

Appendix B:
Theatre Arts General Crew Checklist
The first expectation of any crew member is safety.

Accountability & Quality

- Accountability is a huge part of theatre work. Being part of a crew means that you are responsible for completing the work you are assigned. If you are absent or if you do not finish your assignment, then the rest of your crew will have to work that much harder to get everything done.
- Completing a production assignment may not always align with your ten (10) hours per week. Please prioritize completing the project, even if you have completed your hours.
- If you are not on crew time and want to help, you are more than welcome in the work areas! If you are not working, your presence will cause distraction and resentment. Off time is valuable – spend it somewhere other than where people are working.
- Any time crew members are working with Theatre Arts faculty or staff, two crew members must be present.
- Attendance during crew time must always be at least three-deep. This means that you must NEVER work alone during crew time; in fact, there must always be at least three crew members in a shop or work space at any given time. They do not all have to be on the same crew, but crew members working in pairs are not allowed.
- On any project, very high safety and quality standards are expected for the work you do. Always remember that if your work needs to be modified or redone because of safety or quality issues, that it is for the good of the show, and is not personal.

Personal Equipment

- What you wear during shop-time speaks to those around you about how serious and committed you are to the work we do.
- Some crew assignments (such as marketing and publicity) may allow or demand changes in required clothing, but always remember that you may be asked to temporarily work on a different crew at any time.
- Get a generic set of “shop clothes” for crew time. Always wear this outfit when you come to work because it will protect you from most hazards that any crew presents. The proper attire for all crew assignments is as follows:
 - Low-heeled, closed-toe, soft-soled shoes (slipper style shoes and flip flops are not allowed).
 - Long pants made of tear resistant fabric that allow freedom of movement and will protect your legs (denim jeans are great).
 - A crew or v-neck shirt, with short or three-quarter length sleeves, and a shirt tail that is long enough to tuck in, and that allows freedom of movement but will protect your torso. Long sleeves are allowed, but must be close fitting and secure at the wrist or be rolled up.
 - A hair band or hat is REQUIRED for hair that is shoulder length or longer.
 - Choose clothing that can get dirty, get painted, or stained without causing you emotional distress or distraction. The style, color, and quality of this outfit is up to you.
- The equipment list, as required for Stagecraft I and II, is as follows:
 - Basic Tool Kit: 10-16 oz. claw hammer, 2 screwdrivers (#2 Phillips and ¼” slotted), 6-8” adjustable wrench, pliers, 16ft+ tape measure
 - safety glasses (OSHA/ANSI approved)
 - hearing protection: ear plugs or muffs
 - work gloves (optional, but can really save wear and tear on your hands and fingers)
 - Architect’s Scale Rule (DO NOT accidentally buy an Engineer’s scale! They are very different)
 - #2 lead, wood pencils
 - A dedicated bag, box or belt to store and transport your tools and equipment
- While the department provides most of the tools needed to complete a task on any crew, using your personal tools can make completing assignments much more efficient.
- Always wear your personal eye and ear protection during crew time.

Training and Safety

- The most important skill of a crew member is asking questions. You’re here to learn and we’re here to teach, so ask as many questions as you need to feel safe and confident in your work.

- You are required to complete safety videos and quizzes online before you can work on any crew.
- Meet with the Technical Director (TD) or supervising faculty member to verify that you are trained on any equipment specific to your crew assignment.
- If needed, attend an orientation of the shop so that you know where to find, AND WHERE TO PUT AWAY, tools and materials.
- If at any time, you are unfamiliar with a tool or procedure, ask the TD or supervising faculty member for training.

Production Meetings

- Schedule to attend all production meetings.
- Take personal notes relevant to your crew.

Food and Drink Policy

- No food in the Tech Booth, Scene shop, or the Costume Shop. EVER. Crew time is not the time to eat.
- For your personal safety, the best individual policy is to eat before or after crew time. Plan a break that takes you OUT of the theatre space for a short time.
- Drinks are allowed, but must be covered, and kept in a designated area away from all projects and equipment. Drinks must be labeled (with your name and the date) and THROWN AWAY at the end of your crew time.