

The Strollers

Community Theatre Since 1932

Lighting Chairperson 2014 - 2015

GUIDELINES

1. All bills go to the Producer. Use tax exempt form for all purchases. Consult with Producer for budget and before buying any single item which costs more than \$100.
2. Consult with Director on lighting needs well in advance.
3. Attend production meeting and familiarize yourself with set design. Discuss lighting design with Director and Producer. Review any needs for spots, specials, etc. Lighting design should be presented at the production meeting.
4. Coordinate schedule with Production Chair to avoid conflicts in manpower needs and theatre use.
5. Organize committee to hang and run lights for all performances as needed. Plan and put up lights. Set lighting board.
6. Have a qualified person to run lights at all dress rehearsals and performances, and, if needed, additional personnel to run spots. There should be a backup person in the house at all performances. Someone should be on tap to handle any emergency power failures, should they occur.
7. Collect and distribute headphones at each performance. Maintain batteries.
8. Test all lights one hour prior to curtain.
9. At strike, remove any equipment as necessary and return any rental or borrowed pieces.