



Schenectady Light Opera Company

Production Handbook

2009-2010 Season

Telephone # 877-350-7378

www.sloctheater.org

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I Overview

This handbook is designed to provide guidance to all individuals who are responsible for a portion of a production or a department at the Schenectady Light Opera Company. In particular, each production's Producer and Director has a special responsibility for the conduct of the individuals involved in their production, and they must thoroughly understand the requirements and responsibilities that the Board of Directors places upon them. Running a production at the Schenectady Light Opera Company is a major responsibility. Large numbers of individuals will be involved in each production. Many participants may be inexperienced or unaware of potential harm they can do to the facility, to themselves, or to other members of the cast and crew. Several different individuals and groups will have access to the facility, each of whom presents potential security and safety concerns. Construction of sets must be managed in a safe and reasonable manner. The behavior and conduct of all members of the production is, ultimately, the responsibility of the Producer and the Director.

The Board has determined that an important way to educate the Producers and Directors who run the productions at SLOC is to put in writing some of the fundamental house rules, safety rules, guidelines, and helpful tips we have found help to make the production run more smoothly. The rules are established to provide the framework from which productions can safely and easily be developed, while minimizing any hazards or damage to the facility.

All Producers and Directors are expected to abide by the Safety Rules. By receiving this document, you are committing to do your utmost to ensure that your production cast and company are aware of these rules and abide by them. The Board remains happy to help you during your production, and the Board members request that you call them if you have any questions on your road to a successful show.

II Safety Rules

General Safety Rules:

- 1) All production staff must become familiar with the location of the fire extinguishers throughout the Opera House and with the emergency procedures for medical emergencies and alarm activations. The Producer is responsible for the training of production staff on these safety procedures. Refer to the map in Appendix 1 for a complete diagram.

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- 2) All doors shall be locked 15 minutes following a rehearsal's start time. Cast and crew who arrive after this time should ring the door bell in order to be allowed into the building.
- 3) During all dress rehearsals and performances, emergency exit signs at front and rear of the auditorium must be lit. If the set design limits visibility of the emergency exit sign in the front of the house from a portion of the audience, the side wall emergency exit sign must be plugged in and lit.
- 4) Nothing may obstruct any of the three aisles in the auditorium during any performance.
- 5) During all dress rehearsals and performances, emergency exit steps must be placed in front of the auditorium by the two risers on the left and right side of stage.

Set Safety Rules:

- 1) Sets shall not intrude upon the auditorium seating area. If the set design extends into the house, prior approval must be granted by the Board before construction begins.
- 2) Prior to the production's first dress rehearsal, the set will be inspected by the Vice President of Technical Operations for safety considerations.
- 3) All stairs and risers must be firmly and securely constructed. Whenever possible and practical, all stairs must have at least one railing which can support a person's weight. All stairs and risers must be marked with glow tape.
- 4) An aisle no less than 44 inches wide must be left open along stage left to the emergency exit.
- 5) Passageways which are so small that actors must duck to get through them must be adequately padded.
- 6) When appropriate and necessary for safety, people must be assigned to assist actors who must descend set stairs backstage during dress rehearsals and performances.

Genie and Ladder Rules:

- 1) When using the Genie, at least two trained and qualified people must be present in the auditorium, including the Genie operator. Under no circumstances is anyone allowed to use the Genie while alone in the auditorium. If you do not know who is a qualified Genie operator, call the VP of Technical Operations to obtain a list.
- 2) When using ladders, at least two people must be present in the auditorium.

III Facility Rules and Restrictions

- 1) Smoking is not permitted at any time in the building. Discarding of cigarette butts on SLOC grounds is not permitted. People who wish to smoke must use the ash trays provided and must smoke outside the building.
- 2) Alcohol consumption during any performance by any member of the cast or crew of the current production is prohibited.
- 3) Prior to set construction, all of the red auditorium chairs must be covered with plastic sheeting. These chairs must remain covered throughout the set construction process in order to minimize the dust accumulation on them.

- 4) In addition, the piano in the auditorium must be covered with plastic sheeting before and during any set construction.
- 5) The speakers in the auditorium may **not** be moved or adjusted without prior approval from the VP of Technical Operations. The two speakers attached to the stage must be covered with plastic bags or sheeting during all construction and painting activities.
- 6) No drilling or painting of any walls or ceiling in the auditorium from the front of the stage to the rear of the room is permitted without prior Board of Directors approval.
- 7) Prior to painting, the set crew must cover the wood floor with plastic sheeting.
- 8) Any paint which comes in contact with the wood auditorium floor or carpeting must be removed prior to opening night.
- 9) Anyone who wishes to use the paint sprayer machine must have had training from a qualified member of SLOC. Anyone using this machine must carefully clean the machine following use, in accordance with the owner's guidelines. If you do not know who is a qualified paint sprayer operator, call the VP of Technical Operations to obtain a list.
- 10) With the sole exception of the staircase leading from downstage center to the house floor, no set construction is permitted which will impede or eliminate any auditorium chairs without prior Board of Directors approval.
- 11) Use of any oil-based paint or semi-gloss paint on the set, house walls or floor is prohibited. Only flat latex paint is allowed at SLOC.
- 12) All tools, paint brushes and trays, ladders, and SLOC equipment shall be appropriately cleaned and put away in their proper storage areas following use.
- 13) The cast and crew are responsible for cleaning up any spills they create. Cleaning supplies are located in the Kitchen and in the storage closet under the stairs next to the Men's Room.
- 14) Specialty rooms and storage areas such as the box office, lighting booth, costume room, prop room, and makeup cabinet, should be considered off-limits to all parties except those who have a need to be there or who have an express consent from the chairperson of the respective department.
- 15) The telephone may be used for emergency use or SLOC business only. No personal calls or long distance calls are allowed on the SLOC telephone. Hooking up a computer to the SLOC telephone line is prohibited.
- 16) No show construction material or any other show materials may be stored in the room on the left side of the lobby. This room is the SLOC Archives Room, and it is opened to the public during performance intermissions. All construction debris must be removed from the building during cleanup.
- 17) Show sign boards must be no larger than 24" x 24" so that they can fit in the SLOC season display boards.
- 18) Any significant holes created in the stage floor, walls, or ceiling must be carefully patched and painted so as to appear to be rendered whole following completion of the current production.
- 19) The SLOC Marquee may only be changed by a person designated by the VP of Public Relations. If you note that information on the Marquee is outdated or incorrect, contact the VP of Public Relations.

IV Who Is In Charge of the Facility?

A. During Rehearsals (in order of authority):

- 1) Director
- 2) Musical Director
- 3) Choreographer
- 4) Producer
- 5) Stage Manager
- 6) Any person designated by the Producer or Director

During Performances (in order of authority):

- 1) House Manager
- 2) Stage Manager
- 3) Producer
- 4) Director
- 5) Musical Director
- 6) Other Staff, as designated by the House Manager, Producer, or Director

V Responsibilities of the Person In Charge

Everyone using the Opera House is responsible for minor housekeeping and building jobs in order to make the Opera House presentable to the public and useable by all rehearsal groups. Everyone using the Opera House must be diligent with keeping the lobby, carpeted areas of the building and Green room as neat as possible.

The Producer is responsible for communicating with the cast and crew to make them aware of housekeeping and other building jobs that are necessary to keep the Opera House running. The Person in charge is responsible on a day-by-day basis for coordinating the following:

A. Upon opening building:

- 1) Deactivate security alarm with code.
- 2) As needed, turn on lights in areas of building which will be used.

LIGHT SWITCH AND CIRCUIT BREAKER LOCATIONS:

Main Lobby: Next to main outside doors, and at top of stairs leading to basement.
Parking Lot: Next to side door which opens to parking lot. Currently controlled by light-sensitive automatic switch.
Auditorium: Upper four circuit breaker switches (main lights) and bottom two switches (exit lights) in circuit box in front lobby. Also, switch # 9, in the middle of the fuse box, controls power to the side wall sconces in the auditorium.

Stage Work Lights:	Switch to the right of the tool room door at the right side of the stage.
Backstage Rooms:	On inside wall of small room at top of Rear Stairway (two switches).
Box Office:	At top of right stairs leading to basement, and inside office next to ticket window.
Light Booth:	Double switches at top of either stair landing. Three lights total.
Basement Stairs:	At top and bottom of each stair landing.
Basement Lobby:	In basement lobby on wall next to double doors leading to Green Room
Rest Rooms:	On wall inside doors of Rest Rooms.
Prop Room:	On wall inside door of Prop Room.
Costume Room:	On wall inside door of Costume Room.
Green Room:	In Green Room to the left of the double doors leading to basement lobby. Also, a long light switch panel to the right of the soda machine.
Kitchen:	In Dressing Room on wall next to Kitchen.
Dressing Room:	Left side is lit using the pull string on the fluorescent light. Right side is lit using a pull string on the light bar. The dressing table bar lights are controlled by a switch on the left side of the bar.
Soda Room:	In Soda Room, next to main door.
Rear Stairway:	At bottom of stairs, next to Kitchen door.

B. During rehearsal:

- 1) **INJURIES and ACCIDENTS** - If a serious accident or injury occurs to a person in the building, call 911 immediately. Give the address of the building (826 State Street, Schenectady), and have someone wait outside the building to provide directions to the paramedics who arrive. If the injury is minor, you may use the first aid supplies in the kitchen in the upper cabinet near the popcorn popping machine. For all accidents and injuries. The Producer, Director, or Stage manager must complete and file a SLOC Incident Report the day of the incident. Copies can be found in the Box Office and a sample form is attached to this document (Appendix 3). Report any injuries to the President as soon as possible, but no later than 24 hours after the incident.
- 2) **SECURITY** - Theft of SLOC property and personal belongings is a serious problem at SLOC. For safety reasons, the exterior doors must be locked during all rehearsals. The front left door may be unlocked for 15 minutes prior to and following a rehearsal's start time, but it must be locked at all other times. Cast members should be coached on the location of the door buzzer. The cast and crew should be advised not to leave any valuables in their vehicles, to cover any items in their vehicles with blankets or towels, and to walk in pairs when leaving the building after rehearsals or performances. People should not congregate outside of the building, as this encourages panhandlers to approach and to ask for money.
- 3) **ALARM ACTIVATION** - If the alarm is accidentally activated, press the star key (*) on the security system keypad, followed by the security access code. This should stop the alarm. If you are not able to stop the alarm within one minute of its activation, you must do the following:

- 1) Call the Schenectady Police (382-5264) to report the activation and to advise them that all is OK;
 - 2) Call the Hart Alarm Company (346-1322) to advise them that the alarm activation was a false alarm. They will ask you for the security code to verify that you are a legitimate caller;
 - 3) Call the VP of Facilities or, if he is unreachable, any member of the Board of Directors or any officer, to report the incident;
 - 4) If the Police arrive, explain to them that it is a false alarm.
- 4) **TRASH REMOVAL** - Trash removal is the responsibility of each show's cast and production team. All cast and crew should be told to remove any trash they bring in to the Opera House. SLOC rents a trash dumpster, which is located outside the back of the building. All garbage must be bagged, tied, and placed in the dumpster. Trash bags of all sizes are located in the lower left cabinets in the kitchen. The Producer and Director need to direct cast and staff to clean up the building periodically. All recyclable cans must be rinsed and placed in one of the blue recycling bins in the kitchen and soda room. The person in charge of the building should contact the VP for Facilities once the dumpster in back of the Opera House is full. The cast and crew are encouraged to make the cleanup of SLOC a regular part of the nightly rehearsal.
- 5) **HEAT** - If you want to increase the heat in the facility, go to the heating control box in the rear left corner of the green room, near the kitchen entrance, open the control panel cover, and press the red "up arrow" button to raise the temperature setting. The recommended setting is 68 degrees. The furnace will reset automatically to the programmed level after 3 hours. If you want to request an increase in the temperature beyond what is provided by the "3-Hour Override, you should call the Vice President of Facilities to request assistance.
- 6) **FUSES** - Fuse Boxes are in the main lobby and in the circuit breaker panel to the right of the soda machine. Spare fuses are kept in a drawer in a small supply cabinet in the furnace room. Should a fuse blow out, replace it with one from this cabinet. Be sure that your replacement fuse has the same amperage rating as the original. Also, notify the VP of Facilities if you need to replace a fuse.
- 7) **SNOW REMOVAL AND SALTING** - SLOC does not employ people to shovel the steps into the Opera House. If there is snow upon arriving at the Opera House, it is expected that someone from the cast or crew will shovel the steps on the right side of the railing. Salt is located in buckets in the box office (behind the door) and on the landing near the parking lot door if needed to salt icy pavement.
- C. Following rehearsal:**
- 1) Confirm that all four rear exits are locked (two backstage, two in rear of basement).
 - 2) Turn off all lights throughout the Opera House.
 - 3) Turn off all lighting switches and all untaped switches in circuit breaker boxes in front lobby.

- 4) Confirm that all four front doors and the parking lot side door are locked.
- 5) Punch in security code, turn off lobby light, exit the building within thirty seconds, and confirm that the door latches and locks.

VI Cleanup Day and Strike Day

- 1) **Cleanup Day** is normally the Saturday before opening night. The cast and staff should be advised that everyone must attend cleanup day to help make the building ready for an audience. The building must be cleaned, floors vacuumed, chairs set up, safety chains hung, and lobby and house cleared of all debris. Cleanup Day usually runs Saturday, beginning at 10:00am and continuing until the job is done. Throughout the rehearsals, the Producer and Director should reiterate to the cast and staff that this is a required part of all SLOC productions. Food is not allowed in the auditorium following Cleanup Day.
- 2) **Strike Day** is normally Sunday evening, immediately following the final performance. All cast and staff must help in the deconstruction of the set, return of costumes, cleaning of the dressing rooms, stacking of the chairs, and preparation of the stage and building for the following production. Strike normally runs from 5:00pm until all the work is completed. Again, throughout the rehearsals, the Producer and Director should reiterate to the cast and staff that this is a required part of all SLOC productions.

VII Keys and Security System

- 1) **Keys** - The Vice President of Facilities will provide, as needed, keys and security codes to the staff involved in each production. A record of keys distributed shall be kept, and all keys shall be returned at the close of the production.
- 2) **Security System** - SLOC maintains a motion-sensitive security system in the Opera House. Key production staff must be trained to operate and understand the security system at the beginning of each production's rehearsal period. When you first enter the building, use the right-most door (the door with the lock). Unlock the theater and step inside. The alarm control panel is on the wall immediately to your right. Do not walk beyond the alarm panel without first verifying that the alarm system is deactivated. Look at the alarm. If a red light is lit, the alarm is activated, and you must enter the access code to turn the alarm off. If a green light is lit, the alarm is deactivated, and you may enter the building safely.

VIII Parking

- 1) Staff and cast should refer to the attached parking map (Appendix 2) for suggestions for the best places to park around the Opera House.
- 2) No parking is allowed in the parking lot formerly known as the B & N lot, two doors down to the west of the Opera House. The new owner has forbidden SLOC volunteers from parking there.
- 3) Cast and crew should be reminded not to park next to the west side of the Opera House. Ice and debris may fall onto their vehicle, causing a safety hazard and possible damage to the vehicle.
- 4) Cast and crew who come to SLOC during the winter months should stay alert to declared snow emergencies in the city of Schenectady. If a snow emergency is declared, everyone must remove their cars from State Street or risk having their vehicles towed.
- 5) During performances, the SLOC parking lot should be a last resort for cast and crew. Spaces in this lot must be reserved for our elderly and handicapped audience members.
- 6) The Producer should monitor and reinforce parking policies.

IX Current Board Members:*

President	Robert Farquharson	456-0013 (h)
Secretary	Melinda Zarnoch	382-8497
Treasurer	Mary Kozlowski	482-1052
Business Manager	Brett Putnam	462-1798 (h), 402-9598 (w)
Board Members	Thomas Bambury	436-8295
	Kate Kaufman Burns	462-7474
	Robert Farquharson	456-0013
	Joseph Fava	374-6190
	Lisa Franklin	427-5199
	Robert Harrison	399-8890
	Orlando Pigliavento	381-4530
	Brett Putnam	462-1798
	Nancy Stone	374-5487
Co-VP Artistic	Lisa Franklin	427-5199
VP Audience Services	Paige Gauvreau	377-5101
VP Community Relations	Joseph Fava	370-3170
VP Company Operations	Melinda Zarnoch	382-8497
VP Development	Robert Harrison	399-9412

VP Facilities Operations Taurus Road	Ross Snyder Richard Lenehan	355-5466 785-4296
VP Public Relations	Thomas Bambury	436-8295
VP Technical Operations	Ric Bello	477-8330
Fundraising Consultant	John Samatulski	527-9757

X 2009-2010 Season Board Liaisons:

“Pajama Game”	TBD
“Joseph...Dreamcoat”	TBD
“Side by Side by Sondheim”	TBD
“Kiss Me Kate”	TBD

* This listing is current as of June 9, 2009.

