

Appendix E:
Electrics Crew Member Checklist

The first expectation of any crew member is safety.

General

Working under the Lighting Designer (LD), the Master Electrician (ME), and the Technical Director (TD), the electrics crew member is responsible for gathering, checking, hanging, and focusing necessary lighting equipment for the current production in a safe and frugal manner. The electrics crew is also responsible for maintaining, servicing, cleaning, and organizing the electrical equipment and electrical areas. There may also be other duties, as assigned.

Members of the electrics crew must learn to be comfortable with heights and ladder work. It is also important to know EXACTLY how to accomplish the tasks you are given. Mistakes on electrical crew can destroy expensive equipment, cause a fire, or get you or someone else dead very quickly.

Training and Safety

- Complete safety videos and quizzes online.
- Meet with the Faculty Lighting Designer to verify that you are trained in wiring and fixture maintenance.
- If needed, attend an orientation so that you know where to find, AND WHERE TO PUT AWAY, tools and equipment.
- If at any time, you are unfamiliar with a tool or procedure in electrics, it is imperative that you ask the Faculty Lighting Designer or TD for training.
- Required personal gear for electrics crew includes: eye protection, adjustable wrench with tether, work gloves (heat resistant if you want), a small flashlight, and rubber-soled (insulated) shoes.
- Never, never, NEVER work alone. There must always be at least three crew members working at any time.

Production Meetings

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

Production Period

- Get job assignments from the Master Electrician. Review drawings or illustrations to clarify questions.
- Before you start a project make a list of required tools, equipment, fixtures, and assistance that will be needed BEFORE you start.
- Notify the Faculty LD or the TD of any supplies that need to be purchased to complete your assignment.
- If fixtures or cables are damaged, immediately take them to the Technical Director.
- Check in with the Master Electrician daily for any changes.
- When you have completed a project, notify the Master Electrician and move to the next project.
- Allow time at the end of every work call to make sure that your equipment is organized and safely stored.

Pre-Technical Rehearsals and Lighting Day

- Check the production calendar for the scheduled weekend "Light Day" for your show.
- Assist with the hanging, focusing, and documenting of the light plot.
- Assist Stage Management with installation of backstage, run-of-show work lights.
- After every work call, make sure the performance area is clean, free of equipment, and safe for rehearsal.

Technical Rehearsals

- Check in with the ME daily for any notes from the Rehearsal Report.
- If there is no lighting-specific assignment, check with the ME about working on another crew, as needed.
- After work call, make sure the performance area is clean, free of equipment, and safe for rehearsal.

Strike

- Coordinate with the Master Electrician to strike and store all fixtures, cabling, tools, and equipment.
- When working in a counter-weighted venue, work closely with the ME and TD to safely strike fixtures above the stage.
- Work on projects as assigned until strike is completed.
- Before strike ends, make sure that the venue and the electrics areas are organized and clean.