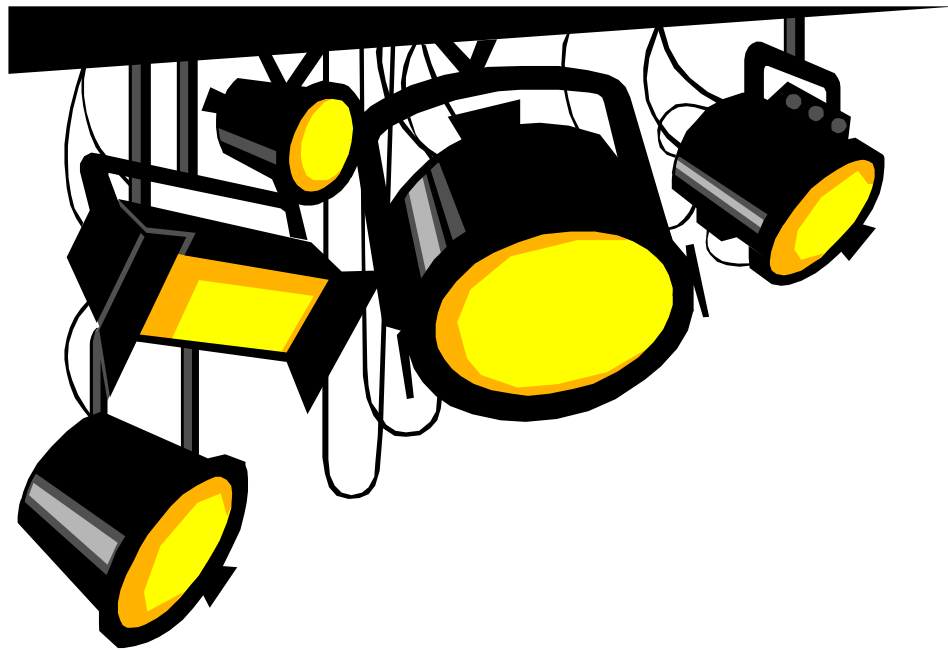


The University of Tennessee at Chattanooga

Department of Music

2009-2010

Stage Crew Handbook



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***You Must be on University Payroll before
you can train for stage crew or work an
event!!!!!!!!!!!!!!***

***You Must complete the mandatory training
before you can work an event!!!!!!***

NO EXCEPTIONS!

Mission Statement

The University of Tennessee at Chattanooga Department of Music Stage Crew is responsible for providing the fundamental physical, lighting and sound requirements for each and every performance. In addition, we also insure that the performance space, the audience area, and backstage area are clean, safe, and configured to provide an atmosphere that will maximize the potential for an excellent performance experience for the performer as well as the audience

To comply with the National Association of Schools of Music standards, as well as the ASCAP regulations, the UTC Stage Crew also ensures that an accurate recording is made of every performance on at least on media source; preferably two.

The Chain of Command

Dr. Lee Harris

Music Department Head

Chanda Curtis and Andrew Carroll

Crew Chiefs

Stage Crew Members

1. _____

2. _____

3. _____

4. _____

5. _____

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20. _____

Rules of Conduct

2009-2010 Theme

“The Unseen Miracle Workers”

Dress Code

1. All crew members will be in “Stage Blacks” for every performance regardless of their function and regardless of the venue

Stage Blacks are defined as Black Shoes, Black Socks, Black Pants, Black Shirt tucked in, and Black Belt.

2. Blacks need to be comfortable, efficient, yet professional
3. For performances with longer call times, rehearsal and construction calls, and extended setup/teardown calls, street clothes are acceptable. **Bring black clothes and we will change before the performers arrive.**

Conduct

Every member of Stage Crew is expected to behave in a professional manner. In many cases we are the first people that guest performers and artist meet upon arrival. We reflect heavily on the Music Department and our actions and behavior needs to reflect the standards and professionalism of our department.

Call Times

Call times for all events and rehearsals will be set at least an hour before the performers arrive for their call. This will allow us to be ready, and out of the way, before the performers arrive.

- If you are scheduled to work, BE THERE AND BE ON TIME.
- Please give 24 hours notice if you are unable to work an event you are scheduled for. Please contact Andrew Carroll (865)335-9492 or Chanda Curtis (423)404-4647.
- YOU are responsible for finding your replacement. When you give your 24 hour notice, let us know who has replaced you and give them the call time.
- If an emergency happens, please contact Andrew or Chanda as soon as possible. We do have to replace you. Additional contact number: (423)425-4601 (Music Office).

Time Management

Caution: Please place your time in perspective of your university requirements.

Therefore:

1. Do not schedule yourself for more than you can do.
2. Do not forget that you are a STUDENT!
3. Plan ahead for papers, projects, tests, and finals.

WARNING: These often coincide with performance and rehearsals.

Monetary Compensation

You are responsible for reporting your time to the Music Office.

1. Time sheets are in the student desk, top left drawer, blue file folder.
2. Make sure you write legibly. (If we cannot read it, you do not get paid.)
3. Your time sheet must be signed by Andrew before you will be paid!
4. Time sheets should be placed in Mr. Terry Sanford's box no later than the Monday following the conclusion of a pay period.

Payroll due dates:

August 24, 2009
September 7, 2009
September 21, 2009
October 5, 2009
October 16, 2009
November 2, 2009
November 16, 2009
November 30, 2009
December 14, 2009

Training Sessions

OCEA Training #1:

OCEA Training #2:

Mock Show Training:

Roland Hayes Concert Hall Rehearsal and Performance Use

Booking

1. All events and rehearsals must be reserved through the Music Department office.
2. No rehearsals or events can be held unless the hall is reserved and a faculty member or stage crew member is present.
3. Stage Crew members are not allowed to let anyone in the hall unless it is reserved.
4. All events must be on the books at least two weeks before the date of the event.

Rehearsals

1. Please be on time to a rehearsal
2. If you are more than 20 minutes late to a rehearsal and have not called, the stage crew will lock the hall and leave.
3. Rehearsals will run only as long as the time reserved on the calendar. Do not ask stage crew members to stay late.
4. Any special considerations for the rehearsal (shells, piano, extra stands, sound equipment) must be submitted, in writing, to the Music Office at least one week before the rehearsal.

Events

1. Please arrive at the time for which you have booked the hall.
2. Any special considerations for an event (shells, piano, extra stands, sound equipment) must be submitted, in writing, to the Music Office at least one week before the rehearsal.
3. All events must end by 11 pm

Miscellaneous

1. Receptions do not fall under the responsibility of stage crew. They must be scheduled with Aramark Food Services prior to the recital (425-4200)
2. Remember to take everything with you. Anything left on the stage after an event will be thrown away.
3. We are not responsible for set up or tear down of rehearsal space other than the Roland Hayes Concert Hall, Cadek Recital Hall or a University-approved performance venue. If you use another room and move anything, you must reset it after the rehearsal or event.
4. Chairs and stands will be provided, but each ensemble is responsible for the set up and tear down of stands, chairs, conductor podium, etc., which do not fall under the category of technical equipment/support.