

Yale College Dean's Office
Office of Undergraduate Productions and Special Events
PO Box 208241, New Haven, CT 06520-8241
203-432-6416 (phone), 203-432-6415 (fax)

Theatrical Do's and Don'ts List

Drugs and Alcohol: **The use of drugs or alcohol in the 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.**

Open Flames: 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 the theater.

Food and Beverages: Food and beverages (except water) are not permitted in the theater.

Fasteners: Do not put any fasteners (nails, screws, tacks, staples, safety pins etc.) into the floors, walls or draperies.

Tapes and Adhesives: Do not use tape of any kind on the walls, lighting equipment, stage draperies or theater curtains. Do not use double stick tape of any kind on the floors or walls. Theatrical gaffer's tape and cloth spike tape are the tapes of choice. Do not use any other types of tape on the floors or walls. Gaffer's tape and colored spike tape can be purchased from the Office of Undergraduate Productions or the Yale School of Drama inventories.

Seating, Tables, Risers and Equipment: No seating, tables, risers or theater equipment may be taken out of or used outside of the theater without the permission of the Theater Supervisor. Stack unused chairs in stacks of eight behind the seating risers. Stack unused risers in a safe manner with tallest units on the bottom. Store unused tables and other equipment against the wall.

Stage Draperies and Black Curtains: Nothing may ever be attached to the draperies. Drapes and curtains must be protected from wear and tear, paint, moisture, tape and abrasions at all times.

Piano: Do not move the piano without permission and the assistance of the Theater Supervisor. Please, do not put anything on top of the piano.

Construction and Assembly: It is required that all of your construction work occurs prior to loading into the theater. Construction of scenic elements (with the exception of sewing curtains and draperies) is to occur in college wood shops or other appropriate spaces. It is understood that the assembly of scenic units will occur in the theater and that minor adjustments (including wood cutting) may need to be made to accomplish this.

Cleaning: The theater is cleaned professionally. The cleaning staff will not move your props, scenery, curtains, chairs or risers in order to clean. This ensures that your set-up remains intact. You are responsible for cleaning-up any debris generated from your work. Please, be careful not to leave out any food or drink used for props. We do not have a rodent or insect problem and we do not want one. The theater must be returned in a "broom clean" condition.

Housekeeping: The theater must be maintained in a professional manner at all times. Please, be sure to put away tools, organize props, costumes and scenic materials, maintain safe aisle ways and prevent tripping hazards.

Scaffold and Ladders: Only those people trained in the safe use of scaffolds and/or ladders may use this equipment. Only one person at a time may be on a ladder. No more than two people at a time may be on the scaffold. Be sure not to leave anything on top of the scaffold or a ladder. Store unused scaffolding and ladders against a wall.

Storage Room (if provided): Most of the items in the storage room are available for your use. There is no charge for hardware or paint supplies. If you have materials you would like to donate please, check with the Theater Supervisor first.

Strike: Strike must occur immediately following your event, or last performance, and must be completed by 1:00 am. All scenery, platforms, costumes and musical instruments must be removed from the theater during strike. All lighting is to be stuck and sorted by type. Furniture props needing trucking can remain in the theater until 5:00 pm of the following day. The theater must be returned to "House Neutral" condition unless specific arrangements have been made with the Theater Supervisor in advance.