment
  - The start and end time of each event
  - Notes regarding any equipment previously not requested by client
  - Strike notes (if you moved anything or set up anything for the next show)

To do this select the show you are working from the basecamp menu:

- From here it will bring you to the event home page
- Select “New Message”
- Title the message “Stage Manager Post Show Report”

- Enter all the required information and select “Post this message”
- Remember Clients can see this so stay professional and Courteous, keeping personal comments to yourself
Stage Managers Toolbox

The Stage Managers toolbox is to be used upon the supervision of the stage manager in charge of any shift. At the beginning of each shift, every object listed below should be present in the box. If an item is missing then it is the responsibility of the acting stage manager to report a missing item at the beginning of his or her shift. Following each shift the acting stage manager must recover every item listed below and return the box to its designated location or disciplinary action will be taken.

The Stage Managers Toolbox Includes:

- 4 Kobalt Crescent Wrenches
- 1 roll of black gaff tape, at least halfway full
- 3 rolls of gaffers ¼ spike tape of various colors (yellow, green, red)
- 1 18 piece Kobalt socket set
- 1 Leatherman Super tool 300 ED
- 1 Slip joint plier
- 1 long-nose plier
- 1 Diagonal plier
- 1 Gerber Edge, Black handle
- 1 Gerber Obsidian, Serated
- 1 Roll of glowtape
- 3 Mini mag-lights
- 1 10pc Mini screwdriver set
- 2 adaptable screwdrivers
- 1 pair Wire strippers
- Pens and pencils
- 1 Small legal pad
- 4 Sharpies
Backstage Lighting

Back Stage Lighting Panel
Located Backstage by the Stage mangers console in the Stage Right wing is a lighting panel. This panel controls the House lights, as well as the wing lighting and on stage Work lights. See the picture to the right. When a light is turned on a red light will illuminate from the panel. It is important to make yourself familiar with this panel as you will have to control lights from backstage. An identical panel is also located at the Electricians console on the front of house platform. Also it should be noted that there is a light switch located above this panel to the right. This light switch controls the grid lights and should be off during any performance.

Aisle Lights
Also located backstage the Aisle light switch is found next to the power connect on the Stage Right wall. This light switch is to remain off until 30 minutes prior to the start of the show or presentation. This must be turned on if there are patrons in the house for a show. When it is on the red light to the right will glow.