

SETS

The director designs a set or appoints a scenic designer who develops the set design. This person is also responsible for providing a floor plan and elevation (to scale) if desired by the director. The director makes decisions regarding furniture and set pieces and meets with technical/prop crew chief to determine availability. Based upon the results of this research, the director will assign responsibilities accordingly. A diagram of performance space is used to determine if the set design will accommodate the actors' movement, props, and furniture. These decisions must be made before the set building and the furniture search commences.

SET BUILDING:

1. The building crew chief meets with the director and/or set designer to go over plans as described above.
2. Takes an inventory of existing flats from storage then makes a list of additional supplies needed to create the proper scenery. The expenditures must be approved by the director, then supplies may be purchased.
3. Sets the dates for construction of needed items and recruits a building crew. Responsibility includes contacting the crew with dates and times when they can get into the Robson storage units (bldg 8, units 2, 3, & 4) on Price Road.
4. Checks with the producer regarding the date and time of load-in and contacts crew members and provides proper vehicles for transfer of flats.
5. Schedules and directs the load in and the removal of flats, set pieces, lighting and sound equipment, legs and other items for the production. Check with the appropriate crew chiefs to identify items.
6. Determines which flats and set pieces are to be retained, repaired, or scrapped.

SET PAINTING:

1. The scene designer, or another individual appointed by the director, is responsible for painting and decorating the set appropriately.
2. This person sets the dates to paint and orders all necessary supplies. Must check with producer to see that supplies needed are within budget.
3. Schedules dates with set builder and gets together a paint crew for painting days and also for the load-in day when last minute adjustments are normally made.
4. The scene designer/painter must meet regularly with the director or producer to report progress.

RISERS:

1. A riser chief is appointed by the board to oversee all aspects of riser storage, maintenance, movement, and set up.
2. Meets with director/producer to learn of available dates for the house and the strike date and time.
3. Makes arrangements with the HOA#2 Facilities Manager to have the risers moved from storage to San Tan and returned.
4. Solicits volunteers from the membership to assist with set up and tear down.
5. Takes responsibility for the black legs to dress the house.