

Appendix D:
Scenic Crew Member Checklist

The first expectation of any crew member is safety.

General

Working under the Scenic Designer, the Technical Director (TD), and the Master Carpenter, the scenic crew member is responsible for constructing or adapting the necessary scenic elements for the current production in a safe and frugal manner. The scenic crew is also responsible for painting, assembling, and transporting scenic elements from the Scene Shop to the performance venue. The scenic crew keeps the Scene Shop clean, organized, and safe for daily operation. There may also be other duties as assigned.

Training and Safety

- Complete safety videos and quizzes online.
- Meet with the Technical Director to verify that you are trained on all equipment in the Scene Shop.
- 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 in the shop, ask the Technical Director or faculty member for training.
- For your personal safety, proper shop attire is required any time you are working in the scene shop.
- Personal eye and ear protection are required any time you are working in the scene shop.
- Never, never, NEVER work in the Scene Shop alone. There must always be no less than three crew members working at any time.

Production Meetings

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

Production Period

- Get job assignments from the Master Carpenter. Review drawings or illustrations to clarify any questions or alterations.
- For any and every project, make a list of required tools, materials, fasteners, and assistance that will be needed BEFORE you start.
- Notify the Master Carpenter and TD of any supplies that need to be purchased to complete your assignment.
- If tools are damaged immediately take them to the TD.
- Check in with the Master Carpenter daily for any changes.
- When you have completed a project, notify the Master Carpenter and move to the next project.
- Allow time at the end every work call to make sure that the Scene Shop is organized and clean.

Pre-Technical Rehearsals

- Assist with loading in all of the scenic elements for the production.
- After every work call, make sure the performance area is clean, free of debris, and safe for rehearsal.

Technical Rehearsals

- Check in with the Master Carpenter daily for any notes from the Rehearsal Report.
- If there are not scenic specific assignments, check with the Master Carpenter to work on another crew, as needed.
- After work call, make sure the performance area is clean, free of debris, and safe for rehearsal.

Strike

- Coordinate with the Master Carpenter what pieces will be saved, returned or thrown away.
- Disassemble scenic pieces, as assigned, in a safe and sensible way.
- Any lumber or materials to be saved must be free of hardware and fasteners.
- Work on projects as assigned until strike is completed.
- Before strike ends, make sure that the performance venue and the shop are organized and clean.