

STAGE MANAGEMENT

WHAT THIS SHEET APPLIES TO

Anyone involved in stage management or assistant stage management during rehearsal periods and performance (including one-night events).

RISKS INCLUDE

Injury to others, damage to equipment and facilities, panic and tragedy in public emergency situations.

GUIDELINES, RULES, & PROCEDURES

- Be prepared. Know the locations of all first aid kits, fire extinguishers, fire blankets, fire alarm pull boxes, emergency exits, and phones. Convey this to the cast and crew.
- Sweep, and possibly damp mop, the stage floor before every rehearsal & performance. Make sure all nails, screws, splinters, etc. are cleaned off the floor – especially if performers are supposed to be bare foot.
- Remind cast to wear appropriate footwear during rehearsal and to avoid sandals, clogs, or other footwear that does not give adequate footing. If required to go barefoot, cast members should not be allowed to use the Scene Shop as a crossover until the Technical Director approves the shop as safe for this use.
- Before using any stage platforming, traps, stairs, ladders, or rigging in rehearsal consult with the Technical Director about stability and other safety concerns. Have performers walk the set slowly to get acquainted with the space before the rehearsal begins.
- The stage should be marked with Glo-Tape and running lights should be in place prior to the first rehearsal with stage lights.
- If firearms are used in a production, there must be written instructions about loading, testing, and firing such devices approved by the Technical Director.
- If a strobe or other flashing light is used during rehearsal, make sure individuals with epilepsy or other similar neurological disorders are informed beforehand. Flashing lights can trigger seizures.
- Discuss and rehearse evacuation plans with the cast and crew. Discuss safety precautions should live flame be used.
- "Buddy up" when traveling to and from rehearsals, particularly at night. Never check dressing rooms or isolated backstage areas by yourself.

FOR FURTHER UNDERSTANDING

Stern, Lawrence, Stage Management, 8th ed., Boston: Pearson/Allyn & Bacon, 2006.