

Music Department Student Stagehand: Protocol / Safety Information

The following information applies to anyone working as a stagehand for a music concert. Many of the points also apply to any student musicians performing in a concert.

- As crew, your call time is 45 minutes prior to concert
- At your call time, please report to control booth
- You should come to each call wearing all black – preferably concert attire
- Headsets
 - Communication with booth and ensemble director/conductor
 - When you arrive, we will train you on how to use the headsets
- Review general locations of the stage
 - SR, SL, Upstage, Downstage
- May be asked to help set the stage
 - This could mean a variety of things
 - Do not move a musicians instrument, unless they allow you to do so
 - Ensure stage and side stage is clean and clear of any obstructions
- Safety backstage
 - 4 exits, one at each door of the theatre
 - Fire extinguisher located at each exit
 - Gathering place is the loading dock. West side of building
 - Campus police 704-687-2200, or blue call button at AED machine near freight elevator
 - AED and campus police call button
- LiveSafe App:
 - <http://emergency.charlotte.edu/livesafe>
 - Call or Text conversation with University Police
 - List of contacts for vital campus emergency & non-emergency services
 - Evacuation plan & Emergency manual
 - Anonymously report tips with pictures & videos
 - Track campus shuttles
 - Virtual “Safe Walk” – others can track your movements if they have app (temporarily)
 - GPS assistance to get to buildings
- Equipment side stage
 - Cannot be placed on floor or near the black masking soft goods.
 - Cases need to be at seats (rehearsal) or in choir room (performance)
- All productions will start with a pre-recorded announcement
 - Each ensemble can integrate this differently
 - Stage hands will assist with entrances & exits
- No jumping on and off the front of the stage
- No entry to the stage from the side vomms
- Need to keep the fire curtain line clear of all equipment
- After show, assist ensemble group with the strike of all chairs and stands

- You may be asked to assist with larger platforms, concert shell, etc...
 - Faculty manager will make sure you know what to do with these items
- Don't leave spit on stage. If you need to clear instrument, you need to clean it up
 - Mop and cleaning solution is available on Belk stage
- Don't leave trash onstage or side stage
- Rowe Backstage
 - Keep clean and organized
 - Tape and signs detailing how it should be left
- Your responsibility to have ticket/program signed to get full credit