

**Appendix L:**  
**Master Carpenter's Checklist**  
*Organization and Communication Are Key*

General

The Master Carpenter works closely with the Technical Director (TD) and Scenic Designer (SD) to implement the scenic design for the show. Responsibilities of the Master Carpenter include managing the scenic crew, interpreting working drawings, scheduling and assigning crew jobs, and maintaining the shop.

Before First Design Meeting

- Read the play.
- Meet with the TD to discuss shop inventory.
- Make sure shop is clean and ready for construction.

Design Process

- Observe and take notes on the Director's Approach.
- Discuss set design and construction with TD.
- Get a copy of ground plan/working drawings from TD.

First Production Meeting

- Discuss priorities of construction and get any working drawings needed from TD.
- Know your budget for set.
- Make a list of materials needed for set construction; double check stock already inhouse.
- Know all workers' scheduled times to be in the shop.
- Get production calendar and construction schedule from TD.
- Go over production calendar with production team.

Early Production Period/Prior to Load-In

- Begin set construction.
- Make sure all carpenters are safe and know how to use equipment in shop.
- Meet with TD daily to discuss progress.
- Make sure shop is clean at the end of every day.
- Any questions or concerns should be brought to TD.
- Receipts and packing slips should be handled by or given to the faculty or staff supervisor whose job it is then to record them..
- During workdays:
  - o Know what workers you have and know your plan for the day.
  - o Get as much of the set completed as you can by working safe and smart.
  - o Meet at designated times specified by the TD.
  - o If for any reason set is complete before the end of workday, check with TD to see where else you and your crew can help.
  - o At the end of workday make sure shop/all work areas are clean; DO NOT leave for the day unless release by TD or Stage Manager.
- Schedule load-in with TD.

Prior to Technical Rehearsals

- Make sure set is complete before load-in.
- Load-in set, making sure everyone knows where everything needs to go; safety is a priority.
- Find out if you are needed for paper tech with production crew.
- All issues regarding set must be solved and/or completed prior to Technical Rehearsal.

#### Dress/Performance

- You may be asked to work in other aspects of the show. If so:
- Plan to attend any Q&A events.
- Check in with Stage Manager to find out what you might be needed for.

#### Strike

- The TD will supervise and organize strike. Safety is priority.
- Know in detail how the set needs to come down and where everything is going in the shop; be smart, logical, and safe.
- Ensure the stage floor is protected during deconstruction and clean after strike.
- Make sure all set pieces are taken back to the shop and organized.
- Make sure shop is clean and report to TD.
- Do not leave strike until released by the Stage Manager.