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Theatre Production Process Design and Review Policy

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Theatre Production Process Design and Review Policy

General

UMaine recognizes the importance of managing the continual change to set designs based on theatre production requirements. The Scenic Theatre Design's procedures are focused towards understanding the safety implications of any set design and to the overall safety of the construction and engineering of the set design.

This process includes design, construction and engineering of set designs and staging and the potential safety issues including, but not limited to: scaffolding and platforms erection, load ratings, ladder safety, machine guarding, personal protective equipment, fall protection, suspension apparatus, Lockout Tagout/Zero Mechanical State (LOTO/ZMS), Confined Space, and, the general safety and welfare of all members of the staging design, production and cast. This process shall also involve the Director, the Choreographer, the Scenic Designer, the Technical Director and the Department Chair, as others as required.

Regulatory Guidance

- 29 CFR 1910 OSHA General Industry
- General Duty Clause, OSHA
- NFPA Electrical Codes
- BOCA Building Codes

Definitions

Pre-Scenic Design Process: any equipment (rented or owned), procedures, technology, special effects, platforms (floor level and elevated) and construction related to the stage production.

Direction and Choreography: The intended vision of the production and how that will be achieved with the designed set and how the actors relate to the set and how the Director's vision affects the safety and well-being of the cast and production members.

Management of Change is the establishment of procedures to reduce compromising employee and student safety due to a modification of set design features, weight load limits, mechanics of the staging, costuming and other encumbrances that can be evaluated with regards to safety.

Requirements

Pre-event: With every staging production of a particular play, musical or other theatrical outlet, a set must be designed and constructed. A set design plan must be developed that discusses the staging concept, a drawing or other documentation. The documentation must provide adequate information for the Technical Director to evaluate potential safety concerns or risks. The drawing must then be provided to the Technical Director, to determine the appropriate construction methodology and materials. It is the responsibility of the Technical Director to submit the intended

design plan to UMS Safety Management (SM). If an engineering approval is required, SM will inform the Technical Director of any concerns and potential suggestions for a redesign or reengineering of the set design. This refers to any alteration, deletion, or addition to equipment, procedures, processes, technology, and training relative to a stage production and set design.

Request for Scenic Design

A Theatre Production Process Design Review Sheet is required for every theatrical performance planned by the School of Performing Arts. An example of the Theatre Production Process Design Review Sheet is attached. The level of detail required under the description and reason portion of the form is dependent on the type of proposed scenic design. For major scenic design projects, a preliminary request should be made submitting preliminary plans and specifications so that the reviewer's comments may be incorporated into the final design. An authorized request will not be made until the final plans and specifications have been reviewed. Any risk analysis or process hazard analysis document should be attached by the requester.

Procedures for Changes

The form titled Theatre Production Process Design Review Sheet is required to be completed and approved prior to the performance of any stage production or theatrical performance. The steps are as follows:

1. The director or set designer must complete the Theatre Production Process Design Review Sheet form. Prior to implementing changes to the originally approved stage design the Theatre Production Management of Change Approval Sheet must be submitted. Contact the technical Director for the required timeframe by which this needs to be submitted.
2. All support documentation is to be attached to the form.
3. The form is to be delivered with all the attachments to the group that will begin the review process.
4. At the completion of the review, the Theatre Production Process Design Review Sheet and the Theatre Production Management of Change Approval Sheet will be returned to the Technical Director. Restrictions listed on the form are to be adhered to or incorporated into the scenic construction. At the completion of the modification work, and prior to the start of the show, a Pre-start-up Safety Review will be completed by SM, the Technical Director, Scenic Design and engineering (if necessary).

A Theatre Production Management of Change Approval Sheet form may be returned to the originator because of unacceptable risk, to request the incorporation of the reviewer's commentary, or to request additional information.

Information to be Addressed

All information provided by the requestor should address the following items:

- procedure and mechanical design basis for the initial design and any proposed changes
- analysis of safety, health and environmental considerations
- appropriate hazard analysis
- necessary modifications to operating procedures

- documentation of proposed change
- applicable safety systems, devices, training or procedures
- necessity of proposed changes
- timing required to implement change
- required date for approval to assure continued operation
- project name/identification

Audits

The reviewers and SM may routinely audit any approved set design during or after the completion of the scenic design. The audit will review documentation, safety systems and controls and the potential for hazards. In the event that the audit reveals a deficiency or discrepancy between the requested work and the actual work, an inquiry will be made to the requestor, and the requestor's supervisor, requiring an explanation of the discrepancy with details of how the discrepancy impacts the authorized request. Any necessary corrective actions will be taken to correct all discrepancies.

Any immediately dangerous to life and health situation will require the activity to stop until corrective actions are implemented.

Responsibilities

The School of Performing Arts and the Theatre Department are required to provide appropriate safety training, equipment, PPE, etc., to all employees and students that are to work on theatrical productions that incorporate known potential safety hazards.

The Department Chair, Director, Scenic Designer and the Technical Director must ensure that all stage performances and sets adhere to specific building codes and recognized OSHA General Industry standards, so that all employees and students are provided with a safe working and production environment.

Employees and students are to follow safety guidelines and wear any safety or personal protective equipment deemed necessary by the Technical Director and SEM.

UMS SM will provide guidance and interpretation assistance for all OSHA General Industry Standards regulations, Best Management Practices, General Duty Clause of OSHA, NFPA and BOCA guidelines, and any other relevantly deemed necessary safety standards that are designed to protect the health, safety and welfare of all employees and students.

Document History

Date originally published: 04/14/09