



**Yale University**

**GUIDELINES FOR UNDERGRADUATE  
THEATRICAL PRODUCTIONS  
and  
SPECIAL EVENTS**

*Prepared cooperatively by Yale University's Office of Undergraduate Productions,  
Yale Fire Code Compliance Office, and Yale Environmental Health & Safety*

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## **Introduction**

Theatrical, musical, and dance productions as well as other special event performances are important components of undergraduate student life at Yale. Although a small number of these events involve visiting performers, most are designed, produced, and performed by Yale College students. These performances range from formally organized and scheduled productions to more *ad hoc* special events within individual Colleges.

Regardless of their scope, all student theatrical productions and special events must meet certain mandatory fire and safety requirements prior to opening. Faculty advisors and College Masters share responsibility for informing students about these requirements and for making students aware of the procedures for reserving and using performance spaces on campus. In turn, students are responsible for observing these requirements, obtaining necessary approvals from oversight departments, and directing any questions or concerns to their advisors and administrators.

This document outlines the basic procedures and regulations that govern undergraduate theatrical productions and special events. Failure to meet them may be grounds for stopping an event and revoking the privilege to produce additional events. Copies of this document and all of its attachments are available in hardcopy from the University Contacts shown at the end of this section or their websites.

## **Performance and Event Spaces**

The spaces available for undergraduate performances and special events range widely in sophistication and capability, from the professional-level Off Broadway Theater, to multi-purpose rooms with some dedicated lighting or sound systems, to simple open spaces like a dining hall, common room, or courtyard. Since the capabilities and limitations of individual spaces dictate the level of technical complexity that a production may entail, it is important that producers consult the attached Student Performance Space Summary Matrix (Appendix A) and match the type and scale of their production to the capabilities and limits of the proposed location.

## **Theatrical Productions and Special Events**

Theatrical productions include undergraduate dramatic, musical, dance, and operatic productions performed before an audience. Special events cover most other undergraduate presentations and events occurring in Yale University or Yale College space. Note that all University spaces fall under the jurisdiction of the Yale Fire Code Compliance Office, Yale Environmental Health and Safety, and the department that owns or manages the space (e.g., College Master's Office, Chaplain's Office). Theatrical and dance productions planned for the Off-Broadway or Whitney Theaters, as well as those produced by the Theater Studies Program and by registered undergraduate organizations such as the Yale Dramatic Association, also fall under the responsibility of the Office of Undergraduate Productions.



## **Administrative Resources**

Producers and directors planning a theatrical production or special event must interact with several University departments, as described below in general order and content:

***College Masters Offices*** provide oversight and control of all spaces within the residential colleges. Permission to use a residential college space for a specific production date(s) must be obtained from the applicable Master's Office. Students seeking permission for a College-based event must obtain and complete a Pre-Production Application Form (Appendix B).

***Theater Studies Program*** provides academic advisement and limited funding for Senior Projects. Project proposals must be presented to the Theater Studies Director of Undergraduate Studies in order to reserve production spaces and dates. Seniors seeking permission for a production must obtain and complete the Pre-Production Application Form (Appendix B).

***Office of Undergraduate Productions (OUP)*** operates under the Yale College Dean's Office, and is the University's key design and material resource for undergraduate theatrical productions and some special events. OUP maintains a rental inventory of theatrical lighting and sound equipment, props, costumes, supplies, and hand tools, and can also provide referrals for specialty supplies. The OUP is responsible for undergraduate productions at the Off Broadway and Whitney Theaters, as well as those produced by the Theater Studies Program and registered undergraduate organizations such as the Yale Dramatic Association. The OUP also provides as-requested guidance and technical assistance for productions at residential colleges.

***Yale Fire Code Compliance Office (FCC)*** provides technical advice on fire and life safety issues associated with theatrical productions and special events. The Yale Fire Inspectors also perform life safety evaluations of performances prior to opening and coordinates periodic event inspections with the New Haven Fire Marshal. On occasion these inspections will be unannounced and may result in a requirement to hire a University Fire Inspector for the performance.

***Yale Environmental Health & Safety (EHS)*** provides technical advice on specific safety and health issues and serves as an additional resource on production safety. EHS review is not mandatory, but will provide oversight and safety review as needed or requested by anyone involved in the production or any of the named approval authorities.



## University Administrative Contacts

Dept.	Office of Undergraduate Productions	Yale Fire Code Compliance Office	Office of Environmental Health & Safety	Theater Studies Program	City of New Haven Fire Marshal
Address	Off-Broadway Theater 41 Broadway	344 Winchester St Suite A-155	135 College St	212 York Street, 2 <sup>nd</sup> floor	952 Grand Ave.
Contacts	Jim Brewczynski, Production Supervisor Rorie Fitzsimons, Senior Technical Director	Anthony Kearns Director	Peter Pielli Safety Engineer	Toni Dorfman, DUS Audrey Healy, Admin Asst	Joseph Capucci Fire Marshal
Office Phone	432-6416 (JB) 432-6417 (RF)	432-0750	785-7422 785-3550	432-3282 (TD) 432-1310 (AH)	946-6227
Cell	314-6561 (JB) 314-8476 (RF)		627-7052		
Pager			370-9125		
FAX	432-6415	432-8937	785-7588	432-1308	946-8383
Website	<a href="http://www.yale.edu/oup">www.yale.edu/oup</a>		<a href="http://www.yale.edu/ehs">www.yale.edu/ehs</a>	<a href="http://www.yale.edu/theaterstudies">www.yale.edu/theaterstudies</a>	

Note: Unless otherwise noted, all telephone numbers are area code (203).

## Student Responsibilities

All students involved in undergraduate productions and events share responsibility for the safety of their show, crew, cast, audience, and the performance space itself. This includes following all applicable fire and safety rules and regulations, seeking specific guidance from appropriate University officials, and applying good judgment and common sense.

### *Producers, Directors, Designers, and Technicians*

- By the nature of their roles within a production, producers and directors hold the highest levels of responsibility, including submitting all required pre-approvals for their production, overseeing applicable pre-production evaluations, correcting identifiable hazards or problems, and promptly summoning help in the event of an accident or other emergency.
- Producers and directors must attend the Producer’s Meeting held at the beginning of each semester in the space that they have reserved. Contact the manager of the space for the date and time.
- Producers, directors, and designers must read and obey the restrictions contained in the Prohibited, Supervised and Unsupervised Activities (“The ABC List”) (Appendix C).
- Students planning to use ladders, scaffolds, lighting equipment, or stage draperies in their production must attend one of the Ladder/Scaffold/Fire Safety Workshops scheduled at the beginning of each semester. Contact the OUP for the dates and times.



- Students working on the technical side of Yale Dramatic Association productions must attend one of the Technical Orientation Workshops scheduled at the beginning of each semester. Contact OUP for the dates and times.
- Producers must conduct a pre-production Fire Drill with all members of the cast and crew and document the event, including all participants, on the theater's main bulletin board.
- Producers must post the Special Events Review Form (Appendix D), including documentation of Fire Drills, on their theater's main bulletin board.
- Producers must read and obey the "Right to Produce" Policy (Appendix E) governing the lawful use of property covered by copyright protection. These include copyrighted plays, music, songs, poems, and any other intellectual properties. Producers must provide OUP with written proof of their Right to Produce.
- Producers must also read and obey the restrictions contained in the Stage Combat and Weapons Policy (Appendix F) in their theatrical productions.
- Producers are responsible for the timely notification of any accident, incident, or injury that may occur during the rehearsal or performance process to their faculty advisor(s) and the OUP, Fire Code Compliance, or Yale EHS, as necessary.
- Producers and designers are responsible for the return of goods and materials purchased with University funds (i.e., Creative and Performing Arts, Dean's, Master's, Theater Studies or other) to the OUP storage at 305 Crown St as soon as possible, preferably the Sunday afternoon following strike. The OUP will provide the producer with a receipt to use for reimbursement purposes.
- Producers and designers are responsible for the timely return of borrowed or rented goods and materials to their owner within two days of the close of their production.
- Producers and designers are encouraged to review the Vendor Resource List (Appendix G) for production supplies and services.

### ***House Manager and Ushers***

- The House Manager and a sufficient number of Ushers must be designated in advance of each production. A minimum of 2 Ushers and the House Manager must be on duty at all times during the performance. One additional Usher is required for every additional 25 seats, i.e., productions with up to 50 seats require 2 Ushers, 51 to 75 seats - 3 Ushers, 76 - 100 seats - 4 Ushers, and so on.
- House Managers and Users must know the location of the nearest Fire Alarm Pull Station(s) and Telephone or Emergency Blue Phone. These individuals must also carry a flashlight during performances and know how to use a fire extinguisher.



- House Managers are responsible for training Ushers in exiting procedures and in the location of all Exits, Fire Alarm Pull Station(s), and Fire Extinguishers.
- The House Manager must make the following public announcement on stage or over a public address microphone, with the house lights on, prior to the beginning of each show:
  - **Ladies and Gentlemen, welcome to tonight’s performance of \_\_\_\_\_, here at the \_\_\_\_\_ Theater.**
  - **Please note that Smoking is Not Permitted in the audience or adjacent exit ways.**
  - **Also note the locations of all of the emergency exits, located at the \_\_\_\_\_ (front, rear, side, etc, with hand gestures) of the theater.**
  - **In the event of an emergency, please gather your personal belongings, exit in an orderly manner, and gather at \_\_\_\_\_ until emergency responders arrive.**
  - **Please, turn-off your cell phones and pagers and please no photos, videos or recordings of any kind.**
  - **(Announcement of strobe light use if applicable): Please be aware that this production uses strobe lighting effects.**
  - **Thank you, and enjoy the show.**
- House Managers and Ushers must ensure that all areas used to produce or support a show are kept clean and orderly. Special attention must be paid to keep halls, doorways, and aisles free from clutter, debris, or other obstruction.
- The House Manager must inspect exit-ways along their entire course prior to each show. Exit doors may not be chained or locked, and any snow or ice must be removed.

## General Production Responsibilities

### *Aisles, Exits and Exit Ways*

- A minimum of two (2) exits are required from all performance and audience areas; and at least three (3) are required from audience areas if seating exceeds 500 people.
- Aisles and exits may not be blocked by any object, for any reason, at any time. Nothing may be stored, even temporarily, in an exit way.
- All aisles, exits, and stairwells are to be lighted at all times. At no time may the house lights be fully blacked out, unless specific lighting for all aisles, exits, and stairs is provided. The edges of all stages, steps, and openings must be marked with glow tape throughout the space, with a 1 inch strip of white paint or ½ inch striped marks every 12 inches.
- No audience standees are permitted in theater aisles at any time during a performance.
- Exit signs must be lighted and visible at all times. No mirrors, drapes, or other items may be affixed to, block, or otherwise obscure vision of the exits or exit signs.



- Fire exit doors, crash bars, door closure hardware, and hand railings may not be painted, covered, removed, or otherwise modified.

### ***Costumes and Properties***

- Costumes, stage props, and other materials that are purchased with University funds remain the property of the University once the production is completed. These items must be turned over to the OUP within two days after the close of the production.
- Stage properties that could be considered dangerous weapons (e.g., actual or simulated knives, firearms, etc) are subject to the Weapons Policy. Contact the OUP.

### ***Fire Safety***

- The Yale Fire Code Compliance Office provides a sufficient number of appropriate fire extinguishers to each theater and assembly area. Students are responsible for ensuring that extinguishers are readily accessible and available at all times, and that one is located at each exit of the theater, one at the lighting control panel, and at least two are behind the stage or scenery.
- Open flames, cigarettes, other smoking materials, torches, candles, smoke generation machines, explosives, flash powder, firearms, and the like are prohibited.
- No cooking of any kind is allowed in undergraduate productions.
- Fire extinguishers must be left on their wall mounts at all times and may not be used as door stops or for any other purpose.
- Fire protection and life safety devices may not be disabled or in any way tampered with.
- Highly combustible or flammable items are not permitted. The offstage side of all non-treated scenic materials must be back painted. Scenery, fabric flats, and props will be fire tested by the Fire Inspector.
- All fabrics, bed clothes, muslin flats, and other scenery must be treated with flame retardants. The OUP will provide workshops and advice in obtaining and applying fire retardants. Flame retardant projects must be limited to a total of no more than 100 square feet of material.

### ***Lighting and Electrical Devices***

- Lighting and electrical devices must be commercially available, plug-based products that require no field wiring. All electrical devices must be Underwriter's Laboratory (UL) approved and tagged. Exceptions to these basic electrical safety rules will only be considered after consultation with and approval by the OUP, EHS, and/or Yale Fire Code Compliance. Any actual wiring must be performed by a licensed electrician.
- All electrical extension cords must be fully insulated, with three prong grounded connectors. Lightweight "zip cords" and flat wire cords are not allowed.



- Lighting, sound equipment, and rigging may not be affixed to fire sprinkler pipes, nor may cables or equipment be run through or across aisles or exit ways.
- Any floor-run temporary wire or cable runs must be securely taped to the floors or walls.
- Theatrical lighting and sound equipment must have safety cables through the equipment and secured around a yoke to the supporting structure.
- Light fixtures without lenses must have a safety screen or gel securely fastened to the lighting fixture to protect the exposed lamp.
- Lighting equipment and all other rigging over the audience seating area is highly discouraged. Where used, lighting towers must be secured at the top, bolted to the floor, and secured or sufficiently weighted at the bottom to prevent falling. Lighting towers or booms up to ten feet tall and/or with up to four lights must have at least 125 pounds of counter-weight secured to the base. The use of towers or booms greater than ten feet high or with more than four lights is prohibited at all locations except the Off-Broadway and Whitney Theaters, and events produced by the Yale Dramatic Association.
- Strobe lights may only be used in a production if their use is described on all posters, programs, and publicity announcements and also directly to the audience during the pre-show public announcement. This is to ensure that audience members with certain pre-existing ocular or neurological conditions will be aware of pending strobic light.

### ***Painting***

- When permitted by the OUP, scenic painting may only occur in authorized work areas with appropriate supervision.
- Only water-based paints, stains and coatings may be used for scenic flats, platforms, backdrops, and props, etc.
- Painting must be done only in well-ventilated areas, with adequate protection against splashes and spills. Drips and spills must be cleaned up immediately.
- Used or unwanted paints must be disposed of promptly and properly. For water-based paints, cans should be opened and the paint allowed to evaporate to dryness, and then discarded as trash. No other materials may be discarded down the drain or put into the trash. Instead, contact Yale EHS (785-3551) to arrange for a waste pick-up.

### ***Safety Evaluations***

- All undergraduate productions and special events must undergo pre-production fire and life safety evaluations by the Yale Fire Code Compliance Office to ensure compliance with the Connecticut Fire Safety Code. These pre-production inspections are generally scheduled in conjunction with the City of New Haven Fire Marshal for the Wednesday afternoon prior to openings. The Producer and/or Director, and when available the House Manager, must attend



these inspections.

- Students planning productions at the Off-Broadway and Whitney Theaters, certain residential college productions, and those produced by the Yale Dramatic Association must coordinate all aspects of their production with the OUP.
- Yale EHS assists with safety evaluations where other safety issues might arise or require additional technical review.
- Producers must conduct a pre-production Fire Drill with all members of the cast and support staff, and document the event, including all participants, on the theater's main bulletin board for review by university and city officials.
- The OUP, YFCC, EHS, and City of New Haven Fire Marshal reserve the right to alter these regulations without advanced notice or to conduct unannounced inspections at any time to ensure the safety of all persons involved.

### *Scenery*

- The use of scenery is strictly limited in undergraduate theatrical productions to self-standing scenery, props, hanging flats, and commercially available self-standing boards and displays. The only exceptions are those productions supervised by the OUP, and typically limited to performances at the Off- Broadway and Whitney Theaters, and those produced by the Yale Dramatic Association.
- When scenery construction is permitted, it must:
  - Ensure safety to the cast, crew, and audience, and be adequately secured;
  - Be pre-approved by the OUP, following submission of a suitable plan that details construction methods, labor skills available, and materials to be used. Resources and skills must be compatible with the scale of the planned work;
  - Occur only in an authorized work area with prior approval and appropriate supervision. Construction is prohibited in all other locations;
  - Occur with students wearing all appropriate personal protective equipment (e.g., hard hats, safety goggles) as required by the work; and
  - Be constructed in a safe and workman-like manner.
- No live water effects such as rain, sinks, or showers are allowed in productions.

### *Seating Areas for Audiences*

- Audience occupancy may not exceed the posted limits or the capacity set by the Fire Inspector. Capacities may change with each show.
- Aisles must be at least 44" wide and lead either directly to an exit or to a cross aisle that leads directly to an exit. For moveable seating, chairs must be fastened together into rows of at least two chairs.
- Rows of seats opening onto an aisle at one end may have no more than seven (7) seats; those



opening onto an aisle at both ends may have no more than fourteen (14) seats.

- Seats must be spaced a minimum of 18 inches from the back of one row to the front of the next.
- Audience seating risers, if used, must be constructed entirely from commercially available products. No other forms of audience seating risers are permitted.
- Where used, audience seating risers:
  - Must have a minimum kickboard on all exposed edges of at least 1.5" in height to prevent chairs from slipping off.
  - Have a permanent railing installed if taller than 2 feet, or as directed by the OUP. Railings must be 42" above the riser and the openings between the top railing and riser cannot allow passage of a 6" diameter sphere. Railings must also be capable of withstanding a force of at least 200 pounds at any point, in any direction,
  - Risers greater than 8" above the floor must also have permanent stairs at their aisles. The stair risers must be a uniform height ranging from 4 - 8" tall, and carry a minimum tread depth of 11".
  - Stairs with more than 2 risers must also have a handrail 42" above the tread surface.

***Structural Platforms, Railings, Risers, Stages, Stairs and Other Elevated Stage Equipment***

- All elevated surfaces or potential fall exposures must be reviewed in advance by the OUP, YFCC, and/or Yale EHS as necessary.
- Platforms, risers, stages, stairs and other elevated equipment on stage are prohibited in all productions, except those constructed and installed directly under the supervision and approval of the OUP and used at the Yale Dramatic Association, Off Broadway Theater, or Whitney Theater.
- Where platforms, risers, or stages are permitted, they must be constructed in a secure and stable manner that allows no movement, and designed to support an anticipated load of at least 100 pounds per square foot.
- Acting platforms and stages higher than 36 inches must have a railing on all exposed sides.
- Safety railing systems must be constructed in a secure and stable manner that allows no movement. Railings must be designed at least 42 inches high above the platform or tread and capable of supporting an anticipated force of 200 pounds applied at any point, in any direction; cable or other non-rigid railings may show no more than 2" deflection under these test conditions. Railing systems must also have an upright support at least every 4 feet, a mid and top rail secured to the insides of the uprights, and the top rail surface must be smooth.
- Acting area stairs higher than 24 inches must have a safety hand railing on at least one side. Acting area stairs must be constructed in a secure and stable manner that allows no movement and capable of supporting an anticipated load of 200 pounds per tread.



- The edges of all stages, steps, and openings must be marked with glow tape throughout the space, with a 1 inch strip of white paint or ½ inch spiked marks every 12 inches.
- Scaffold type platforms, railings, risers, stages, and stairs must be constructed entirely from commercially available products.

***Tools and Equipment***

- A limited number of hand tools and stage equipment is available for loan and/or rental from the OUP. This inventory includes theatrical lighting and sound equipment, stage draperies, flats, platforms, properties and costumes.
- The unsupervised use of powered cutting tools is prohibited in undergraduate productions and the use thereof is grounds for immediate termination of the production. The only power tools that may be used unsupervised are saber saws, hand-held drills, screw guns, and orbital sanders.
- Students must wear all appropriate personal protective equipment (e.g., hard hats, safety goggles) when using tools and equipment as required by the work.

END



## Appendix A Student Performance Space Summary Matrix

### Auditoriums

The following locations are suitable spaces for chorus and other singing groups, recitals, film showings, theatrical readings, and other performances requiring little or no technical infrastructure or support

Name	Address	Type of Space	Size (sq ft)	Seating		Support Areas	Theatrical Lighting/Grid	Limitations	Scheduling and Use Contacts
				Fixed	Portable				
Battell Chapel	400 College St	Auditorium	5000	600		None	Limited	Films, readings, and other low technical events only	Chaplain's Office 432-1128, 432-1130
Harkness, MS	333 Cedar Street	Auditorium	4200	450		Limited side room storage	None	Films, readings, and other low technical events only, principally limited to Medical School use only	School of Medicine Dean's Office 785-4672
Harkness/Sudler Hall	100 Wall Street	Auditorium	2100	150			None	Films, readings, and other low technical events only, use must meet classroom scheduling	Registrar's Office 432-2330
Law School Auditorium	127 Wall Street	Auditorium	4000	400		None	None	Films, readings, and other low technical events only, principally limited to Law School use only	Mike Thompson 432-4041
Sheffield-Sterling-Strathcona Hall Room 114	1 Prospect Street	Auditorium		300		None	None	Films, readings, and other low technical events only	Yale College Dean's Office 432-2907
Sprague Memorial Hall	470 College Street	Auditorium	6400			Dressing rooms	Professional lighting and controls	Use typically limited to School of Music	School of Music 432-1965
Woolsey Hall	College and Grove Streets	Auditorium		2250		Dressing rooms	Professional lighting booms and controls	No air conditioning, high demand, schedule well in advance, expensive rental cost	Office of New Haven and State Affairs 432-8620



## Appendix A Student Performance Space Summary Matrix

### Dining Halls and Common Rooms

The following locations are suitable spaces for dances, casino nights, mixers, and other college-wide special events requiring little technical infrastructure or support

Name	Address	Type of Space	Size (sq ft)	Seating		Support Areas	Theatrical Lighting/Grid	Limitations	Scheduling and Use Contacts
				Fixed	Portable				
Branford College	Branford College	Dining Hall	2622		175	None	None	Must set-up and break down each use; no storage; limited AV support	Branford Master's Office 432-0524, FAX 432-0525 Dining Hall Mgr 432-0430
Berkeley College	Berkeley College								
Beyers Hall/Silliman Common Room	Silliman College	Other Spaces	2215		75	None	None	Existing sofas and chairs for seating; limited exits	Silliman Master's Office 432-0700, FAX 432-7054
Calhoun College	Calhoun College	Dining Hall	3185		125	None	None, but has stage lighting connections	Must set-up and break down each use; no storage; limited AV support	Calhoun College Master's 432-0740 Dining Hall Mgr 432-0425
Commons Dining Hall	College and Grove Streets	Dining Hall			800+	None	Limited wall grid and house sound system	Must set-up and break down each use; no storage; limited AV support	Commons General Manager 432-0752
Davenport College	Davenport College	Dining Hall	3034		250	None	None	Must set-up and break down each use; no storage; limited AV support	Davenport Master's Office  Dining Hall Manager
Davenport Common Room	Davenport College	Other Spaces	1560		30	None	None	Must set-up/ break down each use	Davenport Master's Office  Dining Hall Manager
Jonathan Edwards College	Jonathon Edwards College	Dining Hall	2750		100+	None	None	Must set-up and break down each use; no storage; limited AV support	JE Master's Office 432-0380, FAX 432-0374 Dining Hall Mgr 432-0438
Pierson College	Pierson College	Dining Hall	2600		200	None	Limited lighting control panel to side of fireplace	Must set-up and break down each use; no storage; limited AV support	Pierson Master's Office 432-1031, FAX 432-2769 Dining Hall Mgr 432-0434
Pierson Common Room	Pierson College	Other Spaces	1100		30	None		Under renovation	Pierson Master's Office 432-1031, FAX 432-2769
Saybrook College	Saybrook College								
Silliman College	Silliman College	Dining Hall	4100		80	None	None	Must set-up and break down each use; no storage; limited AV support	Silliman Master's Office 432-0700, FAX 432-7054 Dining Hall Mgr 432-0436



Guidelines for Undergraduate Theatrical Productions and Special Events

Name	Address	Type of Space	Size (sq ft)	Seating		Support Areas	Theatrical Lighting/Grid	Limitations	Scheduling and Use Contacts
				Fixed	Portable				
Timothy Dwight Dining Hall	Timothy Dwight Dining Hall	Dining Hall	2550		150	None	None	Must set-up and break down each use; no storage; limited AV support	TD Master's Office 432-0770, FAX 432-7170 Dining Hall Mgr 432-0436
Trumbull College	Trumbull College								



## Appendix A Student Performance Space Summary Matrix

### Mini-Theaters, Dining Halls with Stages, and Other Spaces

The following locations are suitable spaces for smaller scale productions requiring no dressing rooms, limited props and costumes, minimal lighting and sound designs, small backdrops and masking drapes, and no structural scenery

Name	Address	Type of Space	Size (sq ft)	Seating		Support Areas	Theatrical Lighting/Grid	Limitations	Scheduling and Use Contacts
				Fixed	Portable				
Afro-American Cultural Center Meeting Room	211 Park St.	Other Spaces	1867		50	Limited storage to rear	None	Difficult room layout due to exit/egress points	Pam George, Director Afro-American Cultural Center, 432-4132
Berkeley Multi-Purpose Room	Berkeley College	Mini-Theater	1375		50	None	Limited ceiling support grid	Sub-basement	Berkeley Master's Office 432-0500, FAX 432-8116
Fence Club	220 York St, Room 101	Other Spaces			100+	None	Ceiling flood lights	Suitable for readings only; no sets, no props	Theater Studies 432-1310, FAX 432-1308
Morse College	Morse College	Dining Hall	2500 (+ 500 stage)		125	None	Limited stage light grid	Must set-up and break down each use; no storage; limited AV support; electrical power must come from kitchen	Morse Master's Office 432-0393, FAX 432-0749 Dining Hall Mgr 432-0443
Nicholas Chapel	Trumbull College	Mini-Theater	600	40	4	Limited behind stage	Mini-professional grid with spot lights and controls	Small space; below grade; College location limits potential users	Trumbull Master's Office 432-0720, FAX 432-0732
Saybrook Multi-Purpose Room ("Underbrook")	Saybrook College – Entryway M	Mini-Theater	1450 total		60	Limited behind entry and stage	Mini-professional grid with spot lights and controls	Relatively small space; below grade; College location limits potential users	Saybrook Master's Office 432-0540, FAX 432-1802
Stiles College	Stiles College	Dining Hall	2500 (+ 500 stage)		100+	None	Limited grid above mini-stage area	Must set-up and break down each use; no storage; limited AV support	Stiles Master's Office 432-0560, FAX 432-7930 Dining Hall Mgr 432-0443
Morse-Stiles Crescent Theater	Morse-Stiles College	Mini-Theater	1276	72	48	Limited Storage/ Two Dressing Rooms	Full grid	Good size flexible theater space; below grade; College location limits potential users	Stiles Master's Office 432-0560, FAX 432-7930



## Appendix A Student Performance Space Summary Matrix

### Major and Professional Theaters

The following locations are suitable spaces for theatrical and dance performances requiring dressing rooms, full staging, large lighting and/or sound designs, extensive props and/or costumes, stage draperies and/or backdrops, or structural scenic elements

Name	Address	Type of Space	Size (sq ft)	Seating		Support Areas	Theatrical Lighting/Grid	Limitations	Scheduling and Use Contacts
				Fixed	Portable				
Iseman Theater (Yale School of Drama)	1156 Chapel	Major & Professional Theaters				Side storage and dressing rooms	Professional grid and controls	High demand – schedule well in advance	School of Drama William Reynolds 432-2190
Off-Broadway Theater	41 Broadway Undergraduate Theater	Major & Professional Theaters	3000		200	Side storage and dressing rooms	Professional grid and controls	High demand – schedule well in advance	Jim Brewczynski, Undergraduate Productions, 432-6416
University Theater (Yale School of Drama)	222 York Street	Major & Professional Theaters				Side storage and dressing rooms	Professional grid and controls	High Demand Must Schedule well in advance	Jim Brewczynski, Undergraduate Productions, 432-2190
Whitney Theater	Whitney Humanities Center 53 Wall St	Major & Professional Theaters	2300		130	Side storage rooms and dressing areas	Professional grid and controls	High demand – schedule well in advance. Proximity of faculty offices and classroom use of space further limits noise and availability	Jim Brewczynski, Undergraduate Productions, 432-6416
Yale Repertory Theater (Yale School of Drama)	1120 Chapel St	Major & Professional Theaters	4500	490		Professional support shops, props, dressing, and costume	Professional grid and controls	Primary use by School of Drama; limited DRAMAT use	School of Drama William Reynolds 432-2190



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**Special Hazards:** \_\_\_\_\_

**Description of Show:** (Use additional paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of Responsibility**

The following must be completed prior to seeking the pre-production approvals below.

“I have read, understand, and will follow the **Guidelines for Undergraduate Theatrical Productions and Special Events**, to the best of my ability. I will seek advice and permission in advance as warranted. I may be held personally and financially responsible for this event.”

**For Dance, Opera, Theatrical and Special Events:**

**Signature of Producer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Registered Undergraduate Organizations:**

**Signature of President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Treasurer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pre-Production Approvals**

The following signatures are required before the production inspections may occur.

The signature below indicates that this production has secured the use of the performance space noted on page one.

College Master’s Office: \_\_\_\_\_ College: \_\_\_\_\_ Date: \_\_\_\_\_

Theater / Venue Manager: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

The signature(s) below indicates that the design plans for this production have been reviewed and approved by the assigned Technical Director in the OUP.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

James Brewczynski, Supervisor of Productions

Rorie Fitzsimons, Senior Technical Director

Justin DeLand, Technical Director

Thomas Delgado, Technical Director



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## **Appendix C** **Office of Undergraduate Productions**

### **Prohibited, Supervised and Unsupervised Activities (“The ABC List”)**

This list is to serve as a base line and should not be considered all inclusive. If an activity is not listed here know that the strictest standard applies. **The use of drugs or alcohol in any theater is strictly forbidden by cast, crew and audience. The use of drugs or alcohol by cast, crew or audience will be grounds for immediate termination of use of the theater.**

#### **Construction:**

Unsupervised use of stationary or hand power tools with the exception of a jig saw, screw gun, 3/8” & 1/2” drill, or palm sander  
Structural weight bearing scenery except in OUP supervised locations  
Structures higher than 24” without permanent 42” guard railings  
Structures higher than 8” without intermediate steps  
More than two intermediate steps without permanent 42” hand railings  
Cable clamps or clips are not permitted as terminations in structural cables

#### **Electrical:**

Use of devices, fixtures, switches, outlets, etc. that are not UL approved.  
Electrical wiring of devices, fixtures, switches, outlets, etc.  
Electrical discharges, lighting, sparks, strobes, etc.  
Flat (EIC) Extension Cords.

#### **Fire Safety:**

Use of flammable materials or processes.  
Use of combustible fabrics, woods, papers, etc. without flame retardants  
Use of pink and blue Styrofoam foam boards  
Use of aerosol spray paints, sealers, adhesives, vapors or fumes  
Pyrotechnics, flash powder, open flames, smoking materials, etc.  
Aisles less than 44” wide, exit doorways less than 30” wide  
Blocking or impeding aisles or doorways with anything  
Crossing aisles or doorways with anything unsecured  
Seating rows with less than 2 seats, rows with one aisle with more than 7 seats, rows with two aisles with more than 14 seats, seats in rows not secured together.  
Seating risers higher than 18”, seating risers without 1.5” chair guards  
Tampering with, disabling or blocking any fire protection device or sign  
Attaching anything to sprinkler pipes or sprinkler heads

#### **Production:**

Leaving a theater, shop or rehearsal space unlocked while unattended.  
Working alone in any theater, shop, or rehearsal space.  
Working in a theater, shop or rehearsal space before 8:00 am  
(With the exception of the Yale Dramatic Assoc.)  
Working in a theater, shop or rehearsal space after 1:00 am  
(With the exception of the Yale Dramatic Assoc.)  
No standees are allowed at rehearsals, staged readings or performances.  
Performances that begin later than 10:00 pm.  
Performances that end later than midnight.  
Photo calls between last performance and strike.  
Parties and receptions held in theaters, shops or rehearsal spaces.

#### **Rigging:**

Flying or rappelling  
Lighting equipment without safety cables  
Lighting towers or booms without top support and bottom weight.

### **Category A**

Activities that require supervision by  
OUP, Theater Studies or College staff.

#### **Construction:**

Platform and stair construction  
Platform and stair installation  
Structural construction  
Structural installation  
Structural guard railings  
Structural doors and windows  
Use of Yale School of Drama & Yale Repertory  
Theater stage trap systems

#### **Hand Power Tools:**

Circular (skill) saw  
Pneumatic framing nail and staple guns  
Router  
Biscuit cutter  
Grinder  
Saws-all

#### **Production:**

1<sup>st</sup> Tech and/or Final Dress rehearsals  
All Yale Dramatic Assoc. performances  
All Theater Studies Program performances

#### **Rigging:**

Scenic rigging and hardware  
Use of Nicropress, cable clamps and hanging  
irons  
Counter-weight rigging and hardware  
Spot-line rigging and hardware  
Dead-hung rigging and hardware  
  
All ladder, scaffold, & genie work over 25’ high

#### **Stationary Power Tools:**

table saw  
radial arm saw  
miter (chop) saw  
band saw  
drill press  
joiner / shaper / planer  
belt sander  
metal chop saw



**Stage Action:**

- Use of real fire arms or live ammunition
- Use of sharp blades, swords, knives, arrows, etc.
- Use of working bows or cross bows with string and arrows
- Use of nooses, tying-up or binding of persons
- Confining persons in any kind of locked enclosure

**Category B**

Activities that require supervision by OUP, Theater Studies or College staff or students approved by the OUP.

**Construction:**

*Pre-approved Platform/Structural assembly.  
No assemblies will be put into service until inspected and approved by the appropriate authority.*

- YSD 40's Shop Material Lift
- Flame proofing of materials
- Hanging doors, window, picture frames, moldings, etc.

**Electrical:**

Electrical repairs to lighting and sound equipment

**Hand Power Tools:**

- pneumatic brad/staple guns
- pneumatic ratchet

**Production:**

Follow-up Tech or Dress rehearsals

**Rigging:**

Hanging draperies, lights, sound and props equipment.

- Operation of counter-weight rigging
- Operation of spot-line rigging
- Operation of dead-hung rigging

All ladder, scaffold & genie work over 12' high but under 25' high

**Category C**

Activities that may occur unsupervised by students qualified for the task and approved by OUP

**Construction:**

- Scenic painting
- Set dressing
- Wall papering

**Electrical:**

Cabling of theatrical lighting and sound equipment

**Hand Power Tools:**

Use of jig saw, screw gun, 3/8" & 1/2" drills and palm sander

**Production:**

- Q-to-Q's w/o rigging systems
- Rehearsals w/o rigging systems
- Sign-out & sign-in of drapery, lighting, sound and props equipment
- Theater, shop, rehearsal space and greenroom clean-ups

**Rigging:**

All ladder & scaffold work under 12'  
Installation of lighting on booms under 10'  
and on floor mounts



### Appendix D Yale University, Special Events Review

Name of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

“I have read, understand, and will adhere to the **Guidelines for Undergraduate Theater Productions and Special Events**, and will seek advice and permission in advance as warranted. I recognize that I responsible for this event .”

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

**Type of Event:**

- Theatrical     Dance Perf.     Student Dance     Musical Perf.     Student Band     Film     Casino Night
- Café / Talent     Art / Photo     Other: \_\_\_\_\_

House Manager: \_\_\_\_\_ Evacuation Announcement By: \_\_\_\_\_

Max. Occupancy: \_\_\_\_\_ Seating Type:  Fixed     Portable     Ganged     None  
# of usher’s required: \_\_\_\_\_ Flashlights required:  No     Yes    Fire drill required:  No     Yes  
Event outdoors:  No     Yes    Outdoor electricity used:  No     Yes

Police/Security required:  No     Yes    # of Police Req. \_\_\_\_ Confirmed by: \_\_\_\_\_

Fire Marshal required:  No     Yes    # of FM Inspectors Req.: \_\_\_\_ Confirmed by: \_\_\_\_\_

Fire System shut-down required:  No     Yes    What systems/areas: \_\_\_\_\_

**Vendor will supply\*:**

- Lighting     Sound     Audio / Visual     Band / DJ     Scenery
- Curtains / Drapes     Furniture / Props     Tools / Equipment     Labor
- Stage     Scaffolds     Tents     Generator     Vehicle     Other (specify):

\*(Attach copies of rental contract, vendor’s certificate of insurance and flame certificates.)

**Event incorporates the following** (check all that apply):

- Seating Risers     Bleacher Seating     Platforms     Raised Stage     Stairs
- Constructed Scenery     Curtains/ Drapes     Lighting Stanchions or Truss
- Sound Stanchions or Truss     Items Hung Overhead     Handicap Access Seating
- Handicap Access to Stage     Handicap Access to Lavatories
- Audience Participation     Moving the Audience     Audience on Stage
- Weapons     Temporary Lighting/Electrical     Ropes / Noose
- Motorized Equipment     Theatrical Smoke / Fog     Strobe Lighting
- Special Effects (specify): \_\_\_\_\_     Other (specify): \_\_\_\_\_

**This event has been reviewed by the following departments:**

**Location Manager:** College Master, Dining Hall Manager, Location / Theater Manager  
Yes \_\_\_\_\_ No \_\_\_\_\_ Pending \_\_\_\_\_ Conditionally (See notes) \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Yale University Fire Marshal for Approval:**  
Yes \_\_\_\_\_ No \_\_\_\_\_ Pending \_\_\_\_\_ Conditionally (See notes) \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**City of New Haven Fire Marshal’s Office:**  
Yes \_\_\_\_\_ No \_\_\_\_\_ Pending \_\_\_\_\_ Conditionally (See notes) \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Other (OEHS, YPD, SECURITY, ETC.):**  
Yes \_\_\_\_\_ No \_\_\_\_\_ Pending \_\_\_\_\_ Conditionally (See notes) \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE POSTED IN A CONSPICUOUS LOCATION AT THE EVENT**



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## **Appendix F**

### **Yale University Office of Undergraduate Productions**

### **The “Rights to Produce” Policy**

#### **Securing The “Right To Produce”**

It is the policy of Yale College that anyone producing a theatrical production on campus must secure and pay for the Right to Produce from the appropriate publisher or author’s representative. A copy of the Right to Produce must be submitted to the Office of Undergraduate Production in order for a production to be approved by this office.

The following is reproduced from “A Copyright Crash Course” by Georgia Harper under a Creative Commons License agreement from the website,  
[www.utsystem.edu/ogc/intellectualproperty/cprtindex.htm](http://www.utsystem.edu/ogc/intellectualproperty/cprtindex.htm).

#### **Obtaining Rights to Produce a Play or Musical or Use Music in Live Performances**

By

Rachel Durkin, Manager of Performing Arts Center,  
College of Fine Arts - University of Texas at Austin

#### **Obtaining Rights to Produce a Play or Musical**

The rights for most plays and musicals are held by play publishing houses. To obtain the rights to produce a play or musical, complete the following steps:

1. Determine which play publishing house has the rights to the play you wish to produce. Each company has a catalogue which will indicate a royalty fee. However, be aware that the fee for your particular organization may differ.
2. You should call the company to find out if the play is available for production. In some instances, plays are "restricted" which means that a particular play/musical is not available for production. Never assume that a play is available, you should always check with the play publishing house before you advertise or begin work on the production.
3. Once you have determined that the play is not restricted, you will need to contact the publishing house in writing. Generally the following information is needed in order to provide a royalty quote
  - a. Play Title
  - b. Place of performance (City, State & Theatre)?
  - c. Producing organization?
  - d. Seating capacity?
  - e. Ticket prices?



- f. Not-for-profit or for-profit group?
- g. Number of performances?
- h. Performance dates?
- i. Equity (Actor's Union) or non-Equity production?

4. Once your letter is received, you will be sent a quote for the royalty fee and if acceptable, a contract may be sent. Some companies however will simply send an invoice.

5. Be aware that for plays, the royalty fee covers the royalty only. Scripts are extra, however, plays may also be ordered directly from the publishing house.

6. For musicals, the fees to produce a work are generally higher with a royalty fee, a rental fee (for scripts and scores) and a refundable security deposit.

*A list of play/musical publishing houses as well as some good research websites is provided at the end of this section. If the play you wish to produce is not held by any of these publishing houses, you will need to find a copy of the play to find the publisher's information. Contact that publisher and hopefully they can help refer you to the correct source for obtaining producing rights.*

### **Obtaining Rights to Use Music in Live Performances**

The process of obtaining rights to use music in live performance is never an easy one. Unlike obtaining the rights to produce a play, there is no central clearinghouse for music clearance. Two major pieces of advice I can offer are, one, give yourself plenty of time to go through this process and two, always have a back-up plan if you are not successful in obtaining the rights.

One of the biggest misconceptions about music rights is that if you are working at, or are a student at a college or university, the rights are already taken care of by the educational institution. This is true, but only in a limited sense. While most colleges and universities do pay a licensing fee to ASCAP and BMI, the licenses are very narrow in terms of what's covered by that fee. What is never covered by these standard university licenses is "grand rights" which is defined as the use of music in a "dramatic setting". This means that if you are presenting a play or dance performance, you cannot legally use any copyright protected music without first obtaining permission.

So you now know you need to get the rights. The first thing to do is to get as much information about the song you want to use. Look on the CD label for the following information:

- Record Company
- Record Company's address, phone number
- Name of song



- Artist who performed the song
- Who wrote the song
- Album title

How one goes about getting permission varies depending on how you want to use the song. If you want to use a specific artist's version of a song, you'll need to contact the record company and the publisher (the publisher can usually be found via ASCAP or BMI). If you want to have someone sing or play a song live, you need to find out who represents the composer and lyricist and contact them, as well as the publisher. The specifics for each situation are detailed below.

If you want to use a specific artist's version of a song, you would need to contact the record company and publisher. If the record label did not provide an address for the record company, check the Internet for the information. Whenever possible, it's best to find out what information the record company needs or if there is a specific form that needs to be completed in order for your request to be considered.

Generally, when you contact the record company, there is some basic information they will want to know:

- What song do you want to use?
- How much of the song will you use? (Give an exact timing)
- How many other songs will be used in the production?
- What is the production? (A play? A dance performance?)
- If it's a play, they will want to know the play title and what the play is about. Some companies may even want to have a copy of the scene during which the music will be played
- If it's a dance performance, they will want to know what kind of dance it is.
- Who is presenting this performance? (A university, an amateur theatre, a professional theatre, etc)

This is just a general list of information. Again, it is best to find out the specific requirements for each record company.

If you want to play or sing a song live during a performance, you need to contact the composer's/lyricist's representative and the publisher. The best place to find out who the representatives are is via the internet. Both ASCAP (American Society of Composers, Authors and Publishers) and BMI (Broadcast Music, Inc.) have web sites and represent the interests of composers, lyricists and publishers.



These two web sites allow you to search a database by song title or composers' name and in most instances, will indicate who holds the rights to that particular song. If you try both web sites and the song is not listed at either site, you need to contact the record company. They may be able to provide information on who to contact.

Some cautionary notes:

1. Be aware that you may need to contact more than one representative. The number of representatives you may need to contact is often based on how many composers/lyricists worked on a song.
2. Be sure that the person you deal with has the authority to grant permission for your particular usage.

### **Publishing/Licensing Companies**

Below is a list of the most commonly used publishing houses and their contact information. For more exhaustive information, a short list of useful search websites is also included.

### **Websites**

[http://dir.yahoo.com/Business\\_and\\_Economy/Shopping\\_and\\_Services/Publishers/Arts/Theater](http://dir.yahoo.com/Business_and_Economy/Shopping_and_Services/Publishers/Arts/Theater)  
[www.FINDaPLAY.com](http://www.FINDaPLAY.com)  
[www.playdatabase.com](http://www.playdatabase.com)  
[www.aact.org/webdata/playsource.html](http://www.aact.org/webdata/playsource.html)  
<http://artswork.asu.edu/arts/teachers/resources/theatre3.htm>  
[www.utsystem.edu/ogc/intellectualproperty/cprtindex.htm](http://www.utsystem.edu/ogc/intellectualproperty/cprtindex.htm)

### **Publishers**

Anchorage Press Plays  
P.O. Box 2901, Louisville, KY 40201-2901  
502-583-2288, 502-583-2281 Fax

Bakers Plays  
P.O. Box 699222, Quincy, MA 02269-9222  
617-745-0805, 617-745-9891 fax  
<http://store.bakersplays.com>

Broadway Play Publishing Inc  
56 East 81st St., New York, NY 10028-0202  
212-772-8334, 212-772-8358 fax

Children's Theater Plays.Com  
3936 Millsbrae Ave, Cincinnati, Ohio 45209  
513-351-9978



Dramatic Publishing

P.O Box 129, Woodstock, IL 60098-0129  
800-448-7469, 800-334-5302 fax

Dramatists Play Service, Inc

440 Park Avenue South, New York, NY 10016  
212-683-8960, 212-213-1539 fax  
[www.dramatists.com](http://www.dramatists.com)

Music Theatre International

421 West 54th St., New York, NY 10019  
212-541-4684, 212-397-4684 fax  
[www.mtishows.com](http://www.mtishows.com)

One Act Play Depot

Box 335, Spiritwood, Saskatchewan  
Canada, SOJ 2MO  
775-249-8151 fax

Pioneer Drama Service

P.O. Box 4267, Englewood, CO 80155-4267  
800-333-7262, 303-779-4315 fax

Rodgers & Hammerstein Theatre Library

1633 Broadway, Suite 3801, New York, NY 10019  
212-541-6600

Samuel French, Inc

45 West 25th St. – Dept. W, New York, NY 10010  
212-206-8990, 212-206-1429 fax

Tams-Witmark Music Library, Inc

560 Lexington Ave, New York, NY 10022  
212-688-9191, 212-688-5656 fax

Theater Communications Group (TCG)

520 Eighth Ave, 24th Fl, New York, NY 10018-4156  
212-609-5900, 212-609-5901 fax



## **Appendix F**

### **Yale University, Office of Undergraduate Productions**

### **Stage Combat and Weapons Policy**

#### **DEFINITIONS**

##### **Stage Combat**

Stage combat will be defined as any physical confrontation, armed or unarmed, between two or more participants, in which bodily harm is threatened or represented, with or without actual physical contact.

##### **Weapons**

Weapons encompass: guns (working, non-firing, rubber and toy), knives, swords, daggers, spears, bow and arrows, cross bows, noose, hand cuffs, shackles, restraints and any other implements fashioned or used in a threatening manner, whether capable of inflicting actual bodily harm or not. Unsecured prop weapons will be eliminated from the production.

#### **BANNED ITEMS**

No firearm will be used that is capable of firing projectiles in any form. There will be no use of blanks, caps or any other explosive device. Any and all gunshots must be accomplished through the use of sound effects, either recorded or by a stage device such as a slap-stick.

No weapon will be allowed that is capable of firing a projectile, such as a bow and arrow or crossbow. All such weapons must be incapable of firing and used for visual effect only.

No cutting implements will be allowed unless the cutting edges/points have been dulled and rendered incapable of cutting or piercing. No retractable knives or swords will be allowed. Switch blades are banned in Connecticut.

##### **Requests**

No use of weapons of any kind is allowed, in rehearsal or performance, without the express permission of the OUP. Requests for the use of weapons must be made to the appropriate OUP technical advisor, submitted in written form attached to the standard Undergraduate Production pre-production application. Approval will be based upon adherence to University safety standards as determined by the OUP upon viewing a staged rehearsal, as well as documentation of a plan for secure storage, handling and care of said weapon(s).

##### **Fight Choreography**

Proposals regarding instances of staged combat should be made in writing to the OUP. Proposals should include the relevant pages of the script along with a detailed description of the proposed action and any weapons/implements involved. The OUP will determine whether a proposed conflict may be staged by the students in consultation with the OUP, or if the services of a trained fight director should be obtained. In all cases, no consultant may be hired without the approval of the OUP. A review of the individual's qualifications and the receipt of proof of appropriate levels of insurance liability coverage will determine such approval.

#### **STORAGE**

##### **Office of Undergraduate Productions' Prop Weapons Inventory:**



The regular storage of weapons that are the property of the Office of Undergraduate Productions' Props Weapons inventory will be in a locked cabinet at the OUP. These items may be accessed only with the written permission of either the OUP Supervisor or Senior Technical Director. A props weapon may be approved for use only upon the receipt of an approved plan for the storage and security of the item while it is in the care and custody of the borrower.

Only a Stage Manager will be able to sign-out a prop weapon. The Stage Manager will retain responsibility for the use, care and maintenance of the weapon and the Stage Manager will be responsible for returning the weapon to the care and custody of the OUP. Weapons used in rehearsal will be transported in a locked transport case, remain in the care of the stage manager, and will be secured in a locked room when not in use.

Weapons used in technical rehearsals and performances will be stored in their transport cases except during actual use and will be returned to a secure, locked room at the end of each rehearsal/performance.

At no time will weapons be stored in a student's room.

### **Off Broadway Theater**

Arrangements for the secure storage of any weapons used in a production in the OBOT will be made with the Theater Supervisor. Once brought to the space weapons will be secured in a locked cabinet in the OBOT except during actual rehearsal/performance. Repeated transportation to and from the space is discouraged.

### **Whitney Theater**

Arrangements for the secure storage of any weapons used in a production in the Whitney Theater will be approved by the Theater Supervisor. Once brought to the space weapons will be secured in a locked cabinet/room in the Theater Studies space. Repeated transportation to and from the space is discouraged.

### **Yale Dramatic Association**

Arrangements for the use and secure storage of any weapons pertaining to a Dramat production will be made with Rorie Fitzsimons. In general all weapons used in a Dramat production, dependent upon venue, will be transported in a locked transport case and locked in the Dramat office at 222 York St when not in actual rehearsal/performance. In certain circumstances provision may be made for secure storage in the Yale College Properties Service/Rentals room in 305 Crown St. In all instances the stage manager will retain sole responsibility for the secure care and custody of any weapons in use.

### **Other Venues**

When in any other campus venue arrangements must be made for secure storage of any weapon with the Master's Office of the governing college. Weapons must be secured at all times when not in actual rehearsal/performance. Arrangements must be made and approved by the OUP before any weapon is brought into any campus venue.

## **TRANSPORTATION**



Yale Police will provide a secure escort for all building-to-building transport of stage weapons as they deem necessary. Email your request to both Lt. Joseph Vitale ([joseph.vitale@yale.edu](mailto:joseph.vitale@yale.edu)) and Sgt. Nelson Nettleton ([nelson.nettleton@yale.edu](mailto:nelson.nettleton@yale.edu)) at least 24 hours in advance to schedule this escort.

### **NOTIFICATION**

Yale Police must be notified of all intended uses of stage weapons, even if escorted transport is not required. Email your notification to both Lt. Joseph Vitale ([joseph.vitale@yale.edu](mailto:joseph.vitale@yale.edu)) and Sgt. Nelson Nettleton ([nelson.nettleton@yale.edu](mailto:nelson.nettleton@yale.edu)) at least 24 hours in advance. Be sure to fill out and attach the following page that details your **Plan for the Care, Custody and Control of Prop Stage Weapons**.

### **RENTALS AND BORROWING**

The rental or borrowing of prop weapons from any other source other than the Office of Undergraduate Productions must be done through the OUP.



**Yale College Dean's Office**  
**Office of Undergraduate Productions and Special Events**  
P.O. Box 208241, New Haven, CT 06520-8241

**James B. Brewczynski**  
**Supervisor of Productions**

**Rorie Fitzsimons**  
**Senior Technical Director**

**Plan for the Care, Custody and Control of Prop Stage Weapons**

I, \_\_\_\_\_, being the Stage Manager for \_\_\_\_\_,  
( Student's Name ) ( Title of Production )

**present the following plan of action for the use of prop (dulled, facsimile, replica, non-firing) stage weapons.**

Description of prop weapons to be used: \_\_\_\_\_

Where did the prop weapons come from? \_\_\_\_\_

Dates props weapons will be used in rehearsals: \_\_\_\_\_

Location of rehearsals: \_\_\_\_\_

Who will transport prop weapons to / from the rehearsal space? \_\_\_\_\_

(Email your escort request to both Lt. Joseph Vitale ([joseph.vitale@yale.edu](mailto:joseph.vitale@yale.edu)) and Sgt. Nelson Nettleton ([nelson.nettleton@yale.edu](mailto:nelson.nettleton@yale.edu)), at least 24 hours in advance, to schedule an escort.)

Where will prop weapons be stored between rehearsals? \_\_\_\_\_

Dates prop weapon will be used in performances: \_\_\_\_\_

Location of performances: \_\_\_\_\_

Who will transport prop weapons to / from the performance space? \_\_\_\_\_

(Email your escort request to both Lt. Joseph Vitale ([joseph.vitale@yale.edu](mailto:joseph.vitale@yale.edu)) and Sgt. Nelson Nettleton ([nelson.nettleton@yale.edu](mailto:nelson.nettleton@yale.edu)), at least 24 hours in advance, to schedule an escort.)

Where will prop weapons be stored between performances? \_\_\_\_\_

Detail below the Chain of Custody of the props weapons:

**LOCK CODE:** \_\_\_\_\_

Recvd. by: \_\_\_\_\_  
(Print name) (Signature) (Phone) (Date)

Recvd. by: \_\_\_\_\_  
(Print name) (Signature) (Phone) (Date)

Recvd. by: \_\_\_\_\_  
(Print name) (Signature) (Phone) (Date)





## Appendix G

### **Vendor List**

The following list of local and regional resources has been compiled and presented for your convenience. It consists of vendors in the area that supply materials and/or services commonly needed in theatrical production. This is a general list, not necessarily complete, and should not be construed as recommending or endorsing any particular vendor.

### **Costumes, Make-up and Masks**

#### [Yale College Properties Service/Rentals](#)

Office of Undergraduate Productions and Special Events

Broadway Rehearsal Lofts

294 Elm Street

New Haven, CT 06520

203-436-8463, fax: 203-432-6415

Yale School of Drama Costume Collection

Linda Wingerter, Costume Stock Manager

203-432-1747 [yale.costume@gmail.com](mailto:yale.costume@gmail.com)

Make appointments at least 2 days in advance.

Perfect Party of Hamden

2100 Dixwell Avenue

Hamden, CT

203-230-8505

[www.partycity.com](http://www.partycity.com)

### **Fabric, Notions and Crafts**

Yale School of Drama / Inventory

(Flame retardant muslin & duvetyne)

222 York Street

New Haven, CT

[donald.titus@yale.edu](mailto:donald.titus@yale.edu)



Rosebrand  
4 Emerson Lane  
Secaucus, NJ 07094  
800-223-1624, fax: 201-809-1851  
[www.rosebrand.com](http://www.rosebrand.com) / [info@rosebrand.com](mailto:info@rosebrand.com)

Jo-Ann Fabrics and Crafts  
Hamden Mart Shopping Center  
2300 Dixwell Avenue  
Hamden, CT 06514  
203-287-0311  
[www.joann.com](http://www.joann.com)

Michaels Arts & Crafts  
170 Universal Drive North  
North Haven, CT 06473  
203-985-0302

### **Flame Retardants**

Office of Undergraduate Productions and Special Events (production expendables/  
accessories)

Broadway Rehearsal Lofts  
294 Elm Street  
New Haven, CT 06520  
203-436-8463, fax: 203-432-6415  
Tuesday through Friday, 3:00-5:00 p.m., Appointments preferred.

Rosebrand (Wide range of fabrics, flame retardants, paints, hardware & shop supplies)

4 Emerson Lane  
Secaucus, NJ 07094  
800-223-1624, fax: 201-809-1851  
[www.rosebrand.com](http://www.rosebrand.com) / [info@rosebrand.com](mailto:info@rosebrand.com)

### **Flame Retardant Decorations (sales)**

Superior Studios Specialties  
401 North Western Avenue



Chicago, IL 60612

800-354-3049

[www.superiorstudio.com](http://www.superiorstudio.com)

### **Glow-In-The-Dark and Neon (paints, pigments, vinyls)**

Hanovia Spot-Lite, Glow-in-the-Dark Pigments, Vinyl and Paints

100 Chestnut Street

Newark, NJ 07105

201-589-4300

[www.hanovia-uv.com](http://www.hanovia-uv.com)

Wildfire Ultra-violet Visual Effects (stunning colors available)

10853 Venice Boulevard

Los Angeles, CA 90034

800-937-8065

[www.wildfirefx.com](http://www.wildfirefx.com)

Windy City Novelties (glow sticks, costumes, decorations)

300 North Lakeview Parkway

Vernon Hills, IL 60061

800-442-9722

[www.windycitynovelties.com](http://www.windycitynovelties.com)

### **Hardware**

Office of Undergraduate Productions and Special Events (production expendables/  
accessories)

Broadway Rehearsal Lofts

294 Elm Street

New Haven, CT 06520

203-436-8463, fax: 203-432-6415

Tuesday through Friday, 3:00-5:00 p.m., Appointments preferred.

Yale School Of Drama / Inventory (Scenic hardware, paints, flame retardants, FR  
muslin/duvetyne)

222 York Street

New Haven, CT



donald.titus@yale.edu

Home Depot

111 Universal Drive North  
North Haven, CT 06473, 203-234-1300  
1873 Dixwell Avenue  
Hamden, CT 06514, 203-248-5925  
75 North Frontage Road  
East Haven, CT 06512, 203-467-2001

Lowe's Home Improvement Warehouse

115 Foxon Boulevard  
New Haven, CT  
203-468-3068

Mutual Hardware Corporation (Hardware Supplies for Theater, Film, and TV)

36-27 Vernon Boulevard  
Long Island City, NY 11106  
866-361-2480, fax: 718-786-9591  
[www.mutualhardware.com](http://www.mutualhardware.com)

Production Advantage

P.O. Box 1700  
Williston, VT 05495  
800-424-9991  
[www.ProAdv.com](http://www.ProAdv.com)

Rosebrand

4 Emerson Lane  
Secaucus, NJ 07094  
800-223-1624, fax: 201-809-1851  
[www.rosebrand.com](http://www.rosebrand.com) / [info@rosebrand.com](mailto:info@rosebrand.com)

### **Lighting Equipment (rentals)**

[Yale College Lighting Rental](#)

Office of Undergraduate Productions and Special Events  
Broadway Rehearsal Lofts



294 Elm Street  
New Haven, CT 06520  
203-436-8463, fax: 203-432-6415  
[Download lighting rental form \(PDF\)](#)

Show Lighting Corp  
20 Willard Avenue  
Berlin, CT  
860-828-1633

Contemporary Lights and Staging  
425 Fairfield Avenue, Suite 422  
Stamford, CT 06902  
203-359-8200, fax: 203-359-8280  
[www.lightsandstaging.com](http://www.lightsandstaging.com)

CT Stage & Movie Supply  
459 East Street  
Plainville, CT 06062  
860-747-1232  
[www.ctstagesupply.com](http://www.ctstagesupply.com)

Luminous Environments, LLC  
315 Stage Coach Road  
Durham CT,  
860-349-5937

Advanced Lighting & Sound Solutions  
63 Slater Street, Unit 4  
Manchester, CT 06040  
860-643-8401, 800-622-8872  
[www.alss1.com](http://www.alss1.com)

### **Lighting Equipment (sales)**

Production Advantage  
P.O. Box 1700  
Williston, VT 05495



800-424-9991

[www.ProAdv.com](http://www.ProAdv.com)

Barbizon

5 Draper Street

Woburn, MA

781-935-3920, fax: 781-935-9273

[www.barbizon.com](http://www.barbizon.com)

Supertech, Inc.

79 Rossotto Drive

Hamden, CT 06514

203-288-3900, fax: 203-288-3978

<http://supertech-inc.com>

Advanced Lighting & Sound Solutions

63 Slater Street, Unit 4

Manchester, CT 06040

860-643-8401, 800-622-8872

[www.alss1.com](http://www.alss1.com)

### **Lumber**

Yale School of Drama / Inventory (Limited amounts of 2x4, 1x6, plywood)

222 York Street

New Haven, CT

[donald.titus@yale.edu](mailto:donald.titus@yale.edu)

Home Depot (Will cut lumber to size for minimal charge.)

111 Universal Drive North

North Haven, CT 06473, 203-234-1300

1873 Dixwell Avenue

Hamden, CT 06514, 203-248-5925

75 North Frontage Road

East Haven, CT 06512, 203-467-2001

Lowe's Home Improvement Warehouse (Will cut lumber to size for minimal charge.)

115 Foxon Boulevard



New Haven, CT  
203-468-3068

Russell Lumber Co Inc. (delivery available)  
192 Hard Hill Road North  
North Bethlehem, CT 06751  
203-266-7927

West Haven Lumber (excellent source for moldings and white Styrofoam bead board)  
741 Washington Avenue  
West Haven, CT 06516  
203-933-1641, fax: 203-931-4412  
[www.whlumber.com](http://www.whlumber.com)

### **Make-up and Masks**

Ben Nye Make-up  
3655 Lenawee Avenue  
Los Angeles, CA 90016  
310-839-1984  
[www.bennyemakeup.com](http://www.bennyemakeup.com)

### **Paint and Stains**

Home Depot (Will cut lumber to size for minimal charge.)  
111 Universal Drive North  
North Haven, CT 06473, 203-234-1300  
1873 Dixwell Avenue  
Hamden, CT 06514, 203-248-5925  
75 North Frontage Road  
East Haven, CT 06512, 203-467-2001

Lowe's Home Improvement Warehouse (Will cut lumber to size for minimal charge.)  
115 Foxon Boulevard  
New Haven, CT  
203-468-3068



**Party Rentals** (tables, chairs, stages, glassware, tableware, popcorn/cotton candy machines, etc)

General Rental Service  
3800 Whitney Avenue  
Hamden, CT  
203-288-8271

Taylor Rental  
304 Boston Post Road  
Orange CT,  
203-795-5251 174  
Cedar Street,  
Branford, CT  
203-488-1644

**Pianos: Rentals, Movers and Tuners**

Wilheim Gertz, Piano Makers (rentals)  
295 Treadwell Street #B  
Hamden, CT 06514  
203-288-6819

Shoreline Piano (rentals)  
50 Shaw Road  
North Branford, CT 06471  
203-484-7300  
[www.shorelinepiano.net](http://www.shorelinepiano.net)

Fry's Westport – Fairfield Piano Inc. (rentals)  
1-800-742-6618  
[www.fryspiano.com](http://www.fryspiano.com)

Olympic Associates (movers)  
41 Overlook Drive  
Hamden, CT 06517  
203-281-1636



Yale School of Music Piano Tuners  
Brian Daley, William "Boomer" Harold  
203-432-4163

Piano Tuners  
Debra Mason, 203-265-1092  
Dan Bartolletta, 203-932-3947

### **Plastics**

Modern Plastics (great source for plexi-glass and lexan)  
678 Howard Avenue  
Bridgeport, CT 06605  
800-243-9696, fax:203-333-4625  
[www.modernplastics.com](http://www.modernplastics.com)

Outwater Plastics Industries (huge selection of plastic decorations and supplies)  
24 River Road  
Bogota, NJ 07603  
800-631-8375  
[www.outwater.com](http://www.outwater.com)

### **Properties**

#### [Yale College Properties Service/Rentals](#)

Office of Undergraduate Productions and Special Events  
Broadway Rehearsal Lofts  
294 Elm Street  
New Haven, CT 06520  
203-436-8463, fax: 203-432-6415

Yale School of Drama Props Warehouse  
Bill Batschelet  
203-432-6405 (messages), 203-764-9276 (warehouse ), [william.batschelet@yale.edu](mailto:william.batschelet@yale.edu) or  
[wjbatchelet@comcast.net](mailto:wjbatchelet@comcast.net)  
Tuesday through Friday, 2:30 - 4:30 p.m. Make appointment 2 days in advance.



Melnick's Display and Decorating (wonderful collection of custom designed and built props)

330 Tolland Street

East Hartford, CT

860-289-1922

Saul Melnick, Owner

Superior Studios Specialties (large selection of designer and retail props)

401 North Western Avenue

Chicago IL 60612

800-354-3049

[www.superiorstudio.com](http://www.superiorstudio.com)

## **Sound**

Yale College Sound Rental Office of Undergraduate Productions and Special Events

Broadway Rehearsal Lofts

294 Elm Street

New Haven, CT 06520

203-436-8463, fax: 203-432-6415

[Download lighting rental form \(PDF\)](#)

Access Audio-Visual Systems

420 Sackett Point Road #1

North Haven, CT 06405

203-287-1907

New England Sound Co.

459 C Washington Avenue

North Haven, CT

203-239-5553, fax 203-239-0312

Advanced Lighting & Sound Solutions

163 Slater Road

Manchester, CT

860-643-8401 or 800-622-8872

[www.alss1.com](http://www.alss1.com)



CT Stage & Movie Supply

459 East Street

Plainville, CT 06062

860-747-1232

[www.ctstagesupply.com](http://www.ctstagesupply.com)

**Stage Curtains/Backdrop Rental**

Yale College Soft Goods Rental

Office of Undergraduate Productions and Special Events

Broadway Rehearsal Lofts

294 Elm Street

New Haven, CT 06520

203-436-8463, fax: 203-432-6415

Rosebrand (Wide range of fabrics, flame retardants, paints, hardware & shop supplies)

4 Emerson Lane

Secaucus, NJ 07094

800-223-1624, fax: 201-809-1851

[www.rosebrand.com](http://www.rosebrand.com) / [info@rosebrand.com](mailto:info@rosebrand.com)

United Staging (large selection of big stage drapes and cycs)

250 Fifth Street

Bridgeport, CT

203-416-5380, fax: 203-416-5387

[www.unitedstaging.com](http://www.unitedstaging.com)

CT Stage & Movie Supply (rental stock & some custom work)

459 East Street

Plainville, CT 06062

860-747-1232

[www.ctstagesupply.com](http://www.ctstagesupply.com) (online backdrop gallery)

Demers Exposition Services (large selection of pipe and drape, tables, stanchions, etc)

Middletown, CT

860-344-9919



## Guidelines for Undergraduate Theatrical Productions and Special Events