



Stagehand Manual



General Behavior

- A) You are expected to be at the work site at least ten minutes before the actual “call time.” This is to give you time to take off your coat, stow your gear, visit the rest room, etc... Call time is when you should be ready to start working, not the time you should be strolling in the door.
- B) If you are more than 30 minutes late, you may be replaced on the call. You will also be moved to the bottom of the call list for the next show.
- C) Be sure to check in with the job steward as soon as you arrive. Also, be sure to check out/sign out with the steward at the end of each shift.
- D) In case of emergency that will prevent you from working or will make you late , you must contact one of the following :
 - First try to call the job steward
 - Next try to call the office, if unable to contact the steward.
- E) Please maintain a professional demeanor at all times.
- F) The job steward will try to assign you to a department in which you are best qualified, but this is not always possible. Do the best job you can in whatever department you are assigned. Stay there until you are released by your department head; if you are released, check with your job steward to see if you are needed in another department. If you seriously feel you cannot perform an assigned task, ask the steward for re-assignment. Pride has no place in safety.
- G) If a problem does arise, never fight with the roadies. Locate the steward and allow him/her to resolve the situation.
- H) Ask questions. Remember that more experienced stagehands are willing to help and answer questions. They may give you instructions if it seems necessary. Try to accept the advice in the spirit it is offered. They are not trying to make you feel stupid ...they are simply trying to preserve your safety and help you learn.
- I) “Up riggers “are 85 feet over your head. **LEAVE THEIR ROPES ALONE!!!** If a rope coil on the deck needs to be moved, ask the ground rigger to do it. Never stand on a rigger’s rope, run a crate over it, pull it or tie it off for any reason.
- J) Dress in appropriate manner.
- K) Don’t assume breakfast, lunch or dinner is provided unless notified by the steward.
- L) Never leave your work area without notifying your department supervisor or steward.
- M) Breaks– Breaks for smoking or food are only allowed when given permission by your supervisor.

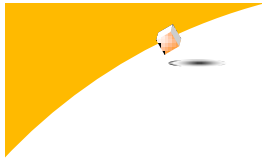
FINANCES

- A) Never count on free meals when working. Frequently, we will be fed meals at some venues, but the promoter is not required to feed us if a meal break is allowed. Make sure you bring money or food whenever you work, so that you can feed yourself if necessary. Similarly, don't assume that any food or beverage brought by catering is for you. Never eat or drink unless given permission by the steward.
- B) Contrary to rumor, there is NO cash compensation if you do not receive a free T-shirt after a rock concert.
- C) NEVER COUNT ON BEING ABLE TO SEE THE SHOW.**

CLOTHING

The following apparel is strongly recommended, based on the needs of the job and safety precautions.

- A) Shoes – Heavy duty work boots would be ideal for everyone, but if this is not feasible for you, please find something durable and protective. Avoid canvas tennis shoes, moccasins, clogs or sandals. **NO** high heels—including cowboy boots! You need something with traction.
- B) Clothes
 - 1) You are being hired to do heavy, dirty work—**NO FASHION PLATES ALLOWED!!** Wear something protective, yet loose enough to allow you to move freely. Don't wear valuable clothing as you will often get dirty, and may even tear your clothing.
 - 2) Layering clothing is important during the winter. It may be -20 while unloading trucks and 70 after all the doors are closed! In hot weather, shorts and brief tops are worn at your own risk. Remember that there are lots of rough edges and sharp corners just waiting for you.
 - 3) If you are working on stage during a performance, wear **ALL** dark clothing, preferably black. Wear dark brown or dark blue as a last resort. If you will be seen by the audience, wear respectable attire.
 - 4) You are strongly advised to wear ear plugs at rock concerts.
- C) Jewelry/ Hair
 - NO** dangle style earrings, necklaces, bracelets. Avoid rings whenever possible. Restrain long hair with a ponytail, braid or bandana.
- D) Gloves are recommended but not mandatory as well.

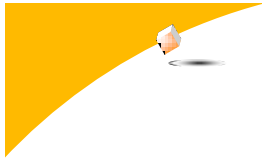


SAFETY

- A) The number one rule of stagecraft is **“SAFETY FIRST!”** This is not the place to prove your machismo. If you have any doubt about completing a task, ask for help!! Even if you feel stupid asking for advice or assistance, ask anyway. Dumb questions are much easier to deal with than dumb mistakes! Remember that you are responsible not only for your safety, but also the safety of everyone around you.
- B) The following infractions will mean **IMMEDEATE DISMISSAL** from job.
- 1) Coming to work intoxicated/ under the influence of drugs.
 - 2) Drinking alcohol or taking drugs on the job.
 - 3) Unsafe work practices.
 - 4) Stealing.
 - 5) Insubordination
- C) Any injury must be reported immediately to the job steward. You will not be covered by workman’s compensation if the injury is not reported within certain time limits. Minor first aid is always available, but don’t try to continue working if you are seriously sick or injured. This only makes things more dangerous for everyone around you.
- D) If a fellow worker or member of the road crew asks you to do something which you feel is unsafe, report it immediately to the job steward. Don’t be pressured to do something you don’t you feel is right.
- E) Remember that when a forklift is being used and has a full load, the driver’s vision is very limited. **GET OUT OF HIS WAY.**
- F) **“HEADS”** or **“HEADS UP”** is the most important warning on stage. If you hear this call, that means something is being lowered from the grid on a rope or baton, **OR** it could mean that something is **FALLING** from the grid at a rapid rate of speed. Be aware of what is happening around you at all times. If you hear someone yell **“HEADS,”** it means look out! Do not stand under the loading rail whenever weights are being loaded or unloaded.
- I) “Up riggers “are 85 feet over your head. **LEAVE THEIR ROPES ALONE!!!** If a rope coil on the deck needs to be moved, ask the ground rigger to do it. Never stand on a rigger’s rope, run a crate over it, pull it or tie it off for any reason.

JOB DESCRIPTIONS

- A) Stagehands provide manual labor for the set-up and tear down of a show, as required by the crew chief. Once you have been assigned to a department, stay until the job is done or you are re-assigned by the steward, stage manager or road crew.
- 1) When a task is completed, return to the department head for another task. **Never stand around with your hands in your pockets or chatting with others.**
 - 2) If you don't understand your task, ask for clarification. It is better to ask for help so you can do it right the first time.
 - 3) Be polite and professional.
 - 4) The departments are as follows:
 - a) Electrics--set-up lighting instruments, spotlights, anything needing to be powered on the set.
 - b) Sound—set-up of mics, speakers and all other sound equipment.
 - c) Carpentry—set-up staging, trusses, scenery backdrops. During the show, the carpenter is responsible for any changing of scenery.
 - d) Properties—this crew is responsible for set decorations and any hand-held items used by the actors during the show.
 - e) Wardrobe—work with costumes. Prepare them for use (Hang up on racks, ironing, mending) and assist the performers to change costumes during the show.
- B) Truck loaders duties include the unloading/ loading of all crates from the truck or bus. Loaders stay with the truck for the entire load. The work area ends at the bottom of the ramp.



SPOTLIGHTS

- A) Don't contribute unnecessary chatter on the headsets during the show.
- B) If you have a problem with a spotlight and don't know how to fix it, ask one of the other spotlight operators for help or notify the job steward. Don't assume someone will notice and don't just leave it for the next operator to deal with.
- C) At the end of each show, find out where to put the color frames and headsets. If they belong to the road company, you will need to bring them to the road electrician. Don't make the roadie go looking for his equipment. If the headsets/frames belong to the house, they may be left with the spotlight, but sometimes need to be locked up. **ASK**
- D) If you are using a xenon spot, be sure to let the fan run long enough to cool down the instrument before shutting it off at the end of the night.
- E) Special rules for carbon arc spots:
 - 1) Always clean the mirror after each use, while it is still hot. This includes intermission.
 - 2) Remove carbon stubs from the spot and place them in a metal container. Never drop it on the floor, or into a plastic bucket. Never use your carbon bucket for anything other than carbons! If you use it for trash, you are likely to start a fire the next time you drop a hot carbon on to the paper!
 - 3) Drip cup/drip pan should be emptied before each use.
 - 4) Get as much use out of a set of carbons as you can. They are very expensive! Don't rub them so short as to damage the lamp, but don't waste them, either.
 - 5) Make sure spot is operating properly far enough before the performance so that corrections can be made before the start of the show. It is a good idea to check the spot after it is set and when you arrive at specified show call time.

TRUCK LOADING

- A) If you are assigned as a truck loader, stay on the truck or at the loading dock area!! Don't push crates into the theater. There should be plenty of stagehands available to take the crate from you once it is off the truck.
- B) Only you know if a crate is too big or too heavy for you. Never be afraid to ask for help or take a moment to catch your breath.
- C) Be sure there are enough stagehands at the ramp before sending a crate down. There should be at least two or more, depending upon the size/weight of the crate. **UNDER NO CIRCUMSTANCES** let a crate go down the ramp unattended.
- D) Lift with your legs, not your back.
- E) Push crates with a flat hand, don't wrap your fingers around the load, as loads can shift unexpectedly and crush your fingers. Watch toes and heels, too. Avoid being in front of a crate. Push from behind or from the sides.
- F) During the load out, never send a crate into the truck until the load master calls for it. Also, make sure the ramp is clear before sending up a crate. The stagehands that pushed up the previous crate need time to get off the ramp before you bring up the next one. Even if the roadies yell at you to move faster, give your fellow stagehands time to get off the ramp safely.
- G) Use as many people as needed to get the job done. Don't allow the road crew to intimidate you. If you feel that they are asking you to work unsafely, report it immediately to the job steward.
- H) In winter weather, be aware of the condition of the loading area. Even if the roadies complain about the down time, wait for the loading area to be made safe before proceeding.
- I) **IF IN DOUBT—ASK!** Ignorance may result in severe injury or even death! Horseplay has no place in the theater, especially in the truck or loading area!



#1 Bobcat Circle
P.O. Box 173380
Bozeman, MT 59717-3380

Phone: 406.994.7117
Fax: 406.994.4400
E-mail: someone@example.com