

Ebell Club Theater – Set Load-In Guidelines

Name of Production: _____

Name of Set Load-in Supervisor (print): _____

Contact phone number: _____

1. The Ebell Club theater is a historical theater built over 100 years ago. All structures and equipment of the theater and clubhouse building need to be treated with extra care, above and beyond what would be expected in a typical facility.

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2. Set Load-In Guidelines

- Make sure all workers, volunteers, and participants are familiar with who is supervising the load-in operation. Suggest supervisor wear a bright color ball cap since workers may not know names.
- Prepare theater for load-in by opening main and rear stage curtains all the way and gently gathering and tying wing curtains in vertical bundles to avoid damage by sharp edges.
- Open the loading dock door fully; move any traffic cones or other items stored backstage which may restrict door. Contact your venue rep. for permission to remove unwanted items backstage.
- Load all set pieces to the downstage edge (audience adjacent) of the stage as they come in. This keeps them away from the door and leaves a work area on center stage.
- Hang any backdrops or rigging and aim lights (if required) before constructing a fixed set in center stage. A single 15 foot ladder stepladder is available for working up in the rigging area and it requires a large empty stage area to maneuver.
- Actors and others should never be barefoot on the stage or in backstage areas. Splinters or sharp objects may cause injuries.

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3. Any action by a theater renter that may potentially damage the facility needs to be approved by the on-site venue representative before it is attempted. Before and after photos will be recorded on any approved actions. Such actions specifically include:

- Set Storage: Backstage space is very limited and has to serve for both scenery storage and actors entering and exiting. Get approval for storing any set pieces in hallways or in front of electrical panels. Moving set items through interior clubhouse hallways and blocking fire exits or audience access is not allowed.

Ebell staff needs clear access to the backstage electrical lighting control panel. Make sure no set pieces, tools, or props are blocking a path from the stage right

audience steps to the electrical panel. Leaving obstruction “booby traps” may cause staff to fall or injure themselves in poor lighting.

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- Set Support: Do not drill, screw, glue, or attach lumber or metal items to theater walls or floor without permission. Build sets and props to be free standing. Provide your own sandbags if required.

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- Tape: Do not use any kind of adhesive tape on walls, doors, or any surface other than the stage floor. Using clean release gaffer’s tape or spike tape is allowed on the stage floor. Painter’s masking tape, duct tape, and others are NOT allowed anywhere. Do not apply glow-in-the-dark or phosphorescent tape to any theater surface.

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- The stage-loading door is 7 ft 9 1/2 in. high and 4 ft 6 in wide. Do not try and load set pieces larger than the door can accommodate. If you are trucking your set to the theater, the street width and approach to the loading dock door is about 45 ft. total. Tell your freight company not to send a 53 ft. trailer but something shorter.

Don’t store paint in the theater. Don’t store power or hand tools where they can damage curtains or the stage floor. Don’t bring in tools that will drop sawdust in the building.

Any necessary final construction or touch up painting to complete sets on-site must be approved by venue rep. before beginning.

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- **Do not bring (or have) any food or beverage other than water into the theater.** This includes the creative staff, parents, children, technical staff, volunteers, everyone. No coffee, tea, energy drinks, softdrinks, and especially **NO GUM**. This is a standard theater practice and should be followed by all.

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