

Westside Players Scenographer Guidelines

We are always excited to welcome new scenographers to Westside! Whether you have never worked here before, or this is your twentieth show, these guidelines contain useful information and reminders.

USE OF THE BUILDING

- Building Use - Westside will provide you with a key that you may have from auditions until strike, then return. Remember that access to the building is for preparing the show, not for personal use. Please see BUILDING GUIDELINES below.
- Building Use - It is between you and the director to set times you can work on the set and not interfere with rehearsals. The production committee will inform the director of any other times the building may be in use.
- Lights - Please do not use the stage lights before tech. They are expensive to run and replace. There are stage work lights installed that you turn on with a light switch just inside the kitchen.
- Money - Your money goal for building the set is to spend as little as possible. Many of the materials you will need can be found in the basement. If you do need to purchase materials, there are two ways to do that:
 - You can purchase the materials and put the receipt in the office (Steve Maheras' folder) with your name on it and you will be reimbursed.
 - You can use Westside Players' Home Depot card. Ask a Board Member about borrowing it.
- Tools - Please use Westside's tools at Westside. Put them back where you found them. The same is true for paint and paint supplies. If we need something we don't have, please check with the Production Committee about purchasing it.
- Set Pieces - It saves money to use the flats, doors, etc. that Westside has in stock. If you want to make a major change to a set piece (tear apart French Doors or a window, or cut a door), please check with the Production Committee first.
- Help - While the responsibility of set design and construction is yours, Westside Players Board members are willing to help. If you need help, let the director know (as much in advance as possible) when you need help and with what. Then he/she can tell the production committee who can get the word out. When it comes time for painting, it is usually best to set a time on a Sunday for the Board and volunteers to come en masse.
- Timeline - You, the director, and the Production Committee will set a date for completion of the set.
- Strike - Please come to strike. For any set you build, you know how the set went up and how to take down what comes down for the next show. The director for the next show should be consulted before strike.

SHOW RESERVATIONS

- All reservations for Westside Players' shows are made through the Raven's Nest at 232-2232.
- Each member of the cast and crew gets one complimentary ticket. The comp ticket can either be used for one dinner and show OR two show only tickets.

HELPFUL CONTACTS

- There is a roster of board members and their phone numbers in the office if you need to contact anyone. Members of the Production Committee have *'s by their names.

BUILDING EXPECTATIONS

Please respect our theatre by following the building guidelines listed below:

- No smoking (of any kind) is allowed in the building. This is an insurance and inspection issue. Smokers need to use the cigarette receptacles or another container and not leave cigarette butts on the ground outside.
- Please make sure all cast/crew put tools, props, furniture, clothing, etc. back where they came from.
- Before you leave the building, make sure:
 - all lights are turned off (including the basement and costume areas); the security light over the front stairs stays on all the time
 - the heat is turned down (not off) or the air conditioning is turned off
 - all doors are locked
- If there is a problem with lights, heat, plumbing, etc. call one of the Board Members on our building committee: Walt Mecham (chair), Tom Potter, or David Montgomery-Blake
- Please remember that props, costumes, furniture and tools belong to Westside. We need them and they should stay here.