

Scene Shop Guidelines

Scene Shop Stock

- The scene shop has a stock of platforms, flats, doors, cubes, softgoods, and other pieces. (An inventory may be available upon request; consult the Production Manager.)
- All stock pieces are available for use, unless already reserved for another show.
- Shows may also make use of leftover scrap materials (wood, steel, hardware, etc.)

Safety

- Personal protective equipment (PPE) is supplied in the shop, & must be worn at all times.
- A first aid kit is available in the Scene Shop. All accidents must be reported to the TD.
- In case of emergency, call Public Safety (x7810) on the shop phone, or 911 on your cell.

Process, Planning, & Organization

- Come prepared! It's the director/producer & scenic designer's job to plan work calls.
- Keep the TD in the loop re: work call plans, resource needs, and work schedule
- All designers must create a ¼" scale groundplan before the 1-month Design Presentation.
- Scale drawings of Tawes and Decker are available on the WC Theatre Production Information website, or from Prof. Eckelman.
- The shop will not build from a description. You must supply a drawing and/or research.

Furniture

- To view our furniture stock, make arrangements with the TD or Shop Managers. (Please give at least 48hrs notice.)
- Some pieces may be altered (painted, reupholstered, etc.), but others may not. Just ask.

Painting

- The shop stocks flat black & white latex paint, which are available to all shows.
- Additionally, shows may use / remix leftover paints from previous shows.
- No oil- or milk-based paints/stains/finishes are allowed.
Water-based stains may only be applied outdoors.
- A spray booth is available for use with spray paint, adhesive, & other volatile treatments.
- Rosco paints must be carefully diluted, and should be used only with a TD's permission.
- If you don't have time to clean up, you don't have time to paint.

Purchasing, Budgets, & Reimbursements

- Contact Larry or Prof. Eckelman for assistance with purchasing.
Remember to plan for shipping and delivery, in both your schedule and budget.
- SCE director/producers are responsible for allocating budgets and tracking expenses.

***Please respect our Equipment, Scene Shop, and Scene Shop Managers.
This is why we CAN have nice things.***