

Appendix F: Rigger/Flyperson Checklist

The first expectation of any crew member is safety.

General

Working under the Technical Director (TD), the Stage Manager (SM), and the Deck Manager, this position functions in two ways. Prior to technical rehearsals, the Rigger assists in the rigging and flying of any soft goods, scenery, lighting, or sound equipment. The Fly Rail Crew member (or Flymen) works backstage during final rehearsals and performances and is responsible for operating the grand drape, traveler, and any battens containing drops, scenery, or lighting used during the performance. Because of the familiarity of the flown equipment, these crew members often stay the same throughout the production and performance process.

Training and Safety

- Complete safety videos and quizzes online.
- Meet with the TD to verify that you are trained on all equipment on the fly rail.
- If at any time, you are unfamiliar with the equipment or fly rail procedures, ask the TD or Theatre Arts faculty member for training.
- For your personal safety, proper shop attire is required any time you are working the fly rail.
- Personal eye and gloves are required any time you are working the fly rail.
- Never, never, NEVER work the fly rail alone. There must always be no less than three crew members present at any time.

Pre-Technical Rehearsal

- Read the play.
- Assistant Scenic Designer and TD in hanging any drops needed for the show during load-in or as scheduled prior to load-in.
- Obtain a roll of spike and/or glow tape from the Assistant Stage Manager in order to mark your line sets as needed.
- Obtain a headset from the Assistant Stage Manager.

Technical Rehearsal

- Attend all Technical Rehearsals, Dress Rehearsals, and Performances at the assigned call times provided by the SM.
- Get the set change list for fly rail (curtain and drops) from the SM.
- Take notes of any changes to cues as needed.
- Mark line sets with spike tape so you know where to lock off when flying drops in and out.
- When flying drops:
 - Make sure all pulls are smooth and quick.
 - Make sure everyone is at a safe distance before drop comes down.
 - Do not let drops hit the stage, people, or other set pieces.
- Immediately inform the Assistant Stage Manager or the TD if you have equipment issues.
- Be ready to assist with onstage, scenic transitions, if needed.
- Once rehearsal is complete, reset all line sets for top of show.
- During notes, write down any issues or concerns from the Director or SM and wait to be released.

Dress/Performances

- Arrive and sign in at least five (5) minutes before your designated call time.
- Regulation backstage blacks are required for all running crew starting with dress rehearsals.
- Before house opens, do a safety/maintenance check for all working line sets.
- During the run of show you must stay quiet at all times except to communicate technical difficulties or an emergency situation.
- Move quickly and safely during set changes.
- Help organize all set pieces backstage if needed or directed to do so.
- Once audience has exited the house, clear the stage and set for top of show. Please watch carefully for other crew members and actors on stage. Loudly call out your incoming and outgoing line sets.
- Stay for notes or until released by the SM.

Strike

- Coordinate with the TD and Master Electrician to safely strike all drops, scenery, lighting, and sound fixtures from the fly system.
- Remove all spike tape from the line sets.
- Return your headset to the Assistant Stage Manager.
- Check weight on all line sets after they have been struck.
- Help clean backstage, or on another crew, as assigned.
- Before strike ends, make sure that the performance venue and the shop are organized and clean.