



# ECU<sup>®</sup>

## SCHOOL OF THEATRE & DANCE

### **Design and Production/Stage Management Student Handbook**

#### **Mission:**

The School of Theatre and Dance is dedicated to providing undergraduate students with superior, professional training in theatre and dance. In our rigorous, conservatory-style training within a liberal arts setting, students are taught and mentored by a diverse faculty of active professionals, who work to prepare them intellectually, artistically, and practically, to be leaders in their chosen profession.

The ECU School of Theatre and Dance is guided by the following core principles:

#### **Excellence**

We strive to maintain a high standard of excellence in our classrooms, rehearsal halls and stage productions, celebrating the individual strengths, talents and dreams of our students while providing professional quality productions to Eastern North Carolina.

#### **Professionalism**

Through a nurturing yet demanding work environment, centered on adhering to performance industry standards, we seek to create graduates who are competitive in their chosen field and also fully prepared to transfer their skills to related fields.

#### **Diversity**

We believe our student body, faculty, staff and the stories we tell, must reflect the vast diversity of our community and our world. We give students the knowledge, skills and values to succeed in a global, multicultural society.

#### **Artistic Risk**

The essence of making art is to take risks. We ask our students to challenge themselves and allow them the space to make both their successes and failures spectacular. We believe this is how new and innovative forms of creative expression are made.

#### **Community**

We recognize and value the impact artists and arts education can have on a community. We encourage our students to be artists, as well as fully engaged citizens, who understand the responsibility and eagerly accept the opportunity to make an impact in their field, our community, and the global community.

## Section 1: *ESSENTIALS*

### I. THE ROLE OF YOUR FACULTY MENTOR:

Each student will be assigned a faculty mentor. The role of the mentor is to help and support you throughout your ECU career. All academic advising issues will be handled by Kelly Reddick, academic advisor for the School of Theatre and Dance.

You should talk to your mentor:

- if you have concerns about adjusting to college life.
- if you have concerns about a crew assignment.
- if you have difficulty managing stress.
- before the end of the 1st week of each semester to discuss any drop/adds for Foundations and Major classes if you have problems managing your course load.
- during two mandatory meetings each semester.
- at the end of each semester to discuss your Semester Summary & Evaluation.
- if you are considering accepting outside work.

### II. THEA 1111- 4444 (PRODUCTION COURSES):

Each first year D&P student will be assigned to various production crews. Assignments may change throughout the year depending on crew needs for each specific production. Any changes will be posted on blackboard. Details on requirements will be included in the course syllabus. THEA 1111 requires a student to serve on two running crews per semester. Running crew includes, but is not limited to: backstage crew, lighting running crew, wardrobe crew, board ops, etc.

After the first year, students continuing in Design and Production will take a sequence of 2222-4444 coursework, each level will build in complexity and responsibility of assignments.

The D&P Handbook & Declarations

- The D&P Handbook can be found on the ECU School of Theatre and Dance web page (<https://theatredance.ecu.edu/>). All THEA 1111 students must sign this "The *Essentials*" document no later than the first Friday of classes in the Fall semester. Failure to sign the *Essentials Declaration* by the deadline will result in a lower course grade.

### III. REQUIRED EQUIPMENT:

All Design and Production Students are required to have a NIOSH approved respirator. Discuss this with your faculty mentor before purchasing. In addition, certain classes and crews require specific tools and equipment as specified by the instructor or your faculty mentor. **Failure to have the required equipment will constitute as one unexcused absence per crew call.**

### IV. CREW CALLS:

Be aware that the nature of work in the theatre can require crew calls during evening and weekend hours. While all efforts should be made to keep crew calls scheduled during normal business hours, that is not always possible. The first meeting of a crew must be posted a minimum of 24 hours in advance on the SoTD electronic callboard, email and/or on Blackboard when appropriate. Adjustments to posted crew schedules will be determined and posted no later than the end of crew the previous day. It is your responsibility as a crew member to find out when your next crew call is - it is not the crew head's responsibility to seek you out and tell you. If you are not sure whether or not you are called for the next regularly scheduled crew, assume that you are, and show up. Be mindful that crew calls can change. It is expected that students check the callboard no less than twice a day.

Any student late for crew two times will have his/her grade lowered one letter grade. For each unexcused absence from crew, grades will be lowered one letter grade. If you must miss a crew call due to illness or an unforeseen emergency, your first phone call should be to the crew head otherwise your absence will be considered unexcused. E-mail does not count! Any other absence or lateness from crew for any

reason must be approved at least 24 hours prior to absence by the crew head or it will be treated as unexcused. Absence from any running crew will not be allowed.

#### **V. MEETING DEGREE REQUIREMENTS:**

Your Academic advisor and faculty mentors can help you to choose appropriate classes that meet the requirements for your degree program. For specific Degree Requirements refer to the undergraduate catalog. Courses in the D&P and SM curriculums are carefully sequenced and designed to build upon one another so it is imperative that the sequence is followed as closely as possible. Any deviations from the 4 year plan, or elective coursework require approval from your academic advisor and faculty mentor. The Undergraduate Academic Advisor is Kelly Reddick, she's located at the Old Cafeteria Complex, 2500. 252-328-5360 [reddickk14@ecu.edu](mailto:reddickk14@ecu.edu).

#### **VI. PROCEDURE FOR DROPPING OR ADDING A COURSE:**

The procedure to drop or add any classes must be completed by the deadline listed in the academic calendar, typically the end of the first week of the term. The process for this requires the student to first receive permission from their academic advisor and, if needed, their faculty mentor. Once the add/drop has been approved the student may drop the course electronically.

#### **VII. HOW TO STAY IN THE PROGRAM / STANDARDS OF ACHIEVEMENT AND EVALUATION:**

Students are retained based upon their demonstrated level of achievement and the faculty's estimation of their professional potential, class grades, production assignment a minimum overall 2.0 GPA. Students who fail to achieve this average by the end of their fourth semester may be placed on probation.

#### **Probation and Letters of Warning:**

Throughout matriculation, students are continually evaluated and advised regarding their progress and artistic development. At the end of each term, the faculty as a group discusses each individual student's strengths, weaknesses, needs and progress. That information is then shared with the student via his/her mentor. Students must be invited to continue annually, and will be invited only if they demonstrate substantial and continued growth toward artistic excellence. Letters of Invitation are distributed prior to advising week in the Spring Semester.

#### **Minimum Grade Requirements:**

To remain in the undergraduate program, the student must maintain a cumulative 2.0 average in major courses through the first year, and in the following years, a cumulative average of 2.50 in major courses. Students who fail to maintain these levels for a given term are placed on Probation for the following term. Students are expected to maintained GPAs will be placed on Probation for the following term. Students who, in the judgment of the faculty, fail to demonstrate sufficient professional development in the arts will receive a Letter of Warning and may also be placed on Probation.

#### **VIII. PORTFOLIO REVIEW:**

The Portfolio Review is a time for the faculty at large to review student work and overall progress in the program. The faculty uses this presentation to further develop an understanding of the student's progress and steer the student's future in the program. Portfolio review is held in mid to late February. Students should have previous years' work and current projects to display in all areas of Design and Production/Stage Management. Refer to Handbook Section 2: General Info for specific guidelines and suggestions. In addition to your work and projects, all students are required to have at least 8 copies of a current resume available for faculty. If a student needs help with their portfolio or resume, they should ask their mentor or other students for feedback. This is an opportunity for each student to make a good impression with the Faculty. Students should dress and present themselves as if they are interviewing for a job. If a student does not participate in Portfolio review they will be placed on probation. Failure to present a portfolio more than once will result in removal from the program.

**PLEASE NOTE:** Having read and understood this “*The Essentials*” document, all first year undergraduate students must sign the *Essentials Declaration* by Friday following Fall Break. Failure to sign the *Essentials Declaration* by the deadline will result in a lower grade in *THEA 1111*.

## Section 2: **GENERAL INFO**

### **GENERAL RULES AND POLICIES:**

#### **I. ACCIDENTS IN SCHOOL FACILITIES:**

If you have an accident in a school facility, following any immediate first aid required, as soon as possible report the accident to the faculty member or student staff on call. For potentially life threatening injuries call 911 immediately. An accident report needs to be filed with SoTD within 24 hours of the accident if student sought medical treatment.

During office hours you should get medical attention for all but life threatening injuries from Student Health Services. If your injuries occur while the Student Health Center is open, you should seek their assistance and recommendations first. If your injuries occur when the Student Health Center is closed you should seek medical attention at the nearest facility available to you. If it is an emergency, dial 911 or seek care at Vidant Medical Center's emergency department.

To facilitate any medical treatment you may require, carry your medical insurance cards with you at all times. **REMEMBER:** The school does not pay medical bills if you are hurt. All expenses you incur must be covered by your personal insurance. If you are on the Student Health Insurance Program (SHIP) you must be referred by Health Services or request a walkout form to submit your own claim. ECU only submits insurance claims for costs incurred at Student Health Services.

#### **Workers' Compensation Information**

Student shop assistants funded by self-help funds are considered temporary student employees and are covered by Worker's Comp for injuries on the job. Here is the link to the website with instructions on how to proceed: <http://www.ecu.edu/cs-admin/oehs/Workers-Compensation.cfm>

The Workers' Compensation Program for East Carolina University is administered by the Office of Environmental Health and Safety. Workers' Compensation benefits are available to any full-time, part-time, or temporary employee, including student workers, that suffer an accidental injury or contracts an occupational disease within the definitions of the Worker's Compensation Act. If a student is injured while conducting assignments or other general duties on campus (classroom, laboratory, etc) then the student should contact Student Health for medical attention or 911 if life-threatening injury. They should also complete the [Student Statement of Injury Form](#) to ensure documentation of the incident and submit it to Amanda Hudson, SoTD Administrative Support Associate.

#### **II. BICYCLES:**

Bicycles may not be parked or brought into the theatre buildings, shops, classrooms, studios, etc. A bicycle rack is located outside the breezeway between the studio theatre and the main Messick building. Please lock your bicycles in the rack. Be sure your bicycles are registered with campus police. Information can be found at <https://parking.ecu.edu/bike-permits-impounds/>

#### **III. CLASSES:**

The individual instructors establish attendance policies for D&P/SM classes. Be sure you know these policies for the classes you are taking. Students may not use production work as an excuse for missed classes or late class work. Penalties for such occurrences are at the discretion of the class instructor. School of Theatre and Dance policy states that if a student misses 20% of their classes (excused or unexcused), they will automatically fail the course. Absences include class and crew attendance.

#### **IV. CREWS:**

As referenced in section 1: *"The first meeting of a crew must be posted a minimum of 24 hours in advance on the SoTD electronic callboard, email and/or on Blackboard when appropriate. Adjustments to posted crew schedules will be determined and posted no later than the end of crew the previous day. It is your responsibility as a crew member to find out when your next crew call is - it is not the crew head's responsibility to seek you out and tell you. If you are not sure whether or not you are called for the next*

*regularly scheduled crew, assume that you are, and show up. Be mindful that crew calls can change. It is expected that students check the callboard no less than twice a day."*

Any student late for crew two times will have his/her grade lowered one letter grade. For each unexcused absence from crew, grades will be lowered one letter grade. If you must miss a crew call due to illness or an unforeseen emergency, your first phone call should be to the crew head otherwise your absence will be considered unexcused. E-mail does not count! Any other absence or lateness from crew for any reason must be approved at least 24 hours prior to absence by crew head or it will be treated as unexcused.

A crew head may not call crew, "voluntary" or otherwise, outside of the regularly scheduled hours of East Carolina University without first obtaining written permission from his/her faculty show advisor and from the shop's faculty supervisor. These extra or extended hours must be approved by the faculty show advisor and posted at least 24 hours in advance.

Under no circumstances will there be crew calls during class hours without the prior approval of the Director of the School of Theatre and Dance. If you are required to attend a call that interferes with the meeting of a class, alert an appropriate faculty member or the Director of the School immediately.

Crews may not be held on days when classes do not meet or when school is not in session. This includes holidays, exam, and registration days. Only the Director of the School of Theatre and Dance may grant exceptions. During these periods, the regular rules governing crews will still apply. Any student injured in the shops as a result of his/her own negligence or carelessness while on crew may be removed from the crew call until it is determined by the supervisor that the student is no longer a danger to themselves or others. Any hours missed will be the student's responsibility to make up at the discretion of the faculty.

Anyone reporting to class or crew under the influence of alcohol or drugs will be dealt with in accordance with the UNC Drug Policy and the *ECU Student Handbook*. ([http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/handbooks/UG\\_Handbook.pdf](http://www.ecu.edu/cs-dhs/nursing/customcf/downloads/handbooks/UG_Handbook.pdf)) Crewmembers will be dismissed from crew and will be charged with one unexcused absence. A second offense will put the student in jeopardy of not being invited to return to the program and/or placed on Probation.

Students may occasionally be assigned to overlapping or conflicting crew assignments. You will not be expected to begin a new crew assignment until you have been released from the first one by the faculty crew supervisor. Discuss such conflicts as soon as possible with your faculty mentor.

Students who feel they are not ready to undertake a production assignment are encouraged to discuss their concerns with their faculty mentor.

#### **V. SCHOOL COMMUNICATIONS:**

The SoTD will use e-mail as the primary form of communication. Each student is assigned a school e-mail address and it is the responsibility of the student to check their e-mail daily. Students must sign up for the electronic callboard which will post messages to your email and is also considered official departmental communication. Students are also expected to check blackboard sites for their courses and the hard copy callboards in Messick daily.

Information for signing up for the electronic callboard can be found on the main site at <https://theatredance.ecu.edu/student-resources/>

#### **VI. SCHOOL OFFICE:**

Do NOT operate any of the office equipment, including the computers, fax, copiers and laminating machines without permission from the administrative assistant or your faculty mentor.

## **VII. KEYS:**

Keys for SoTD facilities are signed out by the Design and Production/Stage Management Faculty at the beginning of each semester to a limited number of students. Typically stage managers, wardrobe crew chiefs and master electricians are granted this privilege. They must be turned in at the end of each semester by the Friday before Commencement. Students who fail to return their keys will be charged a \$50 fee per key, will have their grades (and eventually their diplomas or degrees) withheld. Students who are given keys will be accountable that no students may be in School of Theatre and Dance shops or performance spaces, without a member of the Design and Production/ Stage Management faculty or staff on campus and aware of the work being performed. No work involving potentially dangerous tools or at heights (ladders, personnel lifts, etc.) may be performed alone. No student should work alone after regular daytime business hours. If you are coming in to work on a time that is not normally a shop time, it is your responsibility to make sure that there is a Design and Production/Stage Management faculty or staff member on campus. Students violating these policies will have their key privileges revoked and be put on Probation.

## **VIII. KNIVES:**

The Design and Production faculty and the Campus Police recognize the necessity for many students to carry knives and similarly dangerous tools when they are in the process of production. Therefore, students working on production in the shops or in the theatres are allowed to have such items on their person. However, students must observe and abide by the campus prohibition on knives and weapons at all other times and in all other locations, as stipulated in the *ECU Student Handbook*.

## **IX. PERSONAL INFORMATION:**

All students should keep addresses, phone numbers, emergency contacts, and e-mail addresses up-to-date with the Registrar's Office and the Production Manager. If you move or change contact information, please notify the Registrar's Office and Production Manager as soon as possible.

## **X. ROOM RESERVATIONS:**

There may be occasions when faculty, staff, or students need to reserve space in classrooms for meetings or special events. Please contact Jayme Host, SoTD Director for permission and copy Jeni Parker and Amanda Hudson in the email to request permission to reserve space. Student requests for space reservations require the Director's approval. One week advance notice is required to reserve any SoTD space.

## **XI. ROOM TEMPERATURES AND THERMOSTATS:**

The HVAC (Heating, Ventilating and Air Conditioning) system in the D&P building is a highly complex and sophisticated system, the workings of which are known to a mere handful of mortals. Never attempt to modify any thermostats under any circumstance. Report temperature related concerns to your faculty supervisor who will work with the Administrative Support Specialist to put in a work order. This includes all theatre spaces, shops, dance studios, and Messick 205, 206, 114, 110, 104.

## **XV. OUTSIDE WORK:**

Students may not miss class for outside work unless your instructors pre-approve it. (Remember that "crew" is actually a class for which you are registered.) You are still responsible for all class work and assignments missed even if you are granted an approved absence.

Many ECU SoTD productions and projects are done on campus (i.e. Directing Projects, Film projects, 5th Street Players, etc.) that are not officially supported by Design and Production/Stage Management. Please consider your own participation in such activities carefully. Under no circumstances can your main stage crew requirements be adversely affected by outside work.

## **XII. SHOPS:**

Individual shops will establish and announce their specific hours of operation. Some shops may be open for additional hours to allow students to execute class projects. See individual shop rules for specifics, or contact the faculty member(s) responsible for the areas in question.

All of the D&P Shops are maintained for educational purposes and to support ECU SoTD productions. The shop facilities may not be used for personal projects by any ECU SoTD faculty, staff or student without the expressed prior approval of the faculty member responsible for the supervision of that facility.

For your safety, the use of cell phones, i-pods, and other audio devices are prohibited. At the end of any crew call, shops and theatres should be thoroughly cleaned and all tools, hardware, and other equipment should be returned to their designated storage locations. No crew member should be dismissed until the student crew head or faculty supervisor has approved the clean up. Student crew heads dismissing crew before satisfactory clean up and shutdown procedures have been completed will be held accountable for performing all incomplete tasks.

**Any use of the SoTD facilities, equipment or shops for production work outside of SoTD by any entity, whether for hire, contract or by other divisions of the school for any events may only take place with the written authorization of the Director of the School of Theatre and Dance.** If the activity is for hire, appropriate contracts must be on file.

#### **XII. TOBACCO AND VAPING USE POLICY:**

SoTD facilities comply with the *ECU Tobacco and Vaping Use Policy*. Smoking and vaping are restricted to those areas designated as smoking areas. There is to be no smoking or vaping in the classrooms, shops, hallways, lounges, or studios unless signs permitting smoking have been posted by school authorities. ***No smoking is allowed within 100 linear feet of any entry way or air intake into the building. This includes the McGinnis Breezeway between the Scene Shop and the Theatre.***

#### **XIII. STAFF AND STUDENT INFORMATION WEB PAGE:**

Design and Production faculty, staff and students can find frequently used forms, handbooks and links at: <https://theatredance.ecu.edu/>

#### **XIV. VACATING SHOPS, THEATRES, AND CLASSROOMS:**

All spaces must be COMPLETELY vacated by all students by the last Friday before Commencement.

#### **XVI. D&P SHOP RESPIRATOR POLICY:**

- All employees and students working in the D&P shops are required to have their own, properly fitted, NIOSH approved respirator with organic vapor cartridges and dust/mist pre- filter.
- All employees and students who have not previously been instructed in respirator use at ECU SoTD must attend a lecture on respirator use and limitations.
- Students and employees are responsible for regularly cleaning and disinfecting their own respirator. They must inspect the respirator during cleaning and replace worn or deteriorated parts. Replace filters when increased breathing resistance occurs; replace cartridges when contaminant(s) can be smelled or tasted or when an irritation occurs.
- Be sure your cartridges are stored in an airtight container. (A Zip-lock bag can serve this purpose.)
- Persons should not be assigned to tasks requiring the use of a respirator unless it has been determined that they are physically able to perform the work and use the equipment. If you have an ongoing condition, a note from Health Services should be kept on file. If you are not feeling well, have a cold, etc., inform your supervisor so that you may be assigned a task not requiring a respirator.
- Respirator user's face must be clean-shaven where the respirator seals against it. (OSHA 29 CFR 1910.134 (e) (5) (i)).
- Wearing of contact lenses in contaminated atmospheres with a respirator shall not be allowed. (OSHA 29 CFR 1910.134 (e) (5) (ii)).
- If corrective spectacles or goggles are required, they shall be worn so as not to affect the fit of the face piece of the respirator. (OSHA 29 CFR 1910.134 (e) (5) (iii)).
- Respirator protection is no better than the respirator in use. Frequent random inspections will be made to assure that respirators are properly used and maintained.

## **XVII. GUIDELINES FOR ANNUAL PORTFOLIO REVIEW:**

Portfolio Review is held during the Spring Semester, traditionally mid to late February. All students are required to participate. Senior Stage Managers and D&P students are responsible for coordinating the review, setting it up, and striking it.

The Portfolio Review is a time for the faculty at large to review your work and overall progress in the program. You should have previous years' work and current projects to display in all areas of Design and Production and Stage Management. You should judiciously choose work to include in your portfolio, and appropriately matte or mount it for display with an eye to attract positive faculty response. It is suggested that you come prepared to greet the faculty ready to discuss your work. If you are interested in your work, the faculty will be more interested and ready to conduct a critique.

The following are requirements pertaining to specific classes or majors:

- Freshmen should bring all work from the year and display projects which they consider representative of their accomplishments.
- Seniors are expected to present a finished "Interview" portfolio.
- All students should have at least 7 copies of a current typed resumé.
- Process and Final product documentation is expected (photos & paperwork)
- Draftings should be represented if appropriate.
- Scenic painting should be presented in originals when possible.
- When included in your portfolio, all slides and photographs should be labeled with show, act, scene. Each show entry should include other principal artistic staff.
- Realized costumes or costume pieces can be displayed.
- Scenic Construction Production packages should be completely printed and bound.
- Cost-Labor estimates for Master Electricians and Technical Directors should be included in Production Books.
- Upper level Scene Designers should show complete packages including model, research, and drafting
- Prop Masters should include at least one complete package with pictures, drawings, time/cost estimate and completed daily journal, along with pictures of their work, including progress shots in construction.
- Wig and Make-up projects should include examples of construction, hair styling, and make-up skills and plots.
- Sophomore and Junior stage managers should display current production books neatly bound, along with pertinent classwork from any other D&P classes.
- Sound design projects should include paperwork and a method for listening to media.
- Lighting design projects should include drafting, paperwork, sketches, and research

If you have questions regarding the materials you should include in your portfolio, it is suggested that you arrange a meeting with your faculty mentor and discuss it.

## **STUDENTS SHOULD NOTE: THE PORTFOLIO REVIEW IS AN IMPORTANT FACTOR IN THE FACULTY'S DECISION TO ALLOW YOU TO CONTINUE IN THE PROGRAM.**

## **XVIII. PERFORMANCE SPACES:**

The specific policies regarding the use of SoTD performance spaces can be found in the SoTD Space Usage Guidelines available on the SoTD website: (<http://www.ecu.edu/cs-cfac/theatredance/>)

Students who use any SoTD spaces must become familiar with the rules and regulations which govern their use.

In addition to those published in the Space Usage Guidelines, the following guidelines apply to all student crews in SoTD spaces:

- D & P student handbook guidelines must be appropriately followed while in any SoTD facility.
- SoTD Performance Facilities personnel must be notified about all activities in the facilities. Please notify SoTD personnel on duty upon arrival and departure.



- There is no eating or drinking in the facilities except for the following areas: Green Room, Tech Table, and Breezeway. Water in a closed container may be brought into rehearsal & theatre spaces. Students are expected to clean up all trash and food into appropriate receptacles.
- Loading Docks/Breezeway are for loading and unloading scenery, equipment, and the like. Personal vehicles are not permitted in the Loading Dock.
- All construction and painting materials are to be brought into the theatre by way of the Breezeway. Never bring these materials through the lobby or house seating areas.
- In the event of a “Severe Weather Notification” or “Tornado Warning”, direct all members of the cast, crew & public to a designated Safe Area until a person of authority issues an “ALL CLEAR”.
- Any piece of equipment that is, or appears to be, in need of repair should be brought to the attention of the Shop Supervisor and/or Production Manager.
- All tools and/or loose objects must be secured to your person when going to the catwalks, loading rail, mid rail, or up any ladder, lift or scaffold.
- If the A/C or heat is uncomfortable, please do not attempt to change it. Contact the Managing Director.
- The use of any motorized personnel lift (Genie Lift) is limited to members of the production staff trained in its use. Keys for these lifts must be checked out from a member of the SoTD Technical Staff.
- Anything belonging to the facilities may not leave the building without being signed out and approved by the Production Manager.
- All work areas and dressing rooms are to be left clean, safe & presentable at the end of each work period. Please allow for clean-up time in all work calls. All trash is the responsibility of the production crew. Please put trash into the appropriate containers and empty into dumpsters on a regular basis.
- Technical Director must arrange a meeting with the Production Manager prior to loading in their show.
- All rigging procedures must be approved by the show’s faculty Technical Director.
- Strike is not complete until everything is out of the theatres, off the Breezeway, and out of the Freight Elevator. Any “rep hang” soft goods/drapery and/or lighting and audio equipment moved for the production must be restored by production staff to their original location during strike or placed at the discretion of SoTD Staff. The restore must be approved by the Production Manager.
- During the run of a show, the running lights (rope lights) and aisle lights are to remain on at all times. There is no turning off or covering of EXIT signs at any time. House lights are to be at full at the beginning, intermission(s), and end of each show.
- If the dumpster is full prior to strike, alert the Technical Director. Don’t expect the dumpster to be empty for you automatically.
- Do not leave anything in the refrigerator in the prop shop for more than one week. Exceptions are food items needed for productions, and such items must be clearly labeled.
- Abuse of the facilities and/or their equipment will not be tolerated and will result in disciplinary action. Consistently unsafe work practices and/or unsafe or inappropriate operation of equipment may result in the loss of the privilege to use the facility, D&P Probation, and/or discontinuation of invitation to the program.

#### **XIX. DESIGN STUDIO (MESSICK 110) USE GUIDELINES:**

In order to keep the Design Studio functioning as both a classroom and a studio, please comply with the following guidelines:

- The studio is primarily for the use of students in the Design Classes. Others wishing to use the tables in here should relinquish space to Design students whenever necessary.
- Since the tables are used by multiple classes, please do not leave your work taped to them overnight. If the table you are using is needed, your work will be removed.
- The security of your belongings and your work in the studio can not be guaranteed. You should plan accordingly.
- Help keep the table surfaces clean. DO NOT cut, paint, paste, marker, crayon, or otherwise perform craft work directly on the table, use protective mats.

- Please remove all drafting tape, tape dots, and other debris from the table surfaces and parallel rules when you are done.
- Do not move the tables around or alter or "repair" equipment. These tables and rules are old and used, but they are all we have. Report equipment problems to design class faculty.
- Please dispose of all your scrap paper, projects, and other debris. Housekeeping service in the studio is limited.
- Be courteous - if you are working in the studio while others are working, be considerate of their needs by using headphones for music and keeping socializing limited.
- If you eat in the Design Studio, you must clean up after yourself. All food trash must be put in a trash can outside the building. Please keep all beverages in spill proof containers and clean up any messes immediately. Abuse of these rules will result in a banning of food and drink from the Studio.

With everyone's cooperation, the Design Studio will remain relatively clean and useful for all those who need to use it.

**XX. DIGITAL GRAPHICS LAB (MESSICK 104):**

- ALL LOCAL HARD DRIVES WILL BE WIPED NIGHTLY

Do not leave files on the local drives. Save to piratedrive and/or to removable storage (CD, thumb etc.).

- PLOTTING IS RESTRICTED

All plotting must be approved by faculty mentor.

- FOOD AND BEVERAGES ARE RESTRICTED (ECU IT RULE)

Any food and drink brought into 104 must be kept on the worktables and not on the computer counter. Beverages should be kept in spill proof containers. No food or drink should be placed on computer tables. Clean up after yourself. All food trash must be put in a trash can outside the building. Please keep all beverages in spill proof containers and clean up any messes immediately. Abuse of these rules will result in a banning of food and drink from the lab.

**PLEASE NOTE!**

All D&P/SM Students must sign the Declaration List by the Friday following Fall Break. No student will receive a grade in *THEA 1111-4444* until this document has been signed, signifying that they have ***read and understand the current year's handbook.***

***Please note the D&P/SM Handbook is being revised. The remaining handbook will be available at the mandatory schoolwide meeting in Fall 2019.***