

Marblehead Little Theatre

Facilities Use Handbook

Guidelines and Policies

www.MLTLive.org

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WELCOME TO THE MLT FIREHOUSE

The Firehouse Theatre is a Black Box theater measures about 1,600 square feet. One corner is designated as a tech booth, and there is attached one green room/dressing room.

The Firehouse Theatre has an occupancy capacity of 116, and normally seats an audience of 87. MLT provides black padded chairs and risers to be placed at the discretion of the Producer, in accordance with existing fire codes so as to maintain adequate aisle clearances..

The Firehouse is heated and air-conditioned and fully handicap accessible.

This guide is separated into four sections:

Section I answers general questions about reserving and renting the Firehouse and support spaces.

Section II provides information about the physical production of events in the Firehouse Theatre, and defines the roles of the event producer and Firehouse staff.

Section III outlines safety information

Section IV an addendum of resources, various forms, seating charts, and other support materials.

I: RENTING THE FIREHOUSE

RESERVATION PROCEDURES

Use the following guidelines when requesting a date for the use of the MLT Firehouse

SCHEDULING CONSIDERATIONS

Firehouse events, movies, auditions, classes and productions have priority use of the Firehouse. All MLT users should make every effort to have their dates and facility requirements on the calendar as early as possible, but in no case less than 6 weeks in advance.

The Firehouse is a flexible space black box theater. There is no pre set wing space, or traditional "backstage." The theater ceiling height is 11' and there is no fly space. Please contact the Facilities Manager for questions or to schedule a site visit.

RENTAL PARAMETERS

A rental of the Firehouse Theatre consists of a one 12 hour day, one event occupancy period with a minimum of 2 hours. The twelve hours may be split between technical need, rehearsal and performance, provided appropriate times are available. Black Box Theater rental is limited to the use of the first floor theater only and additional rental fees may be assessed for the use of second floor space.

The rental fee covers the cost of heat, air conditioning and utilities. You will be trained in the use of the environmental controls at your load-in. The rental fee does not include consumables such as gaff, spike or glow tape, tie line or lighting gels.

SCHEDULING TIME LINE

Scheduling of the Firehouse Theatre is on a rolling basis. Scheduling priority is given to MLT member groups. Once MLT usage is determined, the calendar is open to requests from outside organizations.

SCHEDULING REQUEST LETTER

Address requests to the Facilities Manager. The request letter should include:

1. Producing organization
 - a) Name
 - b) Address
2. indication if the group is classified as:
 - a) For Profit
 - b) Not-for-profit with 501(c)3 tax status
3. contact person for the producing organization
 - a) Name
 - b) Email address
 - c) Telephone number(s)
4. Dates and Times requested
 - a) Performance
 - b) Set Up
 - c) Break Down
5. Nature of the event
 - a) Description or Title
 - b) Number of performers

- c) Age of performers (under 10, under 18, adult, mixed)
 - d) Technical requirements
 - e) Expected audience
6. Whether the event will be recorded
 - a) Type of recording
 - b) Purpose
 7. Special requests

Be precise about times requested. It should not be assumed that additional hours are available or will be available without charge. Every effort will be made to accommodate requests.

RECEIPT OF THE REQUEST

The Producer will be contacted acknowledging receipt of the request. If possible, information will be included about the availability of the requested date(s).

CONFIRMATION OF HOLD LETTER

The Facilities Manager will send a confirmation by email indicating the date is being "held." Accompanying materials will include a licensing agreement and Producer's Handbook.

A "hold" is guaranteed for 30 days or upon receipt of a 50% deposit.

LOCKING IN A DATE

The producing organization may "lock-in" a "held" date by sending in a 50% deposit (or, if the event is within 30 days, a 100% deposit). If a deposit is not received, and another request is made for a date, the producing organization holding the date will have two business days to pay for the rental; otherwise, the date will be released. The group challenging the hold will be required to provide an immediate deposit in order to secure the reservation.

EXECUTING AN AGREEMENT

The producing organization will execute the agreement by signing and returning the contract with the appropriate deposit/payment. Payment in the form of a check or money order made out to **Marblehead Little Theatre** should be mailed to the attention of the Facilities Manager. One copy of the contract, signed by a representative of MLT, will be sent back to the producing organization. Full payment must be made no later than two weeks prior to the event date.

PRODUCTION INFORMATION

The Producer will fill out the Technical Requirements Form, forward it to the Facilities Manager.

Producers are cautioned not to publicize events or put tickets on sale through any ticket office until the entire reservation procedure has been completed.

No event will take place that has not been paid for in advance. Reserving one facility does not ensure the use of any other part of the building.

The Producer must provide proof of adequate insurance coverage. See the Insurance Requirements section below.

SPECIAL NOTE REGARDING REHEARSALS

The Firehouse offers no guarantee that the theater will be available for particular rehearsal periods unless those times are reserved in advance. Rehearsals should be requested at the same time an event request is submitted. Any delay in scheduling rehearsals lessens the likelihood of availability during the necessary/appropriate time periods.

INSURANCE REQUIREMENTS

Producers are responsible for securing all necessary insurance coverage, permits, financing and related sponsorship pertaining to an event prior to scheduled use and filing these with the Facilities Manager.

The contract specifies the types of insurance required. It states the following insurance requirements for users of the Firehouse Theatre:

A fully paid policy of public liability and property damage insurance covering the theatre and the time of use, naming Marblehead Little Theatre, 12 School Street, Marblehead, MA 01945 as additional insured.

Minimum limits of liability of \$1,000,000/\$2,000,000 or a single limit of \$2,000,000.

The insurance company used must be licensed to do business in Massachusetts and rated A-VIII or better by A.M. Best and Company.

A duplicate original or certificate for each such policy must be delivered to the attention of the Facilities Manager prior to the first time of use.

CANCELLATIONS WITHIN 60 DAYS OF THE EVENT DATE

The Producer will be billed for the balance of the rental fee plus any other costs associated with the reservation.

CANCELLATIONS 61+ DAYS BEFORE THE EVENT DATE

One of the following rental fee refund policies will apply:

If the theatre is not booked by another organization for the date in question: 0% refund of the 50% deposit.

If the theatre is booked by an organization in the same rental fee category for the date in question: 90% refund of the 50% deposit.

EMERGENCIES

BUILDING EMERGENCIES

The Facilities Manager, House Manager or a representative from MLT's Board may make the decision to close the building for safety or other reasons. Every effort will be made to reschedule any event canceled due to an emergency.

WEATHER RELATED

The staff of the Firehouse Theatre under the following circumstances, may cancel Theater events:

1. If it is impossible for all of the necessary Firehouse staff to be present for the event due to dangerous

- driving or walking conditions.
2. If a local, state or national emergency is declared.
 3. If the board chooses to close the building or cease activities.
 4. If the Facilities Manager, or in his absence the House Manager or Production Manager judge it unsafe to open for an event.

If the Firehouse representative cancels an event, all rent and associated costs paid to MLT will either be applied to another date or refunded to the producer.

If an event is canceled by the **producing organization**, all rental, box office and incidental costs associated with the event apply. See the Cancellation section of the Reservation Procedures section.

WHEELCHAIR ACCESS

The first floor Firehouse Theatre has wheelchair access. Entrance is from School Street via the ramp to the terrace. Wheelchair seating for events in the Firehouse Theatre is available through the ticket manager by calling the MLT main number and leaving a message.

Wheelchair accessible lavatories are also on the first floor of the Firehouse.

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II: PRODUCTION & TECHNICAL INFORMATION

PRODUCTION GENERAL INFORMATION

TECHNICAL REQUIREMENTS FORM

The Firehouse Theatre Technical Requirements Form must be submitted to the Production office two weeks before the event date. The Technical Requirements Form communicates event needs, critical date and time information, and indicates contacts for technical personnel. A meeting with the Facilities Manager or an Associate may be needed for technical staff orientation or to discuss particularly detailed events or set-ups.

ARRIVAL AND DEPARTURE TIMES

All arrival and departure times must be coordinated with the Facility Manager or designee. Early arrivals will not be accommodated unless prior arrangements have been made. Occupancy in excess of the agreed upon time may result in additional rental charges. Be sure to include time for lighting, audio, and/or video equipment set up and strike when arranging rental periods.

THE FIREHOUSE THEATRE PRODUCTION TEAM WILL:

1. Act as consultant to producer's technical staff, orienting them to facility use
2. Provide access to chairs, tables and other facility owned equipment
3. Assist in configuring the theater as required.

THE PRODUCING ORGANIZATION WILL:

1. Provide a stage manager/stage hand to be responsible for stage changes and getting performers on and off stage.
2. Perform set changes
3. Cue performers on and off stage
4. Operate the lighting and sound systems

FACILITY INFORMATION

GENERAL POLICIES

Please note the following items and practices are NOT permitted in the MLT FIREHOUSE:

1. pyrotechnics of any kind
2. animals, other than service animals - special consideration for may be made for performing animals
3. lit smoking materials
4. storage of bicycles, rollerblades, skateboards or other transport
5. removal or alteration of furnishings
6. affixing items to building structure or furnishings without prior approval
7. access to second floor is available upon prior arrangement
8. access to the third floor is available upon prior arrangement

STAGING, HANGINGS

All staging, hangings, and set ups must be approved by the Production Manager.

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ELECTRIC SERVICE

The Firehouse is equipped 3 phase 120/208 VAC. Numerous 120 volt outlets are available on all theater walls on the first floor level.

FLOOR CARE

The installation or use of any hardware, equipment or device which may cause excessive damage to the stage floor is strictly prohibited. Producers whose activity cause damage to the floor are required to repair the floor or in extreme cases may be required to replace the floor. If painting the stage floor area for your production, the stage floor must be repainted by you using **California AllFloor Paint, Black**.

FIREHOUSE THEATRE EQUIPMENT

The Production staff will work with the Producer's stage manager to install the initial set up of chairs, tables and other stage equipment based on information received on the Technical Requirements Form. The production staff will not assume responsibility for the set up or moving of equipment that is not the property of the Firehouse Theatre.

ELECTRIC KEYBOARD

Use of the Firehouse keyboards must be requested one month in advance. A fee for use may apply. The instrument is tuned to 440 Hz.

EQUIPMENT DELIVERY AND STORAGE

All producer equipment must be removed at the end of each event and the Firehouse Theatre returned to its pre-use condition. Equipment deliveries and pick-ups must be coordinated with the Firehouse production staff.

There is no long-term storage at the Firehouse Theatre. Short-term storage may be available and requires discussion and coordination with the Facilities Manager.

Marblehead Little Theatre is not responsible for any damage to or loss of any property that is stored in the Firehouse facility.

EQUIPMENT AND SEATING

Care should be taken to make sure lighting and sound equipment should not obstruct the view of the event patrons. The Producer must take full responsibility for responding to complaints and providing refunds for those patrons whose view is obstructed by any equipment.

DRESSING ROOMS

The 'Green Room' is adjacent to the Firehouse stage and is included with the event day rental. Dressing rooms and bathrooms for performers are on the second floor.

The Producer is responsible for securing personal belongings. The Firehouse is not responsible for lost or stolen property. Producers are responsible for lost or missing keys and will be invoiced for costs to replace locks if keys are not returned.

VIDEO & AUDIO PRESENTATION, RECORDING & BROADCASTING EQUIPMENT

In the interest of public safety, and in compliance with safety and fire codes, please note:

1. It is not permissible to set up any video equipment as to obstruct or impede movement in any aisle way.
2. If any video equipment and/or operators interfere with the audience's enjoyment of an event, the offending equipment and/or operator will be required to leave the Theatre.
3. Film or video projection vendors and equipment must be approved by the Facilities Manager before

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- agreements are finalized.
4. Authorization to record or broadcast by the Firehouse and Marblehead Little Theatre does not constitute a license to record or broadcast, nor does it grant any permissions or license pertaining to any copyright.

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AUDIO/VISUAL SYSTEM COMPONENTS

Samsung HDTV Tuner Model DTB-H260F

Samsung Blu Ray Player Model BD-D5100

Sony CD Player

Dennon Audio Visual Surround Receiver Model AVR-2307CI

7.2 Surround sound capable. 5.2 Speakers installed for viewing projected images and video.

The Firehouse is equipped with a remotely operated Film screen suspended above the east side of the stage. Image size: 9'h x 15'w Projection distance from screen to Projector: 30 feet

VIDEO PROJECTOR

Sanyo Model PLV-75/80 Multimedia Projector

Sound Inventory

Mackie Professional X22 – 22 channel mixer

Mackie 1402 VLZ3 14 channel mixer

2 Mackie SRM 450v2 Powered Loudspeakers

2 Mackie SRM 150 Powered Loudspeakers

2 KRK Systems Rokit 8, powered speakers

4 proficient AW650 – 6.5 inch non powered indoor/outdoor speakers

12 pack Shure ULXP4 Wireless Microphones

(Microphones may be rented for use in the Firehouse at a rate of \$50 per microphone used per week.)

2 Shure SM 58 LC wired hand microphones

6 Tripod speaker stands

3 boom mic stands

1 stand for a single Mackie 150 speaker

Tascam DR 40 – 4 channel digital recorder

2 Radial Pro Passive Direct input Boxes

50 foot audio snake – 16 channels xlr, 4 channels 1/4 inch

2 – 50 foot xlr cables

1 – 30 foot xlr cable

7 – 25 foot xlr cables

2 – 15 foot xlr cables

1 – 3 foot xlr cable

1 – 25 foot xlr to 1/4 in cable – F-M

1 – 15 foot xlr to 1/4 in cable – F-M

1 – 15 foot xlr to 1/8 in cable – F-M

1 – 20 foot xlr to 1/4 in cable – M-M

1 – 10 foot xlr to 1/4 in cable - M-M

2 – 100 foot 1/4 in to 1/4 in cable

1 - 50 foot HDMI to Digital Video cable

2 xlr to 1/4 in adapters

Variety of banana, 1/4 in, 1/8 in, RCA plugs, adapter and splitters.

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THEATRE LIGHTING SYSTEMS

Lighting is controlled via one ETC Express 48/96 Lighting Control System with ver 3.1 software. The technical manual resides on the table to the right of the light board.

ETC Technical Support # is 800-688-4116

Two Leviton Colortran Topaz 24 dimmer racks are located on the second floor, in the props room. 48 model 166-362 20amp 2.4kW Odimmers are available through the distribution system for use with a one-to-one dimmer/circuit configuration.

8 - 6 circuit multi-cables run from second floor to lighting grid. These cables are hard wired into the rack. No additional inputs to existing dimmer racks are available.

Dimming system is fed from a 175 amp 3 Phase switch on the first floor. CAM-LOCK connection is available on the second floor with prior permission.

The theatre's distribution system is equipped with stage pin connectors.

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Lighting Instruments and accessories:

MLT lighting inventory

Item	Size	Number
ETC Source 4	50 degree	20
ETC S4 Par	N/A	20
Leko	6X9	2
Fresnel	6"	8
Colorblaze 72 LED strip		3
Martin MAC 250 Entour		2
Travel Case		
Stage pin cable	5'	22
Stage pin cable	10'	10
Stage pin cable	15'	3
Stage pin cable	20'	2
Stage pin cable	25'	2
Edison cable (female)	3'-0"	1
Edison cable (male)	3'-0"	1
Edison cable (female)	5'-0"	1
2-for cable		10
DMX Cable	50'	3
DMX Cable	25'	4
DMX cable	10'	1
Gel frame	ETC S4	19
Gel frame	6"	
Gel frame	8"	23
Gobo frames	S4	8
ETC Par barn doors	S4 Par	15
Donuts for S4	4-10°	10

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HOUSE MANAGEMENT

The Producing Organization and Marblehead Little Theater staff share in the management of events at the Firehouse Theatre. House Management is the coordination of front of house activities on the day of an event.

PRODUCER

The Producer will designate an individual to act as the representative of the Producing organization regarding house management issues. This person will be the “point person” for the front-of-house staff, acting as the direct contact to the Facilities Manager.

The Producer may contact the Facilities Manager in advance to discuss the specifics of this role. By default, it will be expected that the “point person” will act as the representative of the Producing organization.

EVENT TIME LINE

The Production Manager, Theatre Manager, Producer and Stage Manager should follow the procedures outlined below. Changes to this procedure must be discussed in advance.

PRIOR TO THE EVENT

The Producer representative submits the Technical Requirements Form two weeks before the event. The Facility Manager and Producer representative will speak over the phone or meet to confirm arrival/ departure times, event specifics, and arrange times for deliveries.

DAY OF THE EVENT:

1. The Theatre Manager and Producer representative check in at the designated arrival time.
2. Pre-event tech schedule is confirmed.
3. House open time, light cues and intermission length are determined.
4. Late seating procedure is established.
5. Program booklets/inserts are delivered.
6. Ushers arrive; program booklets are stuffed, if necessary
7. The house opens.
8. Patrons are seated.
9. The Safety Announcement is made
10. The event begins.

DURING THE EVENT

1. Ushers handle late seating according to the established procedure.
2. The ushers handle most patron issues. The Theatre Manager and Producer representative are available to respond to patron, event and facility concerns as they arise.
3. The Stage Manager performs stage changes as needed.
4. During intermission, the ushers assist patrons
5. The Theatre Manager and the Stage Manager determine intermission end.
6. Patrons are informed by flashing lights, a call chime or verbally.

POST EVENT

1. The Producer's representative oversees strike, load out and removal of debris and trash.
2. Firehouse is returned to pre-event condition which might include rehanging instruments and repainting or repairing the floor.
3. Light board is turned off and covered.
4. Dimmer circuit Breaker is turned off.
5. Chairs are reset and covered.
6. The Theatre Manager and Producer's representative walk through stage, house and dressing rooms for damage, cleanliness, and belongings left behind.
7. In Winter, thermostat is turned down to 50; In Summer air conditioner turned off.

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EVENT POLICIES

SAFETY ANNOUNCEMENT

The Theatre Manager will arrange to have a short announcement made at the start of the event requesting that audience members refrain from photography, turn off cell phones and pagers, and acknowledge the nearest emergency exit.

LATE SEATING POLICIES

Producers must work with the Theatre Manager to determine a late seating policy for each event. Since late seating is challenging, it is advisable that an ample break for late seating be planned at an appropriate interval. The Producer's representative must be on hand to clarify late seating policy for patrons.

SEATING CHALLENGES

Producers are advised to retain house seats to accommodate VIPs or unforeseen ticketing issues.

CONCESSIONS

Sales of consumable concessions is limited to bottled water and other factory sealed items.

VENDOR'S LICENSE

The sale of goods, including t-shirts, souvenirs, etc., may require a vendor's license from the Town of Marblehead.. A license is not required for the sale of tickets, nor for the sale of books, CDs or other printed and recorded materials.

CATERING

For events where alcohol will be served, an Alcohol License may be necessary. The renter is responsible to obtain any required licenses and provide for TIPS certified bar staff.

All catered events must have prior approval of the Marblehead Board of Health and may require a permit.

LOST AND FOUND

Any items found in the theater, restrooms or dressing rooms are held at the Firehouse for limited amount of time. Lost and found inquiries should be directed to the Facilities Manager either in person or via email. Please note that unclaimed items are disposed of after one month.

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III: THEATRE SAFETY PROCEDURES

CONSTRUCTION and SHOP SUPERVISION

The supervisor is appointed by the Facilities Manager or his designee. No person other than a qualified supervisor or a professionally qualified construction employee may work alone in the firehouse or at times when a construction supervisor is unavailable to supervise the work.

The supervisor shall:

1. maintain all tools in a safe working condition
2. shall provide safety training and equipment as needed
3. ensure that appropriate first aid, firefighting and other necessary emergency equipment are available and maintained in good operating order
4. ensure that people working in the Firehouse use required personal protective equipment
5. conduct periodic safety inspections
6. promptly report accidents to the Facilities Director.

POTENTIALLY DANGEROUS WORK

Potentially Dangerous Work shall ONLY be carried out under supervision and includes but is not limited to the following:

1. Work on ladders more than two steps up
2. Any work with power tools, especially powered saws
3. Moving heavy objects
4. Any work involving electricity and wiring

STUDENTS AND VOLUNTEERS

Students and volunteers may only undertake such shop tasks that have been authorized by the supervisor or technical director. While carrying out such tasks, students and volunteers shall:

1. follow the direction of a shop supervisor;
2. observes shop safety rules;
3. refrain from working alone

TOOLS AND EQUIPMENT

1. Only those authorized to do so by a Supervisor, may work in the Firehouse. Operation of power tools and other potentially dangerous shop work, may only be done under the supervision of a Supervisor
2. Eye Protection or Safety glasses must be worn at all times while working with tools. Other protective equipment (ear plugs, hard hats, safety shoes, harnesses, etc.) must be worn as directed by a Supervisor.
3. You may not use any power tool until you have been trained in safe operation techniques
4. Do not remove machine guards without the Supervisor's authorization.
5. Disconnect power before making adjustments to power tools..
6. Take appropriate fire prevention precautions when your work generates heat or sparks, or involves open flames or flammable liquids.
7. Keep work areas tidy. When not in use, store tools, equipment and supplies properly.
8. Clean-up after you complete your work.

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FIRE SAFETY

1. Emergency exits should be clearly marked and accessible.
2. There should be appropriate fire extinguishers, in good condition and checked regularly.
3. There should be a working fire alarm and smoke alarm system.
4. All curtains, props, sets, and scenery should be fire resistant.
5. Costumes should be fire resistant if there is any fire effects.
6. No pyrotechnics of any kind are used.
7. Combustibles, waste materials and rubbish should be stored in approved containers or disposed of Properly.
8. Oily rags, paint rags, oily waste, or similar materials subject to spontaneous combustion should be kept in approved oily waste cans and emptied daily.
9. Keep stored combustible materials away from exits and fire equipment.

GENERAL STAGE SAFETY - FOR ALL THEATRICAL VENUES

1. Adequate trained adult supervision must be present at all times.
2. Stage area must be inspected before each performance to identify and correct any unsafe conditions. Stage floors must be kept dry and cleared of slippery materials. Stage floors should be checked for splinters, nails, etc.
3. Keep all walkways clean and clear of debris, tools, costumes and props.
4. Backstage stairs must have handrails and be kept clear at all times. Do not store anything in backstage stairways.
5. Stairs leading up to any catwalk or elevation must have rails, and be marked.
6. Elevations should be clearly marked and safe, and be made of secure construction.
7. Trap doors, pits, rotating and moving sections, grooves in the floor must be adequately and appropriately marked
8. Do not enter or exit sections of the stage that are moving or rotating unless absolutely necessary.
9. Smoking, the drinking of alcoholic beverages and HORSEPLAY are strictly prohibited on stage or backstage.

ELEVATED PLATFORMS AND WORK SPACES

1. All areas and platforms elevated above 4 feet should be guarded by standard railings.
 - a) Standard railings consist of a top rail, a mid rail, toe-board and posts.
 - b) Standard railings must be able to withstand 200 lbs in any direction on the top rail.
 - c) For metal pipe railing, the top rails and mid rail should be 1 1/2 inch in diameter.
 - d) If toe-boards are required, they should not exceed 3 inches and bottom clearance should not exceed 1/4 inch.
2. Guardrails are needed for wall openings that are 30" from the ground.
 - a) All guardrails should be designed for live load of 20 lbs per foot.
3. All floor openings must be guarded by a cover or guardrail on open sides.
 - a) If there is only a cover, when uncovered, the opening must be attended to by worker. Hinges, handles, and all other hardware must be flush with the floor.
 - b) If guardrails are impractical, there should be other mechanisms for preventing falling, such as tape markings.
4. A safety harness is required whenever working on open beams that are 12'+ high.
5. People must not ride on lifting devices that aren't meant for human lifting, or on any moving devices such as telescopes or fork lifts.
6. Platforms should be clear of all obstructions, and kept free of oils, grease or water.
7. If work is done on thrust-outs or other elevated surfaces of over 15 feet (e.g. trusses or beams), safety belts and lifelines are needed.

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SCAFFOLDING, LADDERS and RIGGING

1. SCAFFOLDING

- a) OSHA has strict regulations for scaffolding (CFR 1910.29 and 1910.29)
- b) Scaffolds should be erected & dismantled by experienced personnel using the proper equipment.\
- c) Scaffolds should be constructed to support up to 4 times the maximum intended load.
- d) Scaffolds should follow the Ontario 3 to 1 rule, meaning that the maximum height of a free-standing scaffold should be 3 times the narrowest side of the base. OSHA regulations allow a 4 to 1 ratio.
- e) Never erect scaffolding on top of barrels, boxes, cement blocks, or other unstable support.
- f) Guardrails are required on all scaffolds over 8 feet tall. If the scaffold is less than 45 inches wide, then there must be guardrails on scaffolds over 4 feet.
- g) Rolling scaffolds (towers) must have proper cross and horizontal bracing, and at least two of four casters or wheels must be swivel type with locking capability. People should not be allowed to ride on manually propelled scaffolds.
- h) Equipment being ferried up and down the scaffolding must be properly secured. All equipment on top must be secured to the main framework.

2. LADDERS

- a) Inspect all ladders before use to make sure they are in safe condition.
- b) Ladders with broken or missing rungs or other defects shall not be used. Rungs should be clean of oil, grease or water. Ladders should NEVER be painted (this can hide splits and defects).
- c) Do not substitute a chair, table or box etc. for a ladder.
- d) The ladder feet should be placed on a secure base, and the area underneath the ladder should be kept clear of debris and dry. Do not place a ladder on a table or box to increase the height.
- e) do not "splice" ladders together to create a longer one.
- f) All personnel should face the ladder while ascending and descending.
- g) A step ladder should be used only in the completely open position, and only climbed on the side with the steps. DO NOT stand on the top step.
- h) Wherever possible, use wooden or fiberglass ladders because of increased stability and their non-conducting properties.
- i) Non-skid safety feet should be installed on all straight ladders before use.
- j) Straight ladders should be kept on a level surface. They should be placed so that the distance from the wall or surface upon which it leans is about one quarter the length of the ladder.
- k) Tools and other objects should be secured against falling while using the ladder. Materials should never be left on the ladder, or dropped or pitched to another worker.
- l) Genies, other hydraulic lift systems and other bucket ladders can only be operated if all outriggers are in place.

3. RIGGING

- a) The operation, maintenance, and repair work on rigging equipment should be done by properly trained and qualified persons. They should be knowledgeable in operation and functioning of the equipment, safe use, routine maintenance, operation of safety devices, possible dangers during proper and improper operation, and emergency procedures.
- b) All rigging equipment shall be inspected before use, after alterations, and at regular intervals.
- c) All rigging materials should be properly rated and with safe load limits.
- d) Counterweights should be enclosed with a guard preventing passage underneath. The guards must be secured in place.
- e) Damaged or defective slings and ropes must be removed from service. Chains or ropes should not be shortened by knotting.
- f) Be sure all loads do not exceed the safe capacity of the system.
- g) Follow safe procedures when loading, unloading, or operating rigging systems.
- h) Unbalanced counterweight systems should be kept on the ground, for example while loading and unloading.
- i) Maintain visual contact with a moving piece at all times.
- j) Warn people on the stage and grid before moving any rigged scenery or other object.
- k) Maintain control of moving pieces at all times.
- l) Only assigned personnel shall have access to suspended work areas such as grids and catwalks.
- m) All hoisting systems should be secured to prevent accidental or unauthorized use.

Marblehead Little Theatre Facility Use Handbook

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ELECTRICAL SYSTEMS

1. All electrical work and wiring should be done in accordance with requirements of the National Electrical Code by licensed electricians. Only members of the electrical crew should make electrical connections to distribution boxes.
2. All electrical cables should use standard color coding: white - neutral; green - case or earth grounding; red, black and blue - live or hot wire; brown, yellow and orange -high voltage.
3. All electrical personnel should be aware of the load-bearing capacity of cables and boxes and not overload this capacity.
4. Cables should be routed, taped down or covered to avoid people tripping over them. Do not nailed or stapled to wood or attached to metal pipes or other metal materials.
5. Cables should not be spliced; connect only to approved terminals or connectors.
6. Check cables regularly for overheating, loose connections, fraying or other damage.
7. Extension cords used with portable electric tools should be three-wire type.
8. Worn and frayed electrical cables should not be used. Keep electric cables away from sharp corners or doors that can pinch and injure them.
9. Scenery brackets should be wired internally, and the fixture stem should reach through the back of the scenery where a bushing should be placed on the end of the stem. All fixtures should be securely fastened in place.
10. Portable stage switchboards must be supplied by outlets of sufficient voltage and ampere ratings. Portable switchboards must have a pilot light that is lit even when the master switch is opened
11. All circuits from a portable switchboard to be provided with suitable over current protection.
12. Portable switchboards shall be enclosed with substantial construction. All switches and circuit breakers should be externally operable and enclosed.
13. All AC circuits must be grounded. Maintain the integrity of all grounded circuits
14. Powered tools and electrical equipment with exposed metal parts must be grounded.
15. Temporary lights must be equipped with guards to prevent contact with the bulb.
16. Disconnect o shut off power before servicing electrical equipment.
17. Disconnect cables and instruments by pulling on the body of the connector - DO NOT pull on cables.
18. Don't touch bare wires.
19. Do not eat or drink around electrical equipment.

Marblehead Little Theatre Facility Use Handbook

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LIGHTING

1. All lights must be safely secured. All hanging instruments must have safety cables.
2. All lights and other powered equipment should be properly grounded.
3. Do not use deteriorated or poorly maintained lighting equipment fixtures, sockets, fixture wiring, etc.
4. Fixtures must be turned off and/or disconnected from the power source before being worked on.
5. Equipment repaired at the theatre should be checked for continuity and polarity before reuse. All lighting fixtures or stands should be properly supported to prevent tipping.
6. Install ground fault circuit interrupters (for AC), when using powered equipment within 6 feet of the possibility of water splashing.
7. Open-faced equipment should have shielding to protect nearby personnel from flying glass in case of an exploding bulb.
8. High voltage gas discharge lamps - such as neons, HMIs, CSIs and fluorescents - should be properly grounded, inspected for lens cracks that could leak ultraviolet radiation, and otherwise handled with the care given high voltage equipment. Personnel using them should be aware of the ballasts used and ensure all micro safety devices are working. Keep people away before striking the lamp.
9. All personnel should be warned of the dangers of ultraviolet radiation from "arc" type lamps, and care taken to protect against skin and eye damage
10. Adequate backstage lighting must be maintained
11. Lasers must meet requirements set forth by the FDA's Center for Devices and Radiological Health. Only those personnel with correct laser-operation permits are allowed to operate lasers.
12. Black light output should be low in ultraviolet radiation.

Marblehead Little Theatre Facility Use Handbook

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IV: APPENDICES

GUIDE TO "PUTTING ON A SHOW"

FIREHOUSE DAILY CLOSING CHECKLIST

FIREHOUSE RENTAL INTRODUCTIONS AND RATES

FIREHOUSE RENTAL AGREEMENT

FIREHOUSE FACILITIES TECHNICAL REQUIREMENTS FORM

FIREHOUSE COSTUME AND PROPS LOAN AGREEMENT

FIREHOUSE LIGHTING GRID LAYOUT

An updated theatre ground plan can be downloaded separately from the Theatre Rental area on mltlive.org

Marblehead Little Theatre Facility Use Handbook

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Firehouse Theatre Closing Check List

A/C first floor A/C second Floor (Summer)	Reset to 78 degrees Turn off from Controller in each room	Thermostat near bathrooms Controller on wall in large and children rooms	
Heat (Winter)	Reset 54 degrees	Thermostat near bathrooms	
	Turn Off Ceiling Fans	Slider Switch below Thermostat	
Dimmers	Turn Off at electric panel	Far right panel in green room - lower right breaker	
House Lights	Turn Off ALL 3 BANKS	3 left most switches to the left of front door of theater or all 3 switches below the thermostat.	
Exterior Front Landing and Ramp Lights	Turn Off at timer.	To the left of the front house light switches. Turn off by sliding switch to left. Leave on timer setting if performance scheduled for following night.	
Exterior Rear Lights	Leave alone - On timer		
Bathroom Lights	Leave alone – On timer	Inside of BOTH bathrooms	
Green Room lights	Turn Off Both Switches	Interior wall next to small hallway.	
Hall Lights and 2nd Floor Lights	Turn Off	Small 1 st floor hall, tower stairwell and any 2 nd floor lights	
Cover Chairs and Light board	Cover ALL padded chairs with cloth	Exception - if performance scheduled for next day or so .	
Doors	Close 2 nd and 3 rd floor stairwell doors	Firmly close and lock ALL 3 exit doors. Leave Vestibule doors as found.	
Retract Screen	Rocker Switch	On wall above utility closet	
Turn off Projector	Press and Hold	Button on Projector - till light goes off	
	Turn Of Power	Switch on wall above utility closet	
Cover Projector			
Cover electronic equipment			

Checked by: _____ Date: _____



Firehouse Theater

Rental Request Form

www.MLTLive.com

Name (Organization or individual): _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Tel (H or B): _____ (C): _____

E-Mail: _____

Event (Please Describe): _____

Date(s) & Times Requested: _____

Person in charge: _____ Tel: _____

Organization status (check): Not for profit For profit

Firehouse Rental Rules (see reverse for more)

- **Occupancy is limited to 116 people.** It is the renter's responsibility to maintain this limit. Seating set up must maintain access to all exits with aisles.
- **No smoking** in the building or on the grounds.
- Renter must obtain a certificate of insurance naming Marblehead Little Theatre as an additional insured in the amount of \$1,000,000/\$2,000,000 or a single limit of \$2,000,000.
- Firehouse must be left in the same condition in which it was found – chairs stacked, trash picked up and removed, lights off and building secured and locked.
- Total Rental Fees due a full two weeks prior to event.

Signature: _____ Date Submitted: _____

Title of applicant: _____

Approved by: _____ Date: _____

Fee: \$ _____ Deposit Received (date): _____ By: _____

Balance Received (date): _____ By: _____

Marblehead Little Theatre * Firehouse Rental Rules * Page 2

- Continued -

- The Marblehead Little Theatre Trustees and Directors reserve the right to revoke use of the Firehouse Theatre at any time without sustaining liability for any such revocation.
- No person shall consume or bring for consumption into the Firehouse Theatre or onto its grounds alcoholic beverages without prior consent of Marblehead Little Theatre. The use, sale, serving and consumption of alcoholic beverages may require the renter to obtain a liquor license from the Town of Marblehead and may require the hiring of professional bartenders.
- There shall be no flammable or hazardous materials of any kind brought into the Firehouse Theatre in conjunction with a production or event.
- The event sponsor shall be responsible for knowing all procedures for notifying public safety services in the event of an emergency.
- The person in charge shall:
 - Know the location of all fire extinguishers.
 - Know all evacuation routes.
 - Check all areas of the Firehouse after the event to make certain the building is empty.



Marblehead Little Theatre
12 School Street
Marblehead, MA 01945

(781) 631-9697
www.MLTLive.com

Renting at the Firehouse Theater

Facilities available for rental include a well equipped 87 seat Black Box Theater on the first floor and Classroom/Studio/Rehearsal space on the second floor.

The rates vary according to the days of the week and the status of the group or individual requesting the space.

A Firehouse Rental Request Form must be filled out and sent to MLT in order to rent at the Firehouse. Please review the Firehouse Rental Rules carefully before submitting the form.

The MLT Calendar is available on line at www.MLTLive.com. MLT will make the Theater available for live performances as a first priority. Other scheduled events (for example movies) can be pre-empted for live performances. However, MLT scheduled rehearsals and live performances will pre-empt outside events.

Firehouse Theatre Rental Rates

For Rental Contracts after June 1, 2014

OCCUPANCY IS LIMITED TO 116 PEOPLE.

First Floor Black Box Theater (Priced per day, minimum 2 hours)

Monday through Thursday - Not for Profits: \$200 For Profits: \$300

Friday, Saturday and Sunday - Not for Profits: \$300 For Profits: \$450

Second Floor Classroom/Studio/Rehearsal Space

9am – 2:30pm \$75 for 2 hours with a 2 hour minimum

After 2:30pm \$100 for 2 hours with a 2 hour minimum

All rentals are subject to availability with priority given to live performances.

The first floor Black Box Theater rental fees are for up to a full day of use, **for one event**. Additional fees may apply for use of the second floor when in conjunction with the rental of the **first floor Black Box Theater**.

A Rental Request Form must be completed and submitted to MLT in advance for approval and scheduling. A 50% non-refundable rental deposit is due upon acceptance of the rental. The balance of the rental fee is due two weeks before the beginning rental date.

Requests for specific dates may be submitted by regular mail to MLT at 12 School Street, Marblehead, MA 01945 or by email to Andrew@barnettrading.com

For a complete list of the **Firehouse Rental Rules and Usage Policies** please download a copy of the **Producers** Handbook from our web site at www.MLTLive.com

Marblehead Little Theatre reserves the right to modify the Rental Rates and modify the terms of use at any time.

Marblehead Little Theatre
FIREHOUSE TECHNICAL REQUIREMENTS FORM

EVENT INFORMATION

Presenter: _____

Date(s): _____

Title (as publicized): _____

Description of Event: _____ #of performers: _____

Will this event be ticketed?: YES / NO Type: GENERAL / RESERVED

Ticket Prices: _____

Times: Arrival _____ Event Start _____ Event End _____ Time Out _____

Program: Program Length _____ Intermission (Quantity and Length) _____

Pre-Show: Is there a pre-show event? YES / NO Start Time _____ End Time _____

**Doors will open one half hour prior to the advertised start of the event.
Pre-show event must be concluded at this time.**

Late Seating Instructions: (Please include timings)

First Late Seating: _____

Second Late Seating: _____

Post-Intermission: _____

Special Instructions: _____

Programs: Will there be programs for your event? YES / NO Delivery time: _____

The MLT boilerplate must be included in the program.

CONTACT INFORMATION

Presenting Organization: _____

Main Production Contact: _____ **Title:** _____

Email Address: _____ **Website Address:** _____

Phone: _____ **Fax:** _____ **Cell:** _____

	Name	Phone and/or Cell #	Email
Primary Contact (day of show)			
Stage Manager			
Lighting Designer			
Sound Supplier			
Audio Visual Supplier			
Rental Equipment Supplier			
Other important contacts			
Other important contacts			

Will your event be recorded? YES / NO If yes, what format? AUDIO / VIDEO / BOTH

Will there be a reception? YES / NO If so, where?

Will alcohol be served? YES / NO

Will merchandise be sold? YES / NO

MARBLEHEAD LITTLE THEATRE

Costume and Properties Loan Contract

Borrower: _____

Phone: _____

Address: _____

E-Mail

School/Org: _____

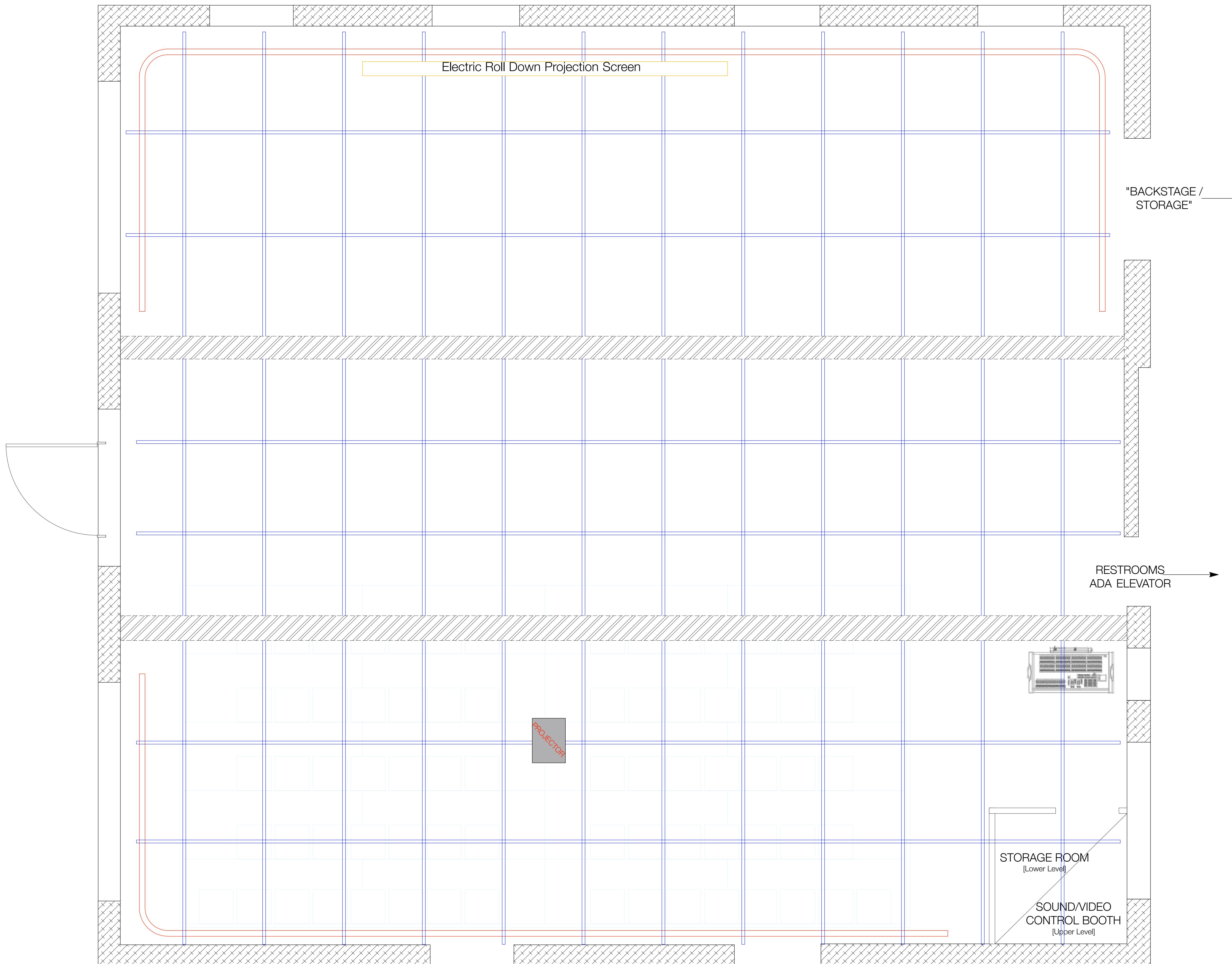
Project: _____

Loan Date: _____

Date to be Returned: _____

I have understand the loan policies, and agree that all borrowed properties are to be returned in good repair and all costumes are to be returned in good repair and clean.

BORROWER'S SIGNATURE _____ **Date** _____



NOTES:

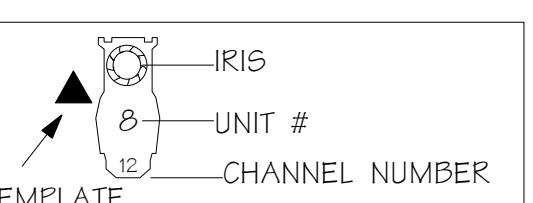
- ~ This Plot Signifies House Pipe Positions
- ~ Bottom of Pipe to House Floor is 10'-10"
- ~ The standard loading door is 46" w-x 78" h
- ~ An additional loading door (9' x 8') may be used with prior discussion and approval.
- ~ Standard seating configuration consists of 600 chairs on a 5 row tier platform on the west wall of the theatre.
- ~ All Lighting Units must be overhanging as to not interfere with cone of projection to the projection screen.
- ~ Black curtains on travel tracks wrap 3 walls to provide black out conditions in the theatre.
- ~ The theatre has no standard leg or borders hung or in inventory.
- ~ Assorted softgoods may be available upon request.
- ~ There is no Cyc on the rear wall.

Lighting Inventory:

16 - ETC Source 4 50
18 - ETC Source 4 PAR [WFL]
6 - Altman 6" Fresnel
2 - Altman 6x9 Ellipsoidal

Electrical and Control

ETC Express 48/96 DMX Control Console
48 ColorTran ENR 2.4k Dimmers located on the second floor of the theatre.
8 - 6 circuit multi-cables run from second floor to lighting grid. These cables are hard wired into the rack. No additional inputs to existing dimmer racks are available.
Dimming system is fed from a 175 amp 3 Phase switch on the first floor. CAM-LOCK connection is available on the second floor with prior permission.
House Lights are controlled by 3 wall switches by the main door. They are not able to be controlled by the lighting console.



THIS DRAWING REPRESENTS VISUAL CONCEPTS AND CONSTRUCTION SUGGESTIONS ONLY. IT DOES NOT REPLACE THE KNOWLEDGE AND ADVICE OF A LICENSED STRUCTURAL ENGINEER. THE DESIGNER IS UNQUALIFIED TO DETERMINE THE STRUCTURAL APPROPRIATENESS OF THIS DESIGN. IT WILL NOT ASSUME LIABILITY FOR IMPROPER ENGINEERING OR USE.

Benjamin Travis



12 School Street,
Marblehead, MA 01945
781-631-9697

SCALE: 1/2" = 1'-0" DRAWING 1
EXCEPT WHERE NOTED
DATE: 1/1/09
DRAWN BY: BCT
1 of 1

Theatre Plan



Marblehead Little Theatre

Putting on a Show
– A guide for Producers and Directors

“Welcome to the Theater” *Applause 1970*

Judy Garland and Mickey Rooney always made it look so easy to “put on a show.” But let’s not forget how much professional help they had to make sure it all look great the first time and every time.

You probably have yourself and a love of theatre...and maybe a couple of people willing “to help.” You may be the Producer or the Director or BOTH.

This guide was prepared to help you get a handle on the administrative side of “Putting on a Show.” It includes information and worksheets and checklist on scheduling, budgeting, and the people-ing necessary to have a successful and enjoyable theatre experience.

For thousands of years the theatre has been a source of entertainment, education and enlightenment. Since 1955 Marblehead Little Theatre and since 2006 the Firehouse Theatre have provided you, us and the community with the opportunity to learn and express the best in ourselves.

MLT provides the opportunity to experiment and grow while delivering extraordinarily high quality entertainment to our patrons. Enjoy the experience and to your delight, the audience with enjoy it along with you.

Much of what is contained in this guide is based on the “**Play Director’s Survival Kit**” by James W Rodgers and Wanda C Rodgers, and adapted to more appropriately fit our situations.

The Producer

You’re the leader of this whole project, the leader of the production team. It’s that simple.

You may represent Marblehead Little Theatre or another organization, and you may wear multiple hats, but you’re still the big “IT.” Everything about this production is your responsibility.

What is everything? It’s everything – from hiring and overseeing the Director to scheduling auditions, rehearsal and performances to raising money to paying the bills to promoting your show to selling tickets.

Sure hope you have lots of help!

Your production team is your lifeline to success. Recruit your team early, train them if necessary and then let them do their jobs. Your job is to help your team succeed in their jobs.

Marblehead Little Theater

Putting on a Show – A guide for Producers and Directors

You cannot do it all yourself and you shouldn't try. Putting on a show is so much more fun when done with a team, high performing team.

Here is a typical community theater organizational chart.

Theater Organizational Structure (typical)

Producing Organization

Producer(s)

Associate Producer(s)

Director

Assistant to the Director

Assistant Director(s)

Music Director

Musicians

Choreographer

Dance Coaches

Stage Manager

Production Coordinator

Audience & Services Manager

Technical Director

Designers:

Staff:

Front of House:

Promotion:

Performers:

Crew:

Actors

Crew Chief

Set

Builders

House Manager

Publicity Coordinator

Singers

Board Operators

Lights

Painters

Box Office Manager

Public relations

Dancers

Working Crew

Running Crew

Fly Crew

Sound

Costume

Props

Seamstress

Box Office Staff

Ticket Takers

Ushers

Concessions

Advertising

Graphic Art

Program

Advertising Sales Sponsorships

That's a lot of people!

Yes, but you may not need them all. If you are doing a straight play, you won't need a Music Director or Choreographer or even musicians. For shows at the Firehouse, you would rarely need a Fly Crew, and your Ticket Taker could double as an Usher.

The point is, what you need people is people you can rely on. Here are the people you will need for every production:

1. Production Manager (Producers)
2. Director
3. Stage Manager
4. Audience & Services Manager (House Manager and Ticket Manager)

Any of these positions that you do not fill, you will have to do yourself. It's so much better to fill them.

Marblehead Little Theater

Putting on a Show – A guide for Producers and Directors

No actors? No, actors are not part of the Production Team. They might do double duty, but in their capacity as actors they are performers and not production.

Production Managers – aka, Producers

This individual(s) works closely with the Director and is where the buck stops for all things outside of the rehearsals themselves. The “Producers” are responsible for:

1. Setting and living within a budget
2. Scheduling Auditions, Rehearsals and Performances
3. Booking rehearsal and performance space
4. Obtaining rights to shows, music, graphics, etc.
5. Recruiting production staff and volunteers
6. Participate in the audition process
7. Promoting and publicizing the show
8. Observe and follow ticketing policy
9. Overseeing or setting house policies

The Director

We think we know what the Director's job is. After all, we've all been directed at one time or another. But in fact, the Director's job is perhaps the one least understood job in the theatre. The Director's job is to "turn illusion into a form of reality."

The Director brings together ideas, inspiration, intuition and enthusiasm to create a vision for their show and then they must sell that vision to their staff and actors.

We normally think of the Director as the head coach, the person who assigns roles and tells the actors what to do, where to stand and how to get there.

But the Director is so much more. This person needs to be able to deal with the day-to-day processes that includes the details of auditions, design, staging and rehearsals.

A good director has extraordinary communication skills. They are good listeners, they see and respond to body language, they are intuitive and sensitive to others and to their audience.

A good director is a multi-disciplined artist:

- They understand and can manipulate line, mass, balance, composition, light, shade and color to achieve visual meaning.
- They understand and can use rhythm, volume, pitch and tone to bring out nuances.
- They understand and how to move bodies through space to communicate both subtle meanings and complicated ideas.
- They understand how to take diverse individuals and inspire them to work together as a high performing team.

A good director knows his limitations and knows when and how to rely on others.

Stage Manager

The Stage Manager is the leading executive in charge of the form and discipline of the rehearsals and performances. This person needs to be firm but tactful, remain calm during crisis, is organized and able to resolve problems before they happen.

The specific responsibility of the Stage Manager include:

1. Preparing the Audition and Rehearsal Space

Arrive 15 minutes early – turn on lights, ventilation, heat, A/C – sweep the floor - set the space to the start of the rehearsal.

2. Take Attendance and follow up on missing actors

3. Selecting and maintaining Rehearsal Props

4. Keeping Rehearsal Running Smoothly and on Schedule

Alert the director of any scheduling issues. Keep track of times. Call for breaks.

5. Preparing and Maintaining the Prompt and Cue book

The prompt and cue book is the production bible of the show. It includes entrance , sound and light cues, blocking notes, scene changes, prop notes and running crew instructions.

6. Prompting the Actors

This includes both entrance prompts and making sure actors deliver their lines.

7. Calling cues during performances

Stage Manager's Check list

Before Rehearsals

1. Arrive 15 minute early
2. Check Ventilation and Space Temperature (Know who to call in case of a problem)
3. Sweep the floor
4. Set up space for start of rehearsal
5. Check rehearsal props
6. Check bulletin board for notes
7. Start rehearsal on time

During Rehearsals

1. Call of try to locate missing actors
2. Keep rehearsal on schedule
3. During rehearsal – Prompt actors unless otherwise informed by director
4. Record notes, blocking, cues in prompt book

After Rehearsals

1. Collect and store rehearsal props
2. Turn off all lights and other equipment
3. Secure the building – windows and doors

During Performances (and dress rehearsals)

Before Curtain

1. Arrive 90 minutes early
2. Post sign in sheet and notes
3. Check for messages with House Manager
4. Mop stage floor

One Hour Before Curtain

1. Check for late actors.
2. Run Light and Sound checks
3. Check props for readiness
4. Set Stage

One Half Hour Before Curtain

1. Inform House Manager that House is ready to open
2. Give ½ hour call to actors and director
3. Secure actor valuables

Marblehead Little Theater
Putting on a Show – A guide for Producers and Directors

Ten Minutes Before Curtain

1. Five “ten minute” warning to actors
2. Check with all crew for readiness

Two to Five Minutes Before Curtain

1. Give places call to actors and crew
2. Check in with house manager
3. Start Performance when you get the go from the House Manager

During the Performance

1. Call all cues for lights, sound, scene changes and actors

During Intermission

1. Give two minute warning and places call

After Performance

2. Personally return all valuables to actors
3. Check with crew to make show everything has been cleared and put away
4. Follow theater closing procedures to reset thermostat, turn off lights and equipment and secure the building.
5. Unless other arrangements have been made, be the last person to leave.

House Manager

The House Manager is responsible for all thing dealing with the care and comfort of the audience. House Managers should arrive at the theatre as least 1 ½ hours before curtain. They should check the temperature in the space and make sure lobby areas, rest rooms and the seating areas themselves are in order and clean.

In many cases the House Manager and Ticket Manager work together. Both need to keep the Stage Manger informed at all times.

The House Manager should have a list of emergency numbers on hand, and know how to respond to any medical, fire or other crowd control emergency.

House Manager responsibilities include:

1. Setting exterior lights and interior temperature controls
2. Insure that public areas are clean and properly stocked ***including rest rooms.***
3. Coordinate with the Ticket Manager and Stage Manager
4. Preparing Programs for distribution
5. Ushers and seating policies
6. Pre Show Speeches – preparing what items are covered
7. Concessions – counting and safeguarding concession receipts.
8. Lobby Displays
9. Clean up after the show
10. Emergency responses – Medical, Fire, Weather, Power Failure, etc.

Production Schedule Check list

8 months to one year

Choose Production
Schedule Dates for Performance
Clear Dates for Tech and Production Week
Try to clear dates for Rehearsals
Obtain rights from publisher

6 Months

Recruit Stage Manager
Recruit Production Manager
Line up Production Designers
Hold Production and Design meeting

3 Months

Recruit Audience and Services Manager
Order Scripts
Announce Auditions
Layout Rehearsal Schedule
Hold Production Meeting

Musicals

Straight Plays

Hold Auditions
Cast the Musical

8 weeks

Start Rehearsals
Hold Weekly Production meetings
Organize Promotional Campaign

Hold Auditions
Cast the Play

6 weeks

Start Rehearsals
Hold Weekly Production meetings
Organize Promotional Campaign

4 weeks

Write releases - start promoting
Start advertising solicitations
Establish Front of House Policies
Talk to media - set up stories and interviews
Put up posters
Begin Building sets and props

3 weeks

Solicit ushers and ticket takers
Monitor Ticket sales

2 weeks

Sandwich boards

1 week

Tech Week

Volunteers, Operators, Crew
YOU ARE NEEDED!

The following is a list of positions that need to be filled by resourceful and responsible people for the upcoming production of _____.

Please indicate your support and interest by signing up below:

STAGE CREW – Assistant Stage Management (Number needed _____)

PROPERTIES CREW (Number needed _____)

RUNNING CREW (Number needed _____)

WARDROP (Number needed _____)

MAKEUP CREW (Number needed _____)

LIGHTING CREW (Number needed _____)

CHILDREN WRANGLERS (Number needed _____)

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Putting on a Show – A guide for Producers and Directors
USHERS (Number needed _____)

TICKETING (Number needed _____)

CONCESSIONS (Number needed _____)

LOAD IN/STRIKE CREW (Number needed _____)

Budget Checklist

Version	Dated	
Projected Income	Income	Expenses
Ticket Sales	\$0.00	
Concessions	\$0.00	
Sponsorships	\$0.00	
Grants	\$0.00	
Donations	\$0.00	
Program Ads	\$0.00	
Other	\$0.00	
Total Projected Income	\$0.00	
Projected Expenses		
Royalties		\$0.00
Scripts		\$0.00
Handling and Shipping		\$0.00
 Sets		
Designer	\$0.00	
Set Rentals	\$0.00	
Transportation	\$0.00	
Materials	\$0.00	
Storage	\$0.00	
Equipment rentals	\$0.00	
Construction Labor	\$0.00	
Paint Labor	\$0.00	
Total Sets		\$0.00
 Lighting		
Designer	\$0.00	
Equipment Rental	\$0.00	
Lightboard	\$0.00	
Instruments	\$0.00	
Other	\$0.00	
Purchases		\$0.00
Replacement bulbs	\$0.00	
Color Gel	\$0.00	
Gobos	\$0.00	
Tape and supplies	\$0.00	
Total Lighting		\$0.00
 Properties		\$0.00
Purchases		\$0.00
Rentals		\$0.00
Shipping	\$0.00	
Insurance	\$0.00	
Total Lights		\$0.00

Marblehead Little Theater
Putting on a Show – A guide for Producers and Directors

Sound		\$0.00
Equipment Rental		\$0.00
Sound Board		\$0.00
Speakers		\$0.00
Microphones		\$0.00
Other		\$0.00
Purchases		\$0.00
Recorded Music		\$0.00
Recording media		\$0.00
Batteries		\$0.00
other		\$0.00
Total Sound		\$0.00
Costumes, Wigs, Makeup		
Purchases		\$0.00
Costumes		\$0.00
Wigs		\$0.00
Makeup		\$0.00
Rentals		\$0.00
Cleaning		\$0.00
Shipping		\$0.00
Dry Cleaning		\$0.00
Washing		\$0.00
Services		\$0.00
Other		\$0.00
Total Costumes, wigs, makeup		\$0.00
Programs		
Design/Layout		\$0.00
Printing		\$0.00
Total Program		\$0.00
Space		
Rental		\$0.00
Maintenance (janitorial)		\$0.00
Security		\$0.00
Total Space		\$0.00
Tickets		
Layout		\$0.00
Printing		\$0.00
Ticketing service		\$0.00
Credit card Fees		\$0.00
Total Tickets		\$0.00
Promotion		
Advertising		\$0.00
PR		\$0.00
Posters		\$0.00
Handbills		\$0.00
Other		\$0.00
Total Promotion		\$0.00
Contingency		\$0.00
Total Projected Expenses		\$0.00
Total Projected Profit (Loss)		\$0.00

Property List

Use the following form to list all properties needed in this production. Make sure to include all known Set, Hand, Personal and Décor Props

Property Production Checklist

This form is to be used by the Props manager, Stage manager and Assistants to ensure all Properties are in their proper location during the production.

Property Inventory List

Use the following form to list all Borrowed or Rented Props

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