

Scenery & Properties Production Lab

Theatre 3605/3606—Spring 2019

The University of Memphis Production Shops
Michael O'Nele—Technical Director—TCA123—678-2564
Brian Ruggaber—Scenic Designer—TCA127—678-3186
Rick Mayfield—Assistant Technical Director—678-1771

Description:

Lab courses are designed to introduce the student to work within the different areas of theatre technology. The scenery and properties labs serve two functions: to introduce students to construction techniques and safe scenery/properties shop practices and to provide practical experience within each area (i.e. the creation of the current shows).

Course requirements:

This course requires that you complete a minimum of **fifty (50) hours** of work. This can be accomplished in two ways: you may work in the respective shop for your lab and distribute your hours evenly over the semester and/or you may be **ASSIGNED** run crew position for a production. (NOTE: Run crew ASSIGNMENTS are for the entire run of the show from TECH to CLOSING. You will only be assigned a position if you are not cast in a conflicting show) Students who fail to complete the minimum hours or a run crew assignment will fail the course.

Grading and Class expectations:

Students are expected to adhere to a **weekly** schedule that continues for the **ENTIRE** semester. **You are not finished with your lab at the 50 hour mark if that happens mid-semester.** Plan your time accordingly! As in any class, the quality of work you do determines the grade you receive. **Quality of work, skill development, a positive attitude and self-motivation are the primary criteria on which you will be graded; attendance is also a criterion.** Once you have chosen your preferred meeting time, this must be done by January 18th, 2019, you are committing to a schedule. Your attendance will be checked against your scheduled hours; **three unexcused absences will result in the reduction of your final grade by one full letter.** Tardiness will not be tolerated. Four late appearances will be counted as one absence. If you are sick call or email before you skip class!!! **Students who fail to complete the minimum hours or a run crew assignment will fail the course.**

Recording your hours:

There is a notebook that lives in the scene shop containing log sheets for you to record your hours. Your work record must be signed **each** day by Brian Ruggaber, Michael O'Nele, Rick Mayfield or one of the graduate assistants. If your hours are not initialed you will be counted as absent. There is a special section for you to record hours put in on strike days.

The run crew positions are: *Be More Chill* (1-2) and *Shaming Jane Doe* (2-4)

* Numbers in () indicate number of crew positions.

Please choose your time slot on the attached form and return it to Michael O'Nele by Wednesday, January 18th, 2019.

Keep This Syllabus Page For Your Records

Shop Rules

A. GENERAL SHOP RULES:

1. If you don't know ASK! We are happy to answer any questions.
2. Be courteous. (Remember the golden rule.)
3. Put things back where you found them. Next time you might be the one who is annoyed that you can't find what you're looking for.
4. Leave it better than you found it. If you found it in a pile, ask for its proper home.
5. Have some fun, as long as you accomplish what you are asked and work safe. Horseplay is not appropriate (or safe) in the shop.
6. Keep it clean. A clean shop is a safe shop.
7. See something that looks cool? Want to try doing it? Ask so we can make sure you are on the right track.
8. When finished with a task, ask for another instead of waiting until someone notices.
9. Report low supplies to the Staff or Faculty.
10. If you need a break, tell a GA or the TD so we don't think you have vanished.
11. If something should fall, yell "HEADS!!" Immediately and LOUD!! (If you hear HEADS called Do **NOT** Look Up or Around!!!! Cover Your Head and look only after the object lands.)

B. TOOLS:

1. All saws should be allowed to achieve full speed before cutting any material. How long this takes will vary from saw to saw. CHECK EVERY BOARD FOR SCREWS & NAILS!!!
2. Never borrow a personal tool without asking—EVER!
3. Ask first to borrow a tool that is in use.
4. Never talk to someone using a tool; it is dangerous.
5. Don't walk into the safety zone while a tool is in use.
6. If a tool breaks report it (you will not get in trouble)
7. Warn others before moving equipment of any kind.
8. Don't leave tools on top of ladders or on step units as we build scenery.
9. Do NOT stretch extension cords and pneumatic hoses across pathways where they will become a trip hazard.

C. STAGES:

1. Keep all stage areas clean, we share them with classes. (i.e. it may be you who has to roll in the dirt later.)
2. Work lights should be off at the end of the day.
3. When entering the stage, be aware that overhead equipment could be moving at any time.
4. Props, Scenery and anything else stored on stage is not there to be a toy. Please do not disturb it unless you are asked to do so.

D. PAINT AREA:

1. When you are done with a brush WASH IT OUT immediately!
2. When you have taken paint from a can, put the lid back on and put it away.
3. Nothing should be in the sink or on the counter at the end of the day.
4. If you help mix paint, label it and store it with other paint for that show.

E. SCRAP LUMBER AND STEEL:

1. All scrap in our shop has a home. Pay close attention to how it is organized.
2. Put your scrap in its place when you are done cutting. Do NOT leave it next to the saw to put away later!
3. Most scrap lumber stores near the table saw and radial arm saw. It is sorted by size and length.
4. Steel scrap is stored under the cutting table in the metal area. It is sorted by type and length.

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Student Expectations

- All students must attend **Safety Training** the first time you take either lab within the first two weeks of school. Available times will be posted on the bulletin board next to the shop door (Room 133 Theatre)
- Any student working in the scene shop **MUST** wear appropriate clothing. If you arrive in inappropriate clothing, you will not be allowed to sign into lab.
 - No frayed pants or shorts around welders
 - No long dangly jewelry or hair
 - Sturdy closed toed shoes
 - Clothing that you are **NOT** worried about getting paint on
- Must wear safety glasses and hearing protection with all power tools (except battery powered drills)
- Must wear safety glasses when using any striking tool (hammer, pry-bar, chisel, etc.)
- Be aware of what of what is going on around you. Do not interfere with tool operating areas. Be aware of overhead rigging in the theatre. As well the following are **NOT** allowed during shop time:
 - Headphones
 - Texting/Surfing/Apps
 - Phone calls (unless it is an emergency)
- Know where the first aid kit is (supply Room) and do not dispense medicines to others.
- Be aware you are not a University Employee. You are not covered under the Workman's Compensation Act. If you are injured you must report it. An accident report will be filed.
- Do NOT use the Personnel Lift (Genie) without training.
- Do NOT use the overhead rigging system without training.
- Look for Paint-call dates on the list outside the shop. They are a good way to pick up extra hours.
- If you have any medical conditions we need to know about, please let a supervisor know.

I have read the preceding pages and understand my responsibilities and the expectations of this course:

Signature: _____ Date: _____

Print Name: _____

Return This Page With Your Hours Sheet

Scenery & Properties Production Lab

Work Schedule:

Use this form to indicate section time you plan to work this semester. Your hours are to be completed during these times in a minimum of **TWO HOUR LONG BLOCKS** between the hours of **1PM–5PM Monday–Friday**. You will need to work approximately **Four to Five hours EACH WEEK** in order to achieve a minimum grade (C). You are also required to attend all strike calls (which count toward you total hours). **ONLY** a class conflict (or illness with doctor’s note) will be considered an excused absence from strike. You are still responsible for completing a minimum of 50 Hours. **(SEE GRADING SECTION)**

I intend to work during the following times each week: (check of your preferred section)

Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____

Please indicate below if you are cast in a Season production this semester.

_____ I am Not Cast in a Season Production

_____ I am Cast In _____ (Department Production)

_____ I would prefer to be run crew for _____
(Crews Will Be Assigned By Michael O’Nele)

I am enrolled in _____ Scenery Lab _____ Props Lab

Name (please print): _____ Phone# _____ Or

Signed: _____ Email _____

Return this form by Friday, January 18th, 2019. After this date you will accrue daily absences until your form is turned in!!!! Please drop it in Michael O’Nele’s mailbox in the Main office.