



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 nd 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	www.yale.edu/oup		www.yale.edu/ehs	www.yale.edu/theaterstudies	

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 50 seats, i.e., productions with up to 50 seats require 2 Ushers, 51 to 100 seats - 3 Ushers, 101 to 150 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 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 flats, platforms, backdrops, and props, and painting, sets, 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 Mgr., 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 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 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 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 is 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
				Fixed	Portable			
Battell Chapel	400 College St	Auditorium	5000	600		None	Limited	Films, readings, technical events
Harkness, MS	333 Cedar Street	Auditorium	4200	450		Limited side room storage	None	Films, readings, technical events principally limited to School use only
Harkness/Sudler Hall	100 Wall Street	Auditorium	2100	150			None	Films, readings, technical events meet classroom
Law School Auditorium	127 Wall Street	Auditorium	4000	400		None	None	Films, readings, technical events principally limited to School use only
Sheffield-Sterling-Strathcona Hall Room 114	1 Prospect Street	Auditorium		300		None	None	Films, readings, technical events
Sprague Memorial Hall	470 College Street	Auditorium	6400			Dressing rooms	Professional lighting and controls	Use typically limited to Department of Music
Woolsey Hall	College and Grove Streets	Auditorium		2250		Dressing rooms	Professional lighting booms and controls	No air conditioning demand, schedule advance, expenses



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
				Fixed	Portable			
Branford College	Branford College	Dining Hall	2622		175	None	None	Must set-up and each use; no sto AV support
Berkeley College	Berkeley College							
Beyers Hall/Silliman Common Room	Silliman College	Other Spaces	2215		75	None	None	Existing sofas a seating; limited
Calhoun College	Calhoun College	Dining Hall	3185		125	None	None, but has stage lighting connections	Must set-up and each use; no sto AV support
Commons Dining Hall	College and Grove Streets	Dining Hall			800+	None	Limited wall grid and house sound system	Must set-up and each use; no sto AV support
Davenport College	Davenport College	Dining Hall	3034		250	None	None	Must set-up and each use; no sto AV support
Davenport Common Room	Davenport College	Other Spaces	1560		30	None	None	Must set-up/ br use
Jonathan Edwards College	Jonathon Edwards College	Dining Hall	2750		100+	None	None	Must set-up and each use; no sto AV support
Pierson College	Pierson College	Dining Hall	2600		200	None	Limited lighting control panel to side of fireplace	Must set-up and each use; no sto AV support
Pierson Common Room	Pierson College	Other Spaces	1100		30	None		Under renovatic
Saybrook College	Saybrook College							
Silliman College	Silliman College	Dining Hall	4100		80	None	None	Must set-up and each use; no sto AV support
Timothy Dwight Dining Hall	Timothy Dwight Dining Hall	Dining Hall	2550		150	None	None	Must set-up and each use; no sto AV support
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
				Fixed	Portable			
Afro-American Cultural Center Meeting Room	211 Park St.	Other Spaces	1867		50	Limited storage to rear	None	Difficult room layout, no exit/egress point
Berkeley Multi-Purpose Room	Berkeley College	Mini-Theater	1375		50	None	Limited ceiling support grid	Sub-basement
Fence Club	220 York St, Room 101	Other Spaces			100+	None	Ceiling flood lights	Suitable for rehearsal sets, no props
Morse College	Morse College	Dining Hall	2500 (+ 500 stage)		125	None	Limited stage light grid	Must set-up and tear down each use; no storage; AV support; electrical must come from stage
Nicholas Chapel	Trumbull College	Mini-Theater	600	40	4	Limited behind stage	Mini-professional grid with spot lights and controls	Small space; behind stage location; limited potential users.
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; behind stage location; limited potential users.
Stiles College	Stiles College	Dining Hall	2500 (+ 500 stage)		100+	None	Limited grid above mini-stage area	Must set-up and tear down each use; no storage; AV support
Morse-Stiles Crescent Theater	Morse-Stiles College	Mini-Theater	1276	72	48	Limited Storage/ Two Dressing Rooms	Full grid	Good size flexible space; behind stage location limits potential users.



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
				Fixed	Portable			
Iseman Theater (Yale School of Drama)	1156 Chapel	Major & Professional Theaters				Side storage and dressing rooms	Professional grid and controls	High demand – in advance
Off-Broadway Theater	41 Broadway Undergraduate Theater	Major & Professional Theaters	3000		200	Side storage and dressing rooms	Professional grid and controls	High demand – in advance
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
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 – in advance. Pro faculty offices & use of space for noise and avail
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 Drama; limited



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**Appendix B
Yale University**

**Office of Undergraduate Productions
Broadway Rehearsal Lofts, 294 Elm St**

Jim Brewczynski, Supervisor

**Phone: 203-432-6416, fax 432-6415
Rorie Fitzsimons, Senior Technical Director
Phone: 203-432-6417, Fax 432-6415**

**Fire Code Compliance
344 Winchester St., Suite
A-155**

**Anthony Kearns,
Director
Utilities/Distribution & FCC
Office: 203-432-0750
Fax: 203-432-8937**

**Off Broadway Theater Production Proposal Form
& Pre-Production Application
(Updated: March 2011)**

Name of Event: _____ **Location of
Event:** _____

Event Dates and Times:

_____/_____/_____/_____/_____/_____/_____/_____
/_____
Day Date Time Day Date Time Day Date
Time

Number of Seats: _____, plus # _____ Ushers, plus # _____ Cast & Crew, equals **Total Number in
Venue:** _____.

Producer: _____ **Phone #:** _____
email: _____

Director: _____ **Phone #:** _____
email: _____

Set Designer: _____ **Phone #:** _____
email: _____

Light Designer: _____ **Phone #:** _____
email: _____

House Manager: _____ **Phone #:** _____
email: _____

Lighting Supplier's Name: _____ **Lighting Installer's
Name:** _____

Audio/Visual Supplier's Name: _____ **A/V Installer's
Name:** _____

Drapery Supplier's Name: _____ **Drape Installer's
Name:** _____

Registered Undergraduate Organizations please provide the following information:



Guidelines for Undergraduate Theatrical Productions and Special Events

President: _____ Phone #: _____
email: _____

Vice Pres.: _____ Phone #: _____
email: _____

Secretary: _____ Phone #: _____
email: _____

Treasure: _____ Phone #: _____
email: _____

Both pages of this completed form, and a ground plan sketch of the general stage layout and seating arrangements must be posted backstage on the main bulletin board during each production. If deemed necessary by Yale Fire Code Compliance or University Safety, the person(s) responsible for the event will pay for any standby personnel, shutdowns, etc. provided by the YFCC and/or OEHS.

Attach a copy of your ground plan to this application.

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Guidelines for Undergraduate Theatrical Productions and Special Events

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
Technical Director

Rorie Fitzsimons, Senior

Justin DeLand, Technical Director
Director

Thomas Delgado, Technical

Mjf 11/24/98 JBB 11-06-06 **RMF3.10.11**

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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.

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:

1st 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



Rigging:

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

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 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.):



Guidelines for Undergraduate Theatrical Productions and Special Events

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.

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
www.FINDaPLAY.com
www.playdatabase.com
www.aact.org/webdata/playsource.html
<http://artswork.asu.edu/arts/teachers/resources/theatre3.htm>
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

Music Theatre International

421 West 54th St., New York, NY 10019
212-541-4684, 212-397-4684 fax
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 OBT will be made with the Theater Supervisor. Once brought to the space weapons will be secured in a locked cabinet in the OBT 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) and Sgt. Nelson Nettleton (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) and Sgt. Nelson Nettleton (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
294 Elm Street
New Haven, CT 06511
203-432-6416 (phone)
203-432-6415 (fax)
203-314-6561 (cell)

Rorie Fitzsimons
Senior Technical Director
294 Elm Street
New Haven, CT 06511
203-432-6417 (phone)
203-432-6415 (fax)
203-314-8476 (cell)

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) and Srgt. Nelson Nettleton (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) and Srgt. Nelson Nettleton (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: _____

(Date) (Print name) (Signature) (Phone)

Recvd. by: _____

(Date) (Print name) (Signature) (Phone)

Recvd. by: _____

(Date) (Print name) (Signature) (Phone)



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

Make appointments at least 2 days in advance.

Costume Bazaar Inc

1593 State Street

New Haven, CT 06571

203-787-3600 or 1-800-Halloween

www.costumbazaar.com

Party City of Hamden

2165 Dixwell Avenue



Hamden, CT
203-230-8505
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

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

Jo-Ann Fabrics and Crafts
Hamden Mart Shopping Center
2300 Dixwell Avenue
Hamden, CT 06514
203-287-0311
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 / info@rosebrand.com

Flame Retardant Decorations (sales)

Superior Studios Specialties

401 North Western Avenue

Chicago, IL 60612

800-354-3049

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

Wildfire Ultra-violet Visual Effects (stunning colors available)

10853 Venice Boulevard



Los Angeles, CA 90034

800-937-8065

www.wildfirefx.com

Windy City Novelties (glow sticks, costumes, decorations)

300 North Lakeview Parkway

Vernon Hills, IL 60061

800-442-9722

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

Production Advantage

P.O. Box 1700
Williston, VT 05495
800-424-9991
www.ProAdv.com

Rosebrand

4 Emerson Lane
Secaucus, NJ 07094
800-223-1624, fax: 201-809-1851
www.rosebrand.com / 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

CT Stage & Movie Supply
459 East Street
Plainville, CT 06062
860-747-1232
www.ctstagesupply.com

Luminous Environments, LLC
315 Stage Coach Road
Durham CT,
860-349-5941

Advanced Lighting & Sound Solutions
63 Slater Street, Unit 4
Manchester, CT 06040
860-643-8401, 800-622-8872
www.alss1.com

Lighting Equipment (sales)

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



800-424-9991

www.ProAdv.com

Barbizon

5 Draper Street

Woburn, MA

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

www.barbizon.com / jay.crosley@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

Lumber

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

222 York Street

New Haven, CT

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

Make-up and Masks

Costume Bazaar Inc
1593 State Street
New Haven, CT 06571
203-787-3600 or 1-800-Halloween
www.costumbazaar.com

Ben Nye Make-up
3655 Lenawee Avenue
Los Angeles, CA 90016
310-839-1984
www.bennyemakeup.com



Paint and Stains

Grand Designs (delivery available)

451 Grand Avenue

New Haven, CT 06511

203-773-3660

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

Fry's Westport – Fairfield Piano Inc. (rentals)
1-800-742-6618
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

Outwater Plastics Industries (huge selection of plastic decorations and supplies)

24 River Road

Bogota, NJ 07603

800-631-8375

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 Batschalet

203-432-6405 (messages), 203-764-9276 (warehouse), william.batschelet@yale.edu or

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

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

CT Stage & Movie Supply
459 East Street



Plainville, CT 06062

860-747-1232

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 / 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

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

459 East Street

Plainville, CT 06062

860-747-1232

www.ctstagesupply.com (online backdrop gallery)



Guidelines for Undergraduate Theatrical Productions and Special Events

Demers Exposition Services (large selection of pipe and drape, tables, stanchions, etc)
Middletown, CT
860-233-7110