

**Yale College Dean's Office**  
**Office of Undergraduate Productions and Special Events**  
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**A Producer's Primer:**

**How to Register and Manage a Theater / Dance / Comedy Production  
in a Residential College Theater Space**

**ASAP**  
(Early Semester)

**Contact the College Master's Office**

Reserve the theater for your dates

Ask for the Pre-Production Application Forms

Ask for the Sudler Award Application Forms

**Attend the Producer's & Director's Meeting in the Theater**

Coordinate with your Director

**Attend the Ladder & Scaffold / Fire Safety Training Workshop at the OBT,**

Coordinate with any staff that may need to access ladders or scaffolds.

**Attend the Electricity and Lighting Safety Workshop at the OBT,**

Coordinate with your Lighting Designer and lighting hanging staff.

**4 to 6 Weeks**  
(Prior to Load-In)

**Coordinate and Preside over a Full Production Meeting**

**@ the Office of Undergraduate Productions,  
with Rorie Fitzsimons, Technical Advisor, 432-6417 (office), 314-8476 (cell)**

Schedule this full production meeting with your Producer, Director and Designers

Present your completed Pre-Production Application Forms to RMF

Schedule two more production meetings with RMF

**2 Weeks**  
(Prior to Load-In)

**Coordinate and Preside over a Full Production Meeting @ OUP, w/ RMF**

Schedule this full production meeting with your Producer, Director and Designers

**2 Weeks**

Review any changes to production or design plans w/ RMF

Schedule props delivery and pick-up.

Secure final approval from RMF

Fax Pre-Production Application Forms to Yale Fire Marshal's Office

**2 Days**

(Friday, prior to Load-In)

**Coordinate a Producer's Meeting @ OUP, w/ RMF**

Final review of production plans and the tech / performance week schedule.

Schedule return of costumes, lights, props and sound equipment

Schedule House Manager & Usher's Meeting

**Tech / Performance Week****Sample Schedule:**

Sunday	8:00 am to 1:00 am	Load-In Lighting in AM Load-In Scenery in Afternoon Continue Load-Ins as needed and begin Focus in PM
Monday	8:00 am to 1:00 am	Load-In, Focus and Tech, Rehearsal as needed
Tuesday	8:00 am to 1:00 am	Tech and Rehearsals <b>Cast &amp; Crew Fire Drill and Sign-up</b>
Wednesday	8:00 am to 6:00 pm <b>4:30 to 6:00 pm</b> 6:00 pm to 1:00 am	TBD <b>Fire and Safety Inspection w/ Producer and Director</b> Rehearsals, Dress rehearsal (with newspaper reviewers ?)
Thursday	8:00 am to 6:00 pm 6:00 pm 7:00 pm to Midnight	TBD House Manager's & Usher's Meeting Performance(s)
Friday	8:00 am to 7:00 pm 7:00 to Midnight	TBD Performance(s), Photo Call
Saturday	8:00 am to 7:00 pm 7:00 pm to Midnight <b>10:00 pm to 1:00 am</b>	TBD, Matinee Performance(s) Performance(s) <b>Strike</b> (time depends on size of show)

**Within 3 Days**  
(After Closing)

**Return borrowed and rented costumes, lights, props and lighting equipment.**  
If possible, sleep !  
Return theater's access cards and keys.

**Within \_\_ Days**

**Present receipts and final budget to College Master's Office for reimbursement.**

## **Prohibited Activities**

**The following activities may not occur in any undergraduate theater, shop or rehearsal space.**

### **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.

### **Electrical:**

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

### **Fire Safety:**

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

### **Production:**

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

### **Rigging:**

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

### **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.