

# **The Whitney Theater at Yale University**

**53 Wall Street, New Haven, CT 06520**

**203-432-1140 (Theater Phone)**

A Facility Provided by:

**Yale College, Theatre Studies Program**

220 York Street, P.O. Box 208296, New Haven, CT 06510-8296

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## **Whitney Theater Senior Project Producer's Packet**

(Last Edit: March 2011)

(This packet is also available for review at the Theater Studies Office)

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# **Policies, Guidelines, and Resources for the use of The Whitney Theater.**

*This document contains the following sections:*

- **Role of the Producer**
- **7 Important Steps for the Producer**
- **Senior Project Policies and Guidelines**
- **A Message from the Theater Studies Department**
- **Whitney Theater Specifications**
- **Whitney Theater Inventories**
- **Appendix “A”- *Pre-Production Form***
- **Appendix “B”- *Prohibited, Supervised, and Unsupervised Activities***
- **Appendix “C”- *Security Awareness Guidelines***
- **Appendix “D”- *Additional Resources***

## Role of the Producer

I'm the Producer. What now?

**Role of the Producer:** The Producer is responsible for the safe and proper use of the Whitney Theater. The Producer must accept the responsibility for the security of and access to the theater during the period of habitation of the production. The Producer will be issued keys for the storage room and the props cabinets. The Producer is responsible for ensuring that the theater is clean and orderly before and after each rehearsal, work period, performance and strike. The Producer may share these responsibilities with the Director of the production.

## 7 Important Steps for the Producer

### How to be a good Producer

**Step 1: Confirm all relevant dates and read the Producer's Packet!**

**Step 2: Obtain and complete the Pre-Production Application..**  
Some team members may need **REQUIRED TRAINING.**

the form is available on the OUP website at [www.Yale.edu/OUP](http://www.Yale.edu/OUP).

**Step 3: Apply for funding from the Creative and Performing Arts Fund.**

- The process for applying for funding can be found at the OUP website at [www.Yale.edu/OUP](http://www.Yale.edu/OUP). Theater Studies productions are granted \$250 from Theater Studies (per senior involved). Please add this to the budget and make sure to note it in your application. This process begins at the start of each semester!

**Step 4: Pre-Production**

- Schedule design concept meeting for designers and director.
  - This is the time to start hashing out what you want the set, lights, and seating arrangement to do. It is not necessary to come to final decisions, but it will be helpful to have a few strong ideas that you can take to your first meeting with the Technical Director.
  - Discuss your budget and figures for the "Performance Fund"
- Schedule first meeting with Technical Director.
  - This is the Scale and Scope meeting where the Technical Director will go over your design/tech proposals and your Pre Production Packet..
- Schedule the Design Presentation: **Based on ThSt 491b Syllabus**, generally 4 weeks prior to load in.
- Schedule a Production Meeting to follow the Design Presentation with all members of the design team. Make sure the Technical Director and Jim B. from the OUP are present for this meeting.
- Submit the Pre-Production Application to the Technical Director. **THIS MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO LOAD IN!**
- Schedule at least one additional Production Meeting. Make sure everyone on your team is following the same plan.
- Schedule "load in" meeting with Technical Director
  - This meeting is to discuss plans for load in and to ensure you have an adequate crew, some who need **REQUIRED TRAINING**. Your plans should include times, duties, and assigned crew, as well as times and lengths of breaks.

**Step 5: Production**

- Load-In
  - Make sure that all production team members, cast, and crew know when to arrive. When the TD arrives, this begins "Supervised Tech". During supervised tech students are allowed to perform duties which include all overhead work on ladders or scaffolding, and duties with some tools. See

Appendix “B”, “Prohibited, Supervised and Unsupervised Activities”, for a specific list. The TD will take over the load-in but will rely on you as a primary aide and supervisor of the work force.

- Tech
  - Supervised Tech
    - All supervised tech time must be scheduled with the TD.
  - Normal Tech
    - Tech time for rehearsals and unsupervised activities can occur after classroom use and before Midnight during your scheduled time at the Whitney.
- Performances
  - Ensure the theater is clean and orderly. Ensure that the House Manager arrives 1 hour prior to the start time. Verify the House Manager has the adequate number of ushers. Verify that the theater is locked and all lights turned off upon leaving the theater.

### **Step 6: Post-Production**

- Strike
  - Make sure that all production team members, cast, and crew will be at strike on the final night of the performance. A generous 20 minutes should be given to after-show socializing. After 20 minutes, please turn on the working lights and politely request that the audience members exit the theater so that strike can begin.
  - The Technical Director will run the strike but will rely on you as the primary aide and supervisor of the work force. Please make sure that there will be several ladder/scaffolding trained individuals to assist in strike. Strike must conclude by 1am.

### **Step 7: After-strike**

- THE PRODUCER WILL BE HELD RESPONSIBLE FOR RETURNING ALL RENTAL ITEMS. The producer may delegate these tasks but will be the one held accountable for their completion.

## **Senior Project Policies and Guidelines**

### **Who is Eligible to use the Whitney Theater?**

Any undergraduate student of Yale College enrolled in the Theatre Studies Program working on their Senior Project may propose to book the Whitney Theater.

Seniors engaged in senior projects are also the de facto **Executive Producers** of their shows. While the show’s “Producer” bears the responsibility of the day-to-day running of production, the Executive Producers are responsible overall for everyone adhering to the rules in the Producer’s Packet and in the Guidelines for Undergraduate Theater Productions and Special Events at Yale.

### **Cancellation of a Senior Project**

The Senior(s) (Executive Producers) are responsible for notifying the DUS of Theatre Studies as soon as a project cancellation or change of date is necessary. A notice of cancellation needs to be in writing and mailed, faxed or emailed to the DUS of Theatre Studies.

### **Financial Responsibility**

The Seniors (Executive Producers) are responsible for any and all incidents and damages arising from the booking, use, damages to and liabilities for, the Whitney Theater during the period of habitation. Your reimbursement from Theater Studies for expenses related to your production may be held in cases of incidents and damages.

### **Evaluation of the Theater**

The Senior(s) (Executive Producers) accept the Whitney Theater in the as-is condition without any pre-conditions or stipulations.

### **Load-In Into the Theater:**

Productions have a two week use of the theater.. You load-in on the Sunday of the first week, and you will have your Fire and Safety inspection on the following Wednesday. Once loaded-in and inspected, the scenic and lighting elements are considered frozen. You are not permitted to continue to load-in elements throughout the two week period. .

Supervision is required for the Load-In, performances, and Strike/Load-Out of all Theater Studies productions in the Whitney Theater. In order to provide adequate supervision on a regular basis and adequate working time for students to accomplish their production goals, students involved in Theater Studies productions will need to work within the time-frame parameters created by Theater Studies in conjunction with the Office of Undergraduate Productions.

### **Tech Schedule in Whitney Theater**

In order to properly train the tech crew and make the Technical Rehearsal process more effective, productions in the Whitney Theater will need to adhere to a pre-determined Tech Schedule for the preliminary technical rehearsals. The schedule is as follows:

First Sunday in space: **Load-In.**

First Monday in space: Continued Load-In ( if necessary). Light Focus. Be sure to schedule this “supervised tech time” with the TD.

First Tuesday in space: Finish Light Focus if necessary. Finish all preparations for Fire/Safety Inspection.

First Wednesday in space: Fire/Safety Inspection. (Anytime between 4pm-6pm) Producer and/or director must be present for the inspection. No major scenic or lighting changes can occur after this point! Be sure to do your Fire Drill and establish your meeting location BEFORE the Fire/Safety Inspection. Be advised the **Fire Inspectors may inspect your event at any time** (with or without notice to you) **and set regulations above and beyond those expressed in any codes, policies or guidelines.**

### **Performances:**

Performances in the Whitney Theater must end no later than 10:30 PM. Because Theater Studies shows require performance supervision, you are required to set your performance times before your load-in so that we may schedule the supervision. Any change to your performance times must be approved by the Technical Director, and approval is dependent on the ability of the performance supervisor to change his/her schedule to accommodate.

### **Strike/Load-Out:**

Load out will take place after the final performance, usually Saturday night. Load out must be completed by 1 AM. Due to Theater Studies Program regulations, in cases where reading week begins Saturday, final performances and strikes will take place on Friday. It is required that all members of the student production team and cast assist in the strike of the production. It is also encouraged that students find additional student help for the endeavor.

### **Voluntary Service Project**

A voluntary service project completed by your production team would be most appreciated. Service projects may include just about anything that is helpful. The maintenance or repair of a piece of equipment, the creation of a useful stock item, or the identification of and solution to a need are a few examples of how your group could contribute. Thank you, for considering participation.

### **Sharing the Whitney Theater**

It is understood that the theater is a shared resource that will be available to Theatre Studies instructors and students as well as for Senior Projects. The reserved time for Senior Project productions in the Whitney Theater is 8am to midnight on weekends and 6pm to midnight on weekdays. Additional time in the theater for daytime rehearsals should be scheduled with the Theater Studies Administrative Assistant. Care and consideration of the facility, materials and equipment and overall security is expected. The following applies to all productions:

### **Scheduling the Whitney Theater**

The theater must be reserved with the Theater Studies Administrative Assistant. **ONLY THE THEATER STUDIES ADMINISTRATIVE ASSISTANT MAY ALLOW CARD KEY ACCESS TO THE THEATER.** Have the student ID information for you cast and crew so they may be granted access. The building often closes in the evening and on weekends. Key card access is your only access to the building if the building is closed.

## **Notice Regarding Changes to the Policies and Guidelines**

As an evolving space, the Whitney Theater will be developing new policies and guidelines over time in response to the needs of the users. The Supervisor of Undergraduate Productions and the Dean's Office of Student Affairs will review the needs of the users and periodically update these policies and guidelines. A copy of the most recent Senior Project Producer's Packet is available at the Office of Undergraduate Productions for review.

**Notice Regarding the Guidelines for Undergraduate Theatrical Productions and Special Events at Yale:** The guidelines which govern all undergraduate theatrical and special events are available (pdf read only file) on the web main page of the Office of Undergraduate Productions at: <http://www.yale.edu/oup/forms/pdf/guidelines.pdf>

## **A Message from the, DUS, Theater Studies Department:** **Senior Project Policy Statement**

The Whitney Humanities Theater Space has two primary functions: 1) It serves studio classes in acting, directing, and playwriting during the day. 2) It is the rehearsal and performance space for Theater Studies senior projects during the evening and weekends.

Senior projects in the space must observe all rules and regulations regarding safety, security, cleanliness, scheduling, and decorum. These rules and regulations are set forth in the Production Packet, provided by the Supervisor of Undergraduate Productions.

Attention to these rules is crucial before the production gets under way, because if the rules are not heeded, as of academic year 2003-04 seniors risk academic probation.

Seniors engaged in senior projects as actors, directors, and/or playwrights are also the de facto **Executive Producers** of their shows. While the show's producer bears the responsibility of the day-to-day running of productions, the Executive Producers (i.e., those seniors who have proposed and are involved in particular senior project) are responsible overall for adhering to the rules in the Producer's Packet.

Violation of the rules for the Whitney Humanities Theater Space will result in academic probation for the Executive Producers and their production. The probationary period will extend throughout the rehearsal and run of the production. The Supervisor of Undergraduate Productions, in consultation with the Director of Undergraduate Theater Studies, will determine whether the Executive Producers and their production will be placed on probation.

Once a production and its Executive Producers are placed on probation, further violation of the rules will result in the cancellation of the production and the immediate vacating of the Whitney space. Senior students will forfeit their senior production project. Instead, they will be required to write a senior essay to fulfill their requirements for the Theater Studies major.

## **Production Team Responsibilities**

**The Producer:** The Producer is responsible for the safe and proper use of the Whitney Theater. The Producer must accept the responsibility for the security of and access to the theater during the period of habitation of the production. The Producer will be issued keys for the storage room and the props cabinets. The Producer is responsible for ensuring that the theater is clean and orderly before and after each rehearsal, work period, performance and strike. The Producer may share these responsibilities with the Director of the production. The Producer may not assume these responsibilities concurrent with being the Director.

**The Director:** The Director is responsible for the safe and proper use of the Whitney Theater. The Director must accept the responsibility for the security of and access to the theater during the period of habitation of the production. The Director will be granted key card access. The Director is responsible for the safe and proper conduct of the actors, performers, participants, technicians and staff of a production. The Director may not assume these responsibilities concurrent with being the Producer.

**The Production Team:** may include the Art Director, Technical Director, Scenic Designer, Lighting Designer, Costumes Designer, Sound Designer, Props Master, Special Effects Master or others designated by the Producer and/or Director. Each member of the Production Team acts as an agent of the producing organization. The Production Team is responsible for the individual aspects of their area of expertise. The Production Team is responsible for the safe and proper use of the Whitney Theater. The Production Team must accept responsibility for the safe and proper conduct of the technicians, volunteers and other production staff working with them.

**The House Manager:** The House Manager is responsible for the safe passage and conduct of the audience during the entire time that the audience is on the premise of the theater. The House Manager is responsible for ensuring that the theater is clean and orderly before and after each performance. In the absence of a House Manager, the Producer will assume these responsibilities. The House Manager may not assume these responsibilities concurrent with being the Director, Producer, Stage Manager, or Box Office Manager.

**The Sponsoring Organization:** Some Producers may choose to mount the production through an existing undergraduate organization. If this is the case, the officers of the Sponsoring Organization need to be listed on the registration form.

## **Whitney Theater Specifications**

### **Theater Dimensions and Specifications**

- Rectangular in shape. Measures roughly 54' x 36'.
- Pipe grid at 15'-9" above the deck. 4' grid squares, extending to within 3' of theater walls.
- 2 Dressing Rooms. 10' x 12' w/ a shared bathroom (toilet and sink).
- 1 Lighting and Paint storage room. 9' x 12' with slop sink.
- 1 ancillary storage room. 8' x 13'. Primarily used for lumber and scenery.
- Lighting and sound booth located on balcony overlooking theater. Open to the theater.
- Walls covered with soundboard, black, up to 12'. Upper walls are yellow ochre brick.
- Seven large windows (9' x 10'), covered with plywood, painted black.
- Flooring is MDF panels, screwed to sub-floor and painted black.
- Theater is disability accessible. Balcony is accessible only by a spiral staircase. Balcony may be used as an acting area but NOT AN AUDIENCE AREA.
- Theater is equipped with fire and smoke detectors, sprinkler protection, and three fire extinguishers.
- Theater is equipped with door, window, and motion detector protection.
- Theater has Men's and Women's lavatories.
- Theater has air-conditioning and in-house temperature control.

### **Lighting Dimmers and Control Inventory**

- Equipped with 48 ETC 2.4kw dimmers.
- Dimmers are wired back to the control booth to an ETC 48/96 channel control board.
- Dimmers located evenly through space with 6 at floor level and 6 in booth area.
- Equipped with ETC Express lighting console.
- The theater has both non-dim overhead florescent work lights and dimmable house lights.

### **Audio / Visual Equipment Inventory**

The theater is equipped with one powered sound console (Behringer PMP3000) and four (4) Mackie C200 passive 10" speakers. The house neutral position of the speakers are at the four corners of the grid.

### **House Goods**

The theater has a small inventory of soft goods. Inventory is included on next pages.

### **Seating Risers, Chairs and Acting Riser Inventories**

The theater has a six level Stage Right seating riser system going up to 32' high.  
The theater has 118 Virco stacking padded chairs and several mismatched chairs.

There are currently six (6) 4x8 stock platforms (6" high) for use as additional seating risers or acting platforms.

### Tools and Equipment Inventories

The theater is equipped with a limited assortment of hand tools for scenery assembly and theater maintenance. The theater has a 12' high 5' x 7' (base) rolling scaffold, and one 10' and one 6' step ladder.

## The Whitney Theater

53 Wall Street, New Haven, CT 06520

### Lighting, Rigging, Scaffolding & Ladder

## INVENTORIES

(as of Jan. 2011)

### Lighting

<u>Type</u>	<u>Item:</u>	<u>Count:</u>	<u>Condition:</u>
ETC Source Four	Ellipsoidals		Good
	50 ° (4½" x 6")	17	Good
	36 ° (6" x 9")	23	Good
ETC Source Four	Pars (with lens kits)	16	Good
ETC	Safety cables	62	Good
ETC	Color frames		
	8"	30	Good
	6"	43	Good
ETC	Pattern holders		
	Size "A"	9	Good
	Size "B"	7	Good
ETC	C clamps	1 extra	Good
Stage pin	Twofers	6	Good
Stage pin	Threefers	6	Good
Stage pin	50' cable	8	Good
Stage pin	25' cable	11	Good
Stage pin	10' stage cables	31	Good
Stage pin	5' stage cables	26	Good
Barn Doors	8" (for Source 4 Par)	8	Good
Lens Tubes	26 degree	4	Good
Lens Tubes	36 degree	1	Good
Lens Tubes	50 degree	1	Good
Half Hats	6" (for Source 4 Ellipsoidals)	6	Good
Sidearms	12"	4	Good
Sidearms	18"	5	Good
ETC	2.4 kw dimmers	48	Good
ETC	48/96 Express board	1	Good

19" Flat Screen Monitor		1	Good
Control board manual		1	Good

### Rigging

Cheeseborough	Rigid		5	Good
Cheeseborough	Swivel		4	Good
Batten Clamps	1 1/2"		6	Good
Turnbuckles	Jaw/Jaw 3/8" (1200 lb.WLL)		8	Good
Shackles	1/4" screw pin		8	Good
Roto Locks	1 1/2"		6	Good
Roto Locks	1 1/4"		1	Good

### Scaffolding

Amer. Scaffold	Steel rolling scaffold		1	Good
	6' frames	2		
	5' frames	2		
	3' Swing gate end	1		
	7' decks	5		
	7' cross bars	4		
	6' cross bars	2		
	8" locking casters	4		
	Safety rail uprights	2		
	5' safety rails	2		
	7' safety rails	4		

### Ladders

Lynn Ladder	10' fiberglass platform ladder		1	Good
Gorilla Ladder	6' fiberglass step ladder		1	Good

**Soft Goods**

**Please Note:** The Whitney theater grid height is 15'-9". All soft goods are flame retardant with jute, grommets, tie lines and bottom pipe pockets (unless noted).

Qty	Material	Height	Width	Notes
	<b>House Draperies</b>			<b>Do not get removed from the Whitney !!</b>
4	Black Velour Legs	15'- 0"	10'- 0"	10" tear in upper SL side of one drape.
2	Black Velour Border # 1	3' - 0"	32'- 0"	
4	Black velour drapes	9'-0"	15'-0"	Designated drapery for under balcony. Alternative use must be approved by TD.
1	Muslin Cyclorama	15'- 0"	32'- 0"	

**Seating and Risers**

Chairs

Virco Stacking chairs                      118                      Good

Seating Risers

3' x 8' sections                                      18  
3' x 6' sections                                      12

Seating Rails

8' backing rails                                      3  
6' backing rails                                      2  
3' side rails    10

Front Railings

8' front railing 32" tall                              3  
2' front railing 32" tall                              2



**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.

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

James Brewczynski, Supervisor of Productions

Rorie Fitzsimons, Senior Technical Director

Justin DeLand, Technical Director

Thomas Delgado, Technical Director

**Ground Plan of Scenery, Props, Draperies and Audience Areas for:**

**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:** \_\_\_\_\_.  
(Note: One usher per 25 seats is required.)

## A SAMPLE Ground Plan:

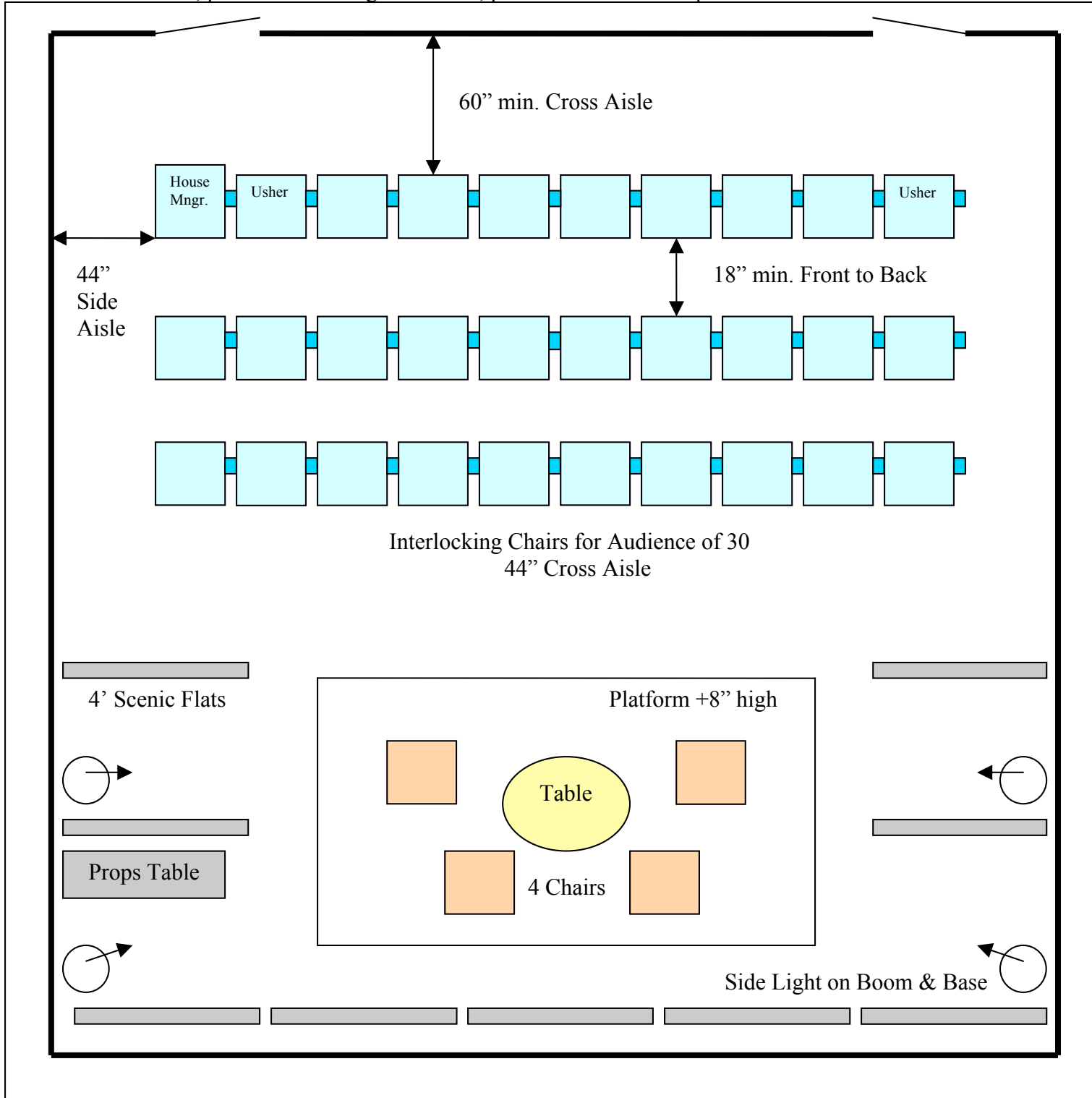
**Name of Event:** A Simple Show

**Location of Event:** Generic Theater

**Event Dates and Times:**

_Thurs_	_10-12-06_	_7:00 pm_	//	_Fri_	_10-13-06_	_7:00 pm_	//	_Sat_	_10-14-06_	_7:00 pm_
Day	Date	Time		Day	Date	Time		Day	Date	Time

Number of Seats: **30**, plus **3** House Mngr & Ushers, plus **4** Cast & Crew equals **Total Number in Venue: 37**.





# 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**

## **Excerpt from: Yale University Guidelines for Undergraduate Theatrical Productions**

For the full document see: Yale University Guidelines for Undergraduate Theater Productions at: [www.yale.edu/oup](http://www.yale.edu/oup)

### **Office of Undergraduate Productions**

The Office of Undergraduate Production, based at the Broadway Rehearsal Lofts at 294 Elm St, is available to provide production support services to undergraduate students as well as help ensure their ability to comply with basic fire and safety requirements. **All Producers of theatrical events need to schedule a production review meeting with this office** prior to submitting their plans. **In order to ensure adequate time, this review must be requested four (4) weeks prior to moving into any production facility.**

### **Inspections**

**Inspections are required for all undergraduate theatrical productions and special events at Yale University** to ensure their compliance to the Connecticut Fire Safety Code and to protect all persons involved including the actors and the public. The Yale University Office of Fire Code Compliance (YFCC) and the Yale University Office of Undergraduate Production (OUP) will conduct these inspections. The Fire Inspector and OUP reserve the right to alter these regulations at any time to ensure the safety of all persons involved. Additional inspection and review by Yale Environmental Health & Safety (Yale EHS) may be required as deemed necessary by the YFCC or the OUP.

The City of New Haven Fire Marshal may also conduct fire safety inspections and set regulations above and beyond those of the University.

**The Yale University Undergraduate Theatre Pre-Production Application Form (pages 3, 4 & 5) must be filled out, signed and submitted to the OUP at least four (4) weeks in advance of the planned load-in date. The OUP will review the application and once approved will sign off, fax the form to the YFCC two weeks prior to load in, and schedule the Fire/Safety Inspection.**

Inspections are typically performed on Wednesday. It is your responsibility to confirm your inspection date and time with the OUP on the Monday preceding your performance. Please have the original forms with you at the time of your inspection.

### **General**

The range of acceptable and unacceptable activities for construction and production are outlined in the OUP's "ABC List", with additional detail in the "Guidelines for Undergraduate Theatrical Productions and Special Events." Students are encouraged to review these and other OUP at their website at [www.yale.edu/oup](http://www.yale.edu/oup).

Good housekeeping practices shall be used in all areas. All areas shall be kept clean and orderly. All trash shall be removed.

A House Manager and sufficient Ushers must be designated in advance of each production. There must be 1 Usher per 25 occupants. A minimum of 2 ushers and the House Manager must be on duty at all times during actual performances. The House Manager must know the location of the nearest Fire Alarm Pull Station and Telephone or Emergency Blue Phone. All Ushers must know how to use a fire extinguisher and must carry a flashlight. Extinguisher training will be given during the Fire/Safety inspection as needed. All House Managers and Ushers must attend training at least once a year.

The following public announcement is required to be made by the House Manager, with house lights on, 5 minutes prior to the beginning of all shows **"No Smoking is permitted in the audience or adjacent exit ways"** **"Please note the locations of the exits"** (Indicate Location) **"Keep all aisles & exits clear at all times"**.

No open flames, torches, candles, smoke generation machines, and the like shall be permitted. No explosives, flash powder, firearms and/or the like shall be permitted. Smoking and the lighting of smoking materials by actors is not permitted.

Edges of stages, steps, and openings must be marked with glow tape throughout the space. This includes the audience aisles and exit ways.

Dangerous stage activities, unguarded mechanical equipment, audience participation, or exposure to dusts, vapors or fumes are prohibited.

All wiring must comply with the National Electrical Code. No wiring in the field by any student is allowed.

At least three (3) 10-lb ABC fire extinguishers must be available, one (1) at the lighting control panel, and two (2) backstage.

There shall be no standees allowed. Aisles and exit ways shall not be blocked at any time.

No fire protection or life safety features are to be tampered with or disabled.

### **Exits**

A minimum of two (2) exits is required from all performance and audience areas. A minimum of three (3) exits is required from audience areas if seating more than 500 people.

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.

No persons may be seated in aisles or exit ways. All exit signs are to be lighted and visible at all times. No mirrors, drapes, or other items are to be affixed, blocking, or in the way of the exits.

All exits are to be inspected for their entire length prior to each performance. Exit doors may not be chained or locked and doors must be verified as operable prior to each performance. Any accumulation of snow or ice or other obstructions or hazards must be removed.

### **Lighting**

The support structures for lighting equipment must be approved by OUP. Lighting equipment and other rigging over the audience seating area is highly discouraged, and all lighting towers shall be properly secured at the top and secured or weighted at the bottom.

Lighting equipment or rigging may not be affixed to sprinkler piping. No cables or equipment may run through or across aisles or exit ways.

All lighting equipment must have a safety wire secured through the yoke to the supporting structure. Only lighting fixtures approved by OUP with safety wires are to be used.

Lighting fixtures without lenses shall have a safety screen secured in front of the exposed lamp.

### **Actors Stage Risers**

Only risers meeting OUP requirements may be used. Custom fabricated risers, raised platforms, ladders, scaffolding, hoists, etc must be reviewed and approved in advance by OUP and either Yale EHS, Facilities, or others with special technical knowledge.

Risers shall be constructed in a stable manner that allows no movement and shall be designed to support the anticipated load and must have a minimum kickboard on all exposed edges of 1.5" in height. Risers greater than three (3) feet, or at the discretion of the Fire Inspector, shall have a permanent railing installed. Railings shall be 42" above the riser and include a mid-rail. Railings shall withstand a force of 200 pounds applied at any point, in any direction. All weight bearing structures must be reviewed by the OUP.

### **Audience Seating Risers**

The Occupant Load may not exceed the posted limits, or the capacity set by the Fire Inspector. Capacities may change with each show. All seating arrangements are subject to the approval of the Fire Inspector. There shall be no makeshift or bleacher seating. All audience risers must be of manufactured systems approved in advance by the Fire Inspector.

Risers greater than two (2) feet, or at the discretion of the Fire Inspector, shall have a permanent railing installed. Railings shall be 42" above the riser and openings between the top railing and the riser shall not allow the passage of a 6" sphere. Railings shall withstand a force of 200 pounds applied at any point, in any direction.

Risers greater than eight (8") inches above the floor shall have a permanent stairs at the aisles. Stair risers shall be a maximum of 8" high with a tread depth a minimum of 11". Riser height shall be uniform; shall not exceed 8" maximum, or minimum of 4" in height.

Stairs with more than two (2) risers shall have a handrail installed. Handrails shall be 42" above the surface of the tread.

For movable seating, all aisles must be 44" wide and lead to a 60" cross aisle that leads directly to an exit. No dead end aisles shall exceed 20' in length, from seat to a cross aisle or exit.

Rows of seats opening onto an aisle at one end shall have no more than seven (7) seats. Rows of seats opening onto an aisle at both ends shall have no more that fourteen (14) seats and all chairs must be fastened together.

Seats shall be spaced with a minimum of 18" from the back of one row to the front of the next.

## Scenery

Personal Protective Equipment shall be used when necessary for all setup personnel.

Approved scenery shall be constructed in a workman-like manner and be adequately secured.

Structural cables must only use swage-type terminations. Cable clamps or clips are not permitted.

No flammable or highly combustible items are permitted. All fabrics, flats and other scenery must be treated with flame retardant. The offstage side of all non-treated scenic materials must be back painted. All scenery and props will be fire tested by the Fire Inspector.

## **The Whitney Theater**

### **Do's and Don't List**

#### “DO’S”

#### “DON’T”

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Do check the inventory before renting</li><li>• Do use the Whitney as a flexible space<br/>There are many seating configurations</li><li>• Do remember to keep the space clean</li><li>• Do remember you are sharing the theater</li><li>• Do use the two signs boards for show posters</li><li>• Do check with the TD often for assistance</li></ul> <p>Do make sure all cast/crew have key card access</p> | <ul style="list-style-type: none"><li>Don't smoke or use any open flame</li><li>Don't tape or fasten anything to the walls or doors outside of the theater.</li><li>Don't use anything but <b>seating risers</b> for audience members</li><li>Don't forget to put your rehearsal items away</li><li>Don't forget to lock the tool room and booth</li><li>Don't forget to return any items after strike.</li></ul> <p>Don't worry, your show will be fabulous.</p> |
|--|---|

## APPENDIX “B”

### **Theater Studies Program Prohibited, Supervised, and Unsupervised Activities**

#### **Prohibited Activities:**

The following activities may not occur at any time during a Theater Studies production.

#### **General:**

- Working in a theater without a hard hat during all supervised and/or load-in activities.
- Working in a theater wearing open toed shoes or sandals
- Working on a ladder or scaffolding without completion of, OUP LADDER SCAFFOLD TRAINING

#### **Construction:**

- Use of stationary or portable power tools except a jig saw, screw gun, 3/8" or 1/2" drill, or palm sander.
- Unsupervised use of a jig saw
- Structural weight bearing scenery.
- 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 railing
- Cable clamps or clips are not permitted as terminations in structural cabling.

#### **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.

#### **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 or rehearsal space.
- Working in a theater or rehearsal space before 8:00 am
- Working in a theater or rehearsal space after 1:00 am
- 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 – SUPERVISED activities****Activities that require supervision by Theater Studies staff.****Construction:**

- All construction of scenic elements (flats, platforms) with the exception of store bought assemblies (a bookshelf from IKEA)
- Platform and stair installation
- Structural installation
- Structural guard rails
- Structural doors and windows
- Hanging doors, windows, picture frames, moldings, etc.

**Lighting:**

- Lighting Hang
- Cabling of elevated lighting instruments
- Lighting Focus
- Installation of booms
- Rigging of light ladders or tail down pipes
- Repairs to lighting equipment

**Sound:**

- Installation of sound systems with speakers above floor level or suspended microphones
- Repairs to sound equipment

**Production:**

- Load in
- All performances
- Strike

**Rigging:**

- Scenic rigging and hardware
- Use of Nicopress, cable clamps, and hanging irons
- Counter weight rigging and hardware
- Spot line rigging and hardware
- Dead hung rigging and hardware
- Hanging draperies, banners, props or other materials from a grid
- Operation of counter weight rigging
- Operation of spot line rigging
  
- All ladder, scaffold, and genie work over 6' high.

**Category B – UNSUPERVISED activities**

Activities that may occur unsupervised by students qualified for the task and approved by Theater Studies.

**Construction:**

- Scenic painting
- Set dressing
- Wall papering
- Fabrication or assembly of non-furniture props or costumes

**Lighting:**

- Placement and cabling at floor level of practicals that have been approved
- Placement and cabling at floor level of lighting instruments on floor stands that have been approved
- Cue writing and cue-to-cue technical rehearsals.

**Production:**

- Rehearsals without rigging systems

- Sign out and sign in of drapery, lighting, sound and props equipment
- Theater, rehearsal space and greenroom clean up

## APPENDIX “C”

### **Whitney Humanities Center Security Awareness Guidelines**

In an effort to preserve safety and security for all groups that access the meeting, production, and study spaces in the center we ask for your cooperation in following these guidelines:

1. Please be aware that the emergency number on and off campus is 911. Calling this number will put the caller through to a triage operator who determines nature of emergency: medical, safety or fire. To access Yale Police directly dial 203-432-4400.
2. Security in the center does depend on people in the building remaining aware of their surroundings. If there is any suspicious activity, please call Yale Police right away.
3. The security of groups in the building relies on doors staying secured. It is unacceptable to props doors. For loading, breakdown and other production logistics, organization should include planning so staff can help each other so that doors are not propped open.
4. Please do not leave personal items unsecured at the center.
5. Before finishing up a rehearsal, meeting or production, please be certain to check the area for unsecured items and check that all doors are closed and locked.
6. When leaving the center please consider calling the 2-WALK service (203-432-9255) which is available 24 hours per day to get you to any point on campus from the center. You may also call the nighttime shuttle which is available beginning at 6:30 pm and runs all night at 203-432-6330.

With your cooperation The Whitney Humanities Center will remain the valuable resource it is to our campus community.

By: \_\_\_\_\_  
I have agreed to the above guidelines

Group: \_\_\_\_\_

## APPENDIX “D” **Additional Resources**

### **Office of Undergraduate Production Inventory, Lighting Inventory, and Props Storage**

The Office of Undergraduate Productions keeps a small inventory of common use items that are available for purchase. You may buy gaff tape, spike tape, flame retardant, instrument lamps, electrical tape, glow tape, paint brushes and sharpies. The complete list of items for this inventory can be found at the OUP website: [www.yale.edu/oup](http://www.yale.edu/oup). You can also fill out the order form for items at the website. Inventory is open from 2-10 PM Tuesday – Saturday. Consider making an appointment with the inventory manager (currently Justin DeLand [Justin.deland@yale.edu](mailto:Justin.deland@yale.edu)) to ensure that you can get the products you need in time.

While the theater has an adequate stock of lighting instruments, the OUP lighting inventory can provide you with extra lighting instruments and cable that you may want. Please arrange for rental with the inventory manager (hours are 2-10 PM Tuesday-Saturday) to rent and pick up the instruments. A list of available equipment is on the OUP website. Please note that any rented lighting equipment must be returned on the Sunday after strike between 10 AM and 1 PM\* to the Lighting Storage beneath Nick Chapel in Trumbull College. Late return results in fees.

The OUP keeps a small inventory of props at 305 Crown Street. Please arrange with the inventory manager a time to choose and pick up props. Props must be returned on the Sunday after strike between 1-3 PM\*. Late returns will result in fees.

\*These times are the current return times. Times can change based on the availability of work-study staffing. Please make sure to verify what time you can return items when you speak with the Inventory Manager.

### **Yale School of Drama Inventory**

The Yale School of Drama has an inventory of expendables and common use item from which they allow Theater Studies to make purchases. In addition to everything the OUP can provide, the School of Drama has lighting gel, lumber, hardware, and much more. If you plan to use the YSD inventory, please make a list of everything you want to purchase and bring it to the Technical Director, who will help you complete the purchase through YSD.

### **Yale School of Drama Props Warehouse and Costume Collection**

The Yale School of Drama has an extensive warehouse of props and furniture which have been made available for undergraduate rental. Additionally, the Yale School of Drama Costume Collection allows rental to undergraduate productions. Each collection has their own rules and guidelines for rental and return. The following pages are the current guidelines and forms that are needed for rental.

It is important to schedule appointments with the YSD and follow their rules closely. They are not required to rent to undergraduates, and violation of their rules can have consequences for all senior projects. If you plan to rent from the YSD Props or Costume Collection, it is important that you schedule your rental well ahead of time. ***You must also arrange for the return for the rented items at time of rental! Know your rental return plans at the time of strike.***

The fees for the Props Warehouse and the Costume Collection are subject to change and updated yearly. Please contact them directly for the most current applicable fees.

## **Yale School of Drama/ Repertory Theatre Properties Warehouse Guide** **As of September 2011**

**The School of Drama/Repertory Theatre Properties Warehouse** is open to all community members within and without Yale University. The rental of properties is on availability. Groups within the School of Drama have priority over all outside users. The Yale School of Drama reserves the right to deny rental to any party due to scheduling conflicts, prior obligations, or abuse of the rules that follow.

### **Hours & Appointments**

The warehouse is open Tuesday through Friday, 2:30-5:00p.m. Before visiting the warehouse, you must call (203) 432-6405 and setup an appointment at least one business day in advance of your arrival. This is to ensure that personnel will be available to help you with your rental. In case of emergency closure, you will be notified by phone or email.

### **Rental Fees**

There is a **minimum** rental fee of \$85.00 for any properties rented from the warehouse. The minimum rental will cover 2-4 large props OR 10-15 small props for a maximum of four weeks. The rental charge will be set at the time of the rental and will vary with the complexity, uniqueness, value, size, and length of rental of the props at the discretion of the warehouse manager.

### **Deposit**

A minimum deposit fee of \$170.00 is required of all rentals. In most circumstances, the warehouse manger will set the deposit fee at two times the rental fee. However, fees may be higher depending upon the number of items and the value of the properties rented. Deposit fees will be returned in full with the return of all properties in their original condition. Painting, defacing, or damaging any rented properties will cause forfeiture of part or the entire rental deposit.

### **Properties Pickup**

Personal pickup of properties is available by appointment during normal warehouse hours. Schedule your arrival at the warehouse well in advance of closing time. The warehouse manager will make last call at 4:40 p.m. and will close promptly at 5:00 p.m. **You must bring enough personnel to move the properties from the warehouse to your vehicle.** The warehouse manger will assist only with items that are stored in areas difficult to access. The return of properties follows the same procedures. **You must bring enough personnel to restock properties to their proper locations.**

### **Properties Delivery and Pickup**

Delivery of properties can be arranged through the warehouse manager for an additional fee. Delivery and pickup of rented properties are usually scheduled immediately following normal warehouse hours however pickups may be scheduled just prior to normal hours. Please make sure to schedule a delivery or pickup at least 2 days in advance to allow enough time to reserve a School of Drama vehicle. **You must bring enough personnel to move the properties from the warehouse to the delivery vehicle and from the delivery vehicle to your performance space.** The return of the properties follows the same procedure. **You must have enough personnel to move properties from the performance space to the delivery vehicle and from the vehicle to their proper locations at the warehouse.** The fee for delivery or return of properties is a minimum of \$35.00 for the first hour, with an additional charge of \$17.50 for every additional half hour. Please note that personal transportation to and from the warehouse is the responsibility of the renting party.

### **Method of Payment**

Rental fees and security deposits for all items must be paid at time of pick up. Payment may be made by check, payable to the Yale School of Drama. Separate checks are required for fees (rental & delivery) and deposits. Members of the Yale community may pay by PTAE0. PTAE0 payments must be authorized by the College or Department and emailed to the warehouse manager with maximum approved budget 24 hours before props may be checked out. Deposits are refunded upon return of all items in good condition. Additional charges may be billed if damage or loss exceeds the deposit. Any payments not made will be grounds for terminating rental privileges. Bounced checks are subject to a \$25 fee.

### **Changes to Properties**

Rental properties may **NOT** be changed in color, size, or structure without **PRIOR** approval of the warehouse manager. Painting, defacing, or damaging of any rented properties will cause forfeiture of part or all of the rental deposit.

### **Location & Directions**

The Properties Warehouse is located at 105 Hamilton Street in New Haven, CT. It is one block north of Chapel or one block south of Grand Ave. The warehouse is located in a shared facility with Tile America and the entrance is behind the building. From Yale Campus: Follow Elm St. east and cross State St, staying on Grand Avenue for several blocks. Make a right onto Hamilton Street. Turn left at the first light onto Ives St. (the Tile America store is on the corner). Take a left turn into the parking area behind the Tile America building, about halfway down Ives St. Proceed to the left diagonally across the parking lot to the corner of the L-shaped loading dock. Look for a roll-up door with a single door to its right, with a sign that says, "Yale School of Drama/Yale Repertory Theater Storage Facility". The phone number at the warehouse is (203) 764-9276.

## **Yale School of Drama Costume Collection** **RENTAL AGREEMENT GUIDELINES** **As of September 2010**

The Costume Collection is open to theatrical communities inside and outside of Yale University. Groups within Yale School of Drama have priority over others.

### **HOURS & APPOINTMENTS**

Costume Collection hours are by appointment only. Appointments should be made a week in advance for viewing, pulling or returning stock to and from the Collection. Fittings are not permitted on premises.

### **RENTAL FEES & DEPOSIT**

Rental fees and security deposits for all costumes must be paid at time of pick up. Payment may be made by check, payable to the Yale School of Drama. Separate checks are required for the rental fee and deposit. Members of the Yale community may pay by PTAE0. PTAE0 payments must be authorized by the College or Department and emailed to the Collection Manager with maximum budget 24 hours before costumes may be checked out. Security deposits are 10% of full value of rental costumes but no less than \$150. Deposits are refunded upon return of all costumes, dry cleaned, and in good condition. Damage or loss of costumes will cause forfeiture of part of, or all of the deposit. Additional charges may be billed if damage or loss exceeds the deposit. Any payments not made will be grounds for terminating rental privileges. Bounced checks are subject to a \$25 fee.

### **ALTERATIONS**

Cutting, dying and other permanent alterations of costumes are not allowed. Minor non-permanent alterations are permitted.

### **RENTAL RETURNS**

Costumes are due back to the Collection within 7 business days of close of show. An appointment must be made for costumes to be checked back in. All rentals must be returned professionally dry cleaned, pressed flat, and on hangers, with dry cleaning receipts. Late fees of \$10 a day will be charged.

### **DIRECTIONS**

From I-91 and I-95: Take the New Haven Downtown Exit (Rt 34). Proceed to 3<sup>rd</sup> exit at end of connector, and take first right onto York Street. 149 York Street is on the right, between Crown and Chapel. Use the callbox to the left of the door to request entrance to the Collection.

## **HOW TO RENT YSD COSTUMES**

### **PULLING & CHECKOUT**

The Collection is used by dozens of groups and is highly organized by period, style and color to make your pull efficient. Keep costumes neat and in order while you are pulling.

- \*Measure the actors before coming to the Collection. Costumes in the Collection are altered, tag sizes are not accurate. You may not take excessive amounts of clothing per actor instead of using measurements. See the attached measurement guidelines.
- \*There are no dressing rooms in the Collection for fittings, do not bring actors to appointments.
- \*Keep hanging items flat and secure on their hangers, keep shelf items folded, keep lids on bins.
- \*Do not restock clothing you decide not to use, leave them on a rack and notify the Manager.
- \*Food and drink is not permitted in the aisles.
- \*Pieces from sets such as suits may be checked out separately, but bring full set together to checkout.
- \*Allow at least half an hour in your schedule for checking out costumes, more for very large pulls. Note any existing damages to the Manager.
- \*Any clothing you leave in the Collection must be tagged with your name and phone number or it will be restocked.

### **USING**

The individual who signs out the costumes is the guardian of those costumes from when they leave the Collection until they are returned. The individual renting the clothing should be the one who will be caring for and returning all costumes. It is your responsibility to make sure all costumes are treated well by cast and crew and not lost. You will be charged for the value of any item lost or damaged.

- \*Check all items against the costume list on your invoice at every step of the production, especially when costumes are moved.
- \*Costumes should only be worn for rehearsal and performance. Actors should not be allowed to wear costumes outside or take them home.
- \*Using tape to label clothing is considered damage and will result in damage fees. Safety pin or sew your name labels.
- \*Only minor alterations that can be undone are permitted. Cutting, gluing, dying, painting are not allowed and will result in damage fees. Do not allow individuals without sewing skills to perform alterations. Very badly done alterations will result in damage fees.
- \*Carefully check for pins and needles. You will be charged for additional staff time if they are found left in clothing.
- \*Return all costumes not used before the opening of the show. Costumes returned after show opening must be dry cleaned whether or not they were used. Unused costumes should be returned clean and flat on hangers.

### **RETURNING**

Make an appointment at least a week in advance to return all costumes before the deadline on your invoice. A late fee of \$10 a day after that date will be charged. Costumes must be checked back in with the Manager, allow at least a half hour for check-in.

- \*Check against your invoice list that all pieces are returned to you on the night of the close of the show.

- \*Check all pockets of clothing and inside shoes and handbags for accessories and actors' personal items before cleaning.
- \*Home laundering is not allowed. All clothing must be professionally cleaned.
- \*Costumes should be delivered to the drycleaner immediately after the close of show to ensure they are cleaned before the deadline. Expect drycleaning to take several days. Let your drycleaner know you have a deadline.
- \*Check all costumes against your invoice list when you pick up costumes from the drycleaner. Make sure all removable parts such as belts and collars are kept with the clothing.
- \*For large pulls, put costumes in order of invoice to avoid lengthy check-in appointments.
- \*Return any measurement tags with their items, notate any size changes on measurement tags.
- \*Costumes must be returned in dry cleaning bags, hanging flat and unwrinkled on hangers, with dry cleaning receipts.
- \*You will be charged a dry cleaning fee for costumes returned wrinkled, piled in bags or boxes, or dirty.