General Operating Procedures for Non-Main stage Productions:

1. Due to the nature of the shared multi-use space of our theatres, lighting for events, including student productions, is kept to an absolute minimum. No additional lighting fixtures, accessories or colors (gels) will be added for you. No cues may be added to the light board unless you have a qualified operator trained and approved by the department’s Assistant Technical Director/Lighting Supervisor. You can have lights up and lights down as well as shades in between. Several looks (known as sub masters) will be programmed already into the light board which can give you a variety of effects to utilize. Given that you have very limited time in the space to rehearse, your focus should be on rehearsing rather than technical elements. Shows should be kept to a technical minimum for events such as these. You may utilize lighting beginning with your tech rehearsals. You or the producers of your event should provide a qualified light board operator as well as a qualified sound board operator for your event. If you have any questions, talk to the producer of your event who can clarify with the Technical Director for you.

2. Along the same lines as lighting, sets should also be kept to a minimum. You will not be allowed to hang anything from the lighting grid or from other places in the theatre. You are to primarily utilize the existing set and prop pieces in the theatre (rehearsal cubes, etc.). You can check out additional pieces from storage, as long as they can easily be stored in the space without interfering with classes and other events going on in the theatre. Checking out items, including props, as well as organizing their storage in the space can be arranged through the Technical Director’s office. Your producer will give you information on how to do that. Flats, unless you have arranged with the Technical Director as to storing them in a convenient location, cannot be utilized in your set design. No platforms can be utilized for non-main stage productions. Scenery is not built for these types of productions, nor are you allowed to build scenery for your production. All design ideas and elements must be approved by the Technical Director/Theatre Supervisor.

3. Regarding equipment needs, if you need to use the projector or other equipment in the space such as microphones, you should ask the producer of your event to speak to the Technical Director to see what is feasible in the space. Microphones are discouraged from being used and are subject to refusal depending on availability so we recommend planning on not using them. If you need the piano, you’ll need to request the one in the Black Box Theatre to be unlocked for you. Your producer will know how to fill out the appropriate forms for your equipment requests.

4. The producer of your event must meet with the Technical Director to discuss your needs as well as to become more familiar with the theatre guidelines and expectations. This meeting should take place at least 4 weeks prior to your performance dates.

5. Your producer should address requesting alternate space for rehearsals when the theatre space is in use. Your producer may be able to arrange space in rooms in the Education building for specific dates and times (such as rooms 303, 306, 307, 770, 779, and 879). You may also be able to reserve space in Kimmel. Be aware that, although they are small, the practice rooms on the 9th floor of the Education building are available for use by anyone during weekends and certain hours of the day. Inquire with the MPAP Department Office.

6. There is limited space to store costumes as well as no guarantee that costumes left in the theatre will be safe, unless locked in the production prop closet. Keep this in mind when planning your costuming and
General Operating Procedures for Non-Main stage Productions: (cont.)

make-up design. The dressing room is NOT a secure place to store items. You may leave items in the dressing room at your own risk and items must be marked.

7. Our department theatres are shared multi-use spaces. Please have the house and stage clean and clear before the next event or class begins. This means storing items back to their proper locations. If you are uncertain as to where something goes, ask your producer to arrange a tour of the theatre space through the Technical Director’s office for you. You will be given access to the production prop closet the week of your production in order to store your small props in the space.

8. You should have a stage manager for your production. This person could also be your assistant director and/or your light or sound board operator, but should not be the director. Especially given that there will need to be quick transitions between shows, you need someone who can be devoted to the technical side of things so you, as the director, are free to concentrate on the artistic and your actors’ needs.

9. Be safe. Be aware of the safety or yourself and other people, as well as the equipment and architecture of the theatre.

10. **No flame** is permitted in the theatres. This includes candles, matches, lighters, cigarettes, etc. More specific information about this is on the facilities website (see link below). In addition, no fog or haze machines are permitted.

11. Regarding using simulate weapons or imitation firearms for productions or acting/directing scenes, please see the Simulated Weapon Policy found on the website (see link below). In a nutshell, no working firearms are allowed on stage and any weapon props must clearly be visible as not real – this is for your own safety. If you plan on using a simulated weapon—including knives, swords, guns (even toy guns), etc.—certain protocols **must** be followed so the Technical Director must be alerted at least 4 weeks prior to your show so as to make sure those steps have been taken on your behalf.

12. Keep all areas clean (auditorium, stage, box office, gallery, lobby, dressing room, lighting booth, etc.). If you notice unsafe conditions, which you cannot remedy on the spot, please contact the Technical Director (TD) at extension 8-5278 as soon as possible.

13. If you need to mark things on the stage floor, use only spike tape. Please do not use masking tape or duct tape as they are difficult to take up and damage the paint on the floor.

14. Food and drink are not permitted in the theatre spaces, with the exception of water.

15. Alcohol or other drugs are prohibited.

16. If you have any questions or would like more information, please contact the Technical Director (8-5278) or see the Policies and Procedures posted at each theatre.

For more detailed information about the guidelines, all producers, directors, designers, and stage managers are expected to read the policies on the website:

[http://steinhardt.nyu.edu/music/facilities](http://steinhardt.nyu.edu/music/facilities)

(Click on the policies for each theatre venue along the left side of the screen.)