

### **General Policies and Procedures for all Positions**

- All adaptation or variation of stage/lighting equipment and must have prior approval from the Production Manager and Technical Director.
- Any change in audience configuration must have prior approval from the Production Manager and Technical Director.
- Use of shop equipment and personnel must be requested in advance and coordinated on a daily basis with the Technical Director or Shop Supervisor.
- Shop truck use must be cleared with the scene shop; reserve it in advance on the sign-up sheet.
- Proper and complete schedules and work hours should be kept for rehearsals, technical rehearsals, crew calls, production runs, and strike.
- You may receive academic credit for design and production work; check with your academic advisor to see if you are eligible to enroll in THE 390 (Theatre Practice) or THE 406 (Design Studio). Graduate students may be eligible to enroll in THE 535 (Production Design) or THE 596 (MFA Exit Project.)