

Standards in the Goodwin Theatre

The following is a set of standards that should be followed at all times while preparing for a production in the Goodwin Theatre. These standards have been put in place to ensure that safety is a top priority along with protecting the theatre and its properties from damage during the course of productions.

The Theatre Manager and the Director of Maintenance and Operations will work with productions in regards to these standards to ensure shows will be as successful and enjoyable as possible.

1. When a set crew is working, either a full-time employee of the District, or a person holding a supplemental position that relates to the production must be present and assume responsibility.
2. Any cutting of wood should be done in the scene shop to avoid getting saw dust on the stage floor, instruments, seats, and theatre equipment. If cutting must be done on the stage, the main curtain should be closed and surrounding equipment/instruments should be moved or covered.
3. Painting:
 - a. Painting should happen in the scene shop. If painting on stage is required, drop cloths or plastic should be used to protect the stage floor.
 - b. If excessive paint mist is in the air, this can cause an initiation of our fire alarm. Please limit aerosol applications as much as feasible.
 - c. The paint counter sink is for washing hands and not to be used to clean paint off brushes or other tools.
 - d. The paint sink at the end of the counter is to be used for cleaning paint tools and other items.
4. Any equipment/instruments that have been moved should be returned to their original location once work has been completed.
5. The hanging of any item on the rigging requires the permission of the theatre manager.
6. Set pieces should not be placed permanently on stage in an area where a curtain will close causing it to rub against a set piece. This will prevent tears in the curtains.
7. No modifications are to be made to the stage, draperies, rigging, lighting, sound or projection equipment without prior permission from the theatre manager.
8. The theatre manager should be notified if you intend to use any sort of special effects including but not limited to water, pyrotechnics, flying, etc.
9. To remain in compliance with the fire code, doorways, garage doors, exits, hallways, fire extinguishers and fire hoses should never be blocked. Set pieces and props are not to be stored under the catwalk stairwell.

10. Sets should be taken down and the stage and scene shop should be clear no later than the Monday morning following the final performance. You may request a longer time frame if it is needed and the theater schedule allows. The scene shop should be empty and ready for the next show.
 - a. Platforms should be disassembled after every show. One stack of platforms, in excellent condition and of uniform size, can be kept off stage right on the concrete area. They should lay down flat so there is no danger of them falling.
 - b. Platform wheels should go into the tool room in the drawer marked for castors.
 - c. All Lumber and Platform Legs should go on the scene shop catwalk/lumber loft in an organized fashion. No lumber should be stored in the scene shop after a show.
 - d. Tools and Hardware should go back in the tool room in the designated and labeled area.
 - e. Props should all be returned to the prop room in an organized manner.
 - f. Set pieces should all be disassembled and discarded unless it is a high use item in good condition. Examples: Tables, chairs or desks. These high use items can go against the back wall of the main catwalks behind the stage.
 - g. Stage Flats using a properly made frame and muslin can be stored in the loft area near the TV studio. (There is a door in the back hallway that goes up to this area.) These pieces should be made following the guidelines shown here: <https://www.chicagocanvas.com/creating-stage-flats-theatre-flats/>
 - h. Expensive items can be stored in the catwalks with approval of the theatre manager.
 - i. Paint cans and tools should be cleaned and returned to their labeled designated space. The paint counter should be clear and ready to use.
11. Open flames of any kind, even candles, are not permitted without prior authorization of the theatre manager and the local fire department.
12. No grinding or spark throwing tools are permitted. If grinding is needed you will need to be issued a hot work permit.
13. Music Department Equipment Storage. To ensure the safety of this equipment the music department shall move the following items in their designated areas after each use. The equipment should not be moved without first contacting someone from the music department or theater manager.
 - a. Piano
 - b. Music Stands and chairs
 - c. Choir Risers
 - d. Buccaneer Risers
14. All persons should wear the appropriate Personal Protective Equipment for the work being conducted.