

Old Church Theater Strike Policy

1 Following each production, the director and cast will strike the set and return all materials, props and equipment to their allotted place. All members of the cast are expected to assist. A director may excuse certain individuals for cause (such as a handicapping condition or mitigating situation) at their discretion.

2 All borrowed items will be returned to their owner(s). These items must be out of the theater by the end of one week from the last performance or sooner if there is to be an event at the theater prior to that time.

3 All Old Church Theater owned items must be returned to their appropriate location (i.e.: sound/light booth, basement, paint shelves, storage units, tool bench, etc.) including furniture, props, costumes, flats, special lighting (i.e. not mounted on a regular lighting bar), extension cords, drapes, tools, paint and painting paraphernalia and any other items used during the performance. Should the curtain be taken down, the director will be responsible for its being replaced unless the next director desires it to be left down **and** accepts responsibility for its replacement.

4 All hardware and construction material, that is not an integral part of the flat or other set piece, shall be removed including screws, nails, tacks, staples, tape, or other fasteners etc., prior to the item's being stored. Paint cans shall be closed tightly, brushes, rollers and roller handles shall be thoroughly cleaned and hung or stored to its proper place or disposed of, as appropriate.

5 All areas, including the green room, makeup areas and restrooms, shall be left clean and organized - the waste baskets emptied, the contents bagged and placed in the space at the north side of the building. The backstage refrigerator shall be empty and clean. The

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entire stage shall be thoroughly swept clean. (Use floor magnet to pickup screws.) Damaged screws shall be disposed of. If possible, screws shall be sorted by length.

6 NO tool shall be used for anything except its intended use! For example; screwdrivers and rulers will NOT be used to mix paint; nor pliers used to loosen or tighten nuts; and chisels will not be used as screwdrivers or pry bars, etc. Let common sense prevail.

7 Approval by the OCT Board shall be required PRIOR TO the final weekend of the production for changes to the parameters of this policy.

8 The director is responsible to see that this policy is carried out. Strike should be supervised by the director or director's designee. The tech director or his/her designee should certify that the strike is satisfactorily completed. The director may, of course, enlist extra help, particularly for small cast plays. Board members are often more than willing to help by guiding the cast in placing items in the correct place.

9 This policy will a part of the director's packet and is expected to be complied with. It is, therefore, incumbent upon the board to so inform perspective directors. Signing the Director's Guidelines implies acceptance of this responsibility.

Note: Labels and a picture will guide the individuals to correct storage places. (To be available by opening of season 2013.)