

Appendix R:
Scenic Charge Artist Checklist
Organization and Communication are the Keys

General

Working under the scenic designer and with the Technical Director (TD), the scenic charge artist is responsible for implementing the painting and decoration of the scenery and props. Participation in the entire process is key to this position. You are a very valuable person and resource in this process.

First Production Meeting

- Schedule to attend all production meetings.
- Obtain a ground plan and front elevations from the scenic designer.
- Get a copy of the overall production schedule from the TD.
- Continually update and coordinate schedules during subsequent production meetings.

Early Production Period/Prior to Paint Call

- Schedule to attend rehearsals with the scenic designer.
- Repair and maintenance painting equipment, as needed.
- Inventory existing paint and coordinate with the TD to acquire needed paint, materials and equipment.
- Check in continually with the scenic designer for any changes.
- Get finalized paint elevations of the set from the scenic designer.
- Finalize paint schedule. Make sure your crew has this schedule at least three days prior to call time.
- Prepare facility for paint; organize all necessary personnel, equipment and paperwork.

Paint Call

- Consult the TD to answer any questions and address items on the Rehearsal Report. If anything needs to be altered, discuss it first with the Director, then with the scenic designer.
- Schedule to paint the floor with enough time after to allow for paint and sealer to dry and cure before rehearsal.
- Clearly label all colors used with the purpose for each and the formulations used to achieve the color. Save all paints/colors used until the close of the show in order to do touch-ups during the run of the show.
- Consult the scenic designer daily to be sure any questions are answered in a timely manner.
- Prior to dismissing your crew each day, see that all spaces are cleaned up, all brushes and tools are cleaned, and paints are stored properly.
- Read and respond to all items on the Rehearsal Report.

Technical Rehearsals

- Check the Rehearsal Reports daily and respond appropriately.
- Notes should be prioritized and completed as fully as possible before the next rehearsal.

Performance

- Schedule to attend any Q&A events.
- Check in with Stage Manager (SM) and TD daily for issues. Any and all touchups must be completed and dry BEFORE the next performance.
- Discuss any photos you may want at photo call with the scenic designer.
- Thoroughly clean and organize all paint areas, paint, and paint equipment during show week.

Immediately After Closing Performance

- The TD will organize and supervise the strike.
- Coordinate with the TD to strike all paint elements.
- Coordinate with the TD what pieces will be saved, returned or thrown away.