Introduction
Welcome to The Greenville Performing Arts Center Auditorium. The Theatre is a place where many disciplines come together. Art, Science, and Engineering come together to make magic happen for the community. In the Auditorium, performers can take people to other lands, and other times. Performers can tell people great stories and make audiences laugh, or make them cry. Audiences can experience great works of music, and drama. Most importantly, people come here to be entertained. When technicians come to the Auditorium to work on a show, they are part of a Team that is always working toward those goals.

Students who participate in productions at the Auditorium are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, and good citizenship, which includes abstaining from the use of tobacco, alcohol and drugs.

About This Manual
This Manual is the first chapter of a larger volume. This manual is punched so it will fit into a three ring binder. As a Student Technician attends training sessions, they will receive additional chapters that pertain specifically to that area of training. Over the course of time, the Student Technician Manual will grow and become an invaluable aid and resource to Student Technicians.
**Technician Responsibilities**

As a technician working on a production at the Auditorium, there are many responsibilities that students will have. These guidelines are in place for a reason, to insure that students receive the best, and safest educational experience while in the facility, and also insuring that productions run as smooth as possible. Student Technicians are expected to follow a similar code of conduct as Student Athletes.

**Safety**

Safety is the primary rule inside the Auditorium. A Theatre is much like a construction site, in that it can be a very dangerous place. There is a great deal of very expensive equipment that technicians will be using. Some of that equipment, if mis-used can injure and even be fatal. A Technician’s first responsibility is making sure that they are working safely, and secondly that everyone around them is not put at risk. Following these safety guidelines will make for a safe workplace.

1. **Get checked out on all equipment.** Every year, Training Sessions are held. During these sessions, Technicians are checked out on all equipment. It’s a technician’s responsibility to attend a Training Session to get the most information about equipment, and to learn how to use it properly. If a student misses a Student Training Session, ask the Auditorium Manager when they might get checked out on equipment.
2. **Know what you are supposed to do.** If someone asks a technician to do a task, and they don’t know how to do it, they should find out how to do it before they begin. If tasks are unclear, or if the correct procedure is not known, ask before beginning the task.
3. **No Running.** Running encourages others to think that there is an Emergency in progress, and it can be a danger to others as well.
4. **No Jumping onto or off of any height above 2' 6".** This can lead to ankle injuries if done improperly. There is also a risk of injuring others. This means no jumping off of the Pit.
5. **No horseplay on Stage, Catwalks, Gridiron, Control Booths or Scene Shops.** It is extremely easy to be injured or even killed accidentally in some of these areas. Additionally, expensive high maintenance equipment is stored and used throughout the facility. Besides the possibility of injury to you, there is the substantial risk of expensive property damage to the facility if Technicians are careless. See below for further guidelines concerning certain areas of the facility.
6. **If injured, inform the Auditorium Manager immediately.** This will assure that proper safety and possible medical aid can be provided in a timely and safe manner.
THERE ARE NO DUMB QUESTIONS.

Never feel hesitant to ask any question. The time it takes to ask one question can always save you from making a mistake later on, and it can save a person from injury and possibly death. No joke. It’s true.

Standard Safety Equipment
To insure personal safety, the following equipment is being provided for use;

1. Safety Goggles. If technicians are ever using power tools in the Scene Shop, or on Stage, they must wear a pair of Safety Goggles. These are to prevent wood chips, sawdust, metal spurs, dust and any other foreign objects from harming their vision. They are available in the Scene Shop. If the Shop is locked down, find the Auditorium Manager and ask for a pair. Students should obtain their own pair of safety glasses. They are available at any hardware store and through Jacket Depot.
2. Hard Hats. If technicians are working on the Stage floor Pin rail position during counter weighting operations, they are required to wear a hard-hat. These are to protect technicians’ skulls from being crushed by a 35-pound stage weight traveling at high velocity from 65 feet in the air, or any other objects that fall from above to injure you.
3. Hearing Protection. Earplugs are recommended to be used in the scene shop when extensive use of power tools is occurring. Extended exposure to loud sound has been proven to be a source of hearing damage. Students should obtain their own earplugs for hygienic reasons. They are available at any hardware store.
4. Particle Masks. Frequently we will be shaping props and scenery out of Styrofoam. Students should wear particle masks when involved with Styrofoam shaping as the particles can be inhaled. Particle Masks are available in the scene shop.

Specific Equipment has specific safety rules that will be covered in individual Training Session documents and in the following guidelines.

Fire Safety Equipment
The Auditorium is outfitted with custom Theatrical Fire Safety Equipment, as well as standard Fire Alarms and Fire Extinguishers. Like Fire Safety Equipment throughout the rest of the building, if it is activated without a fire or without an emergency situation, the consequences will be severe. Unauthorized activation of Auditorium Fire Safety Equipment is grounds for loss of all Crew Benefits/ Rights, and could lead to disciplinary action leading to Suspension / Expulsion from school.
CAUTION Areas

Some areas within the Auditorium are marked with AUTHORIZED PERSONNEL ONLY signs. Students will be required to behave accordingly in these locations. No Horseplay will be tolerated on the Gridiron, Loading Gallery, Pin rail or Catwalk. No running or distracting behavior is permitted in these areas. Distracting Behavior is defined as behavior that encourages other Crew Members to forget or ignore cues, or prevents the safe use of stage equipment. Failure to comply with this simple safety rule can result in severe disciplinary action.

Student Technicians are not permitted to enter the Catwalks, Gridiron, or Loading Gallery without Faculty Supervision. Unauthorized access to the Auditorium Catwalks, Gridiron or Loading Gallery is grounds for loss of all Crew Benefits/ Rights, and could lead to disciplinary action leading to Suspension / Expulsion from school.

Stage Crew Apprentice Training Program

When a technician starts out working on shows at the Auditorium, they start out as an Apprentice. This means that they are being trained on procedures, and how to use Theatrical Equipment. Once they have finished their Technician Training Program, they are considered to be a member of “Full Crew”. To complete the Apprentice Training Program the following steps must be completed;

1. Work two GHS vocal concerts.
2. Work two GHS instrumental concerts.
3. Work two GHS non-concert productions (Dramas or Musicals).
4. Work 80 hours of practicum.
5. Work Mandatory Mondays
6. Pass the Auditorium Technician Competency Test

The Technician Training Program is cumulative on students' high school careers. While it is possible to complete the Training Program in one year, students are not required to complete it within that time frame. The goal of the Technician Training Program is to familiarize students with equipment during Training Sessions, and then utilize those skills in production settings. The Auditorium Technician Competency Test is a written and practical test that covers individual areas of training, (4 in all.) This test is administered once students have completed all other requirements, and feel they are ready for the test. It is designed to be a test of skills and knowledge of Facility Safety procedures and general stagecraft. Trainees must score at least 75% correct on the tests to pass.

Failing Auditorium Technician Competency Tests
Trainees will have to attend the appropriate Training Session for areas of weakness and/or work the next major production on a crew for that area of weakness. The test will be then be re-administered after that production has been completed. Example: Jason completes the 4 tech training sessions, works his concerts and regular shows, and attends 5 Work Days. He is ready to take the test after the musical. He takes the test and bombs on the lighting section. The next show he works on a lighting crew. After that show is complete, he retakes the test.

Cheating on the Auditorium Technician Competency Test
Any student who cheats while taking the Auditorium Competency Test will forfeit all Crew Rights and will have to re-earn all Full Crew Rights.

Full Crew
Once a student has completed their Training Program, they are considered full crew. Full crew benefits are:

1. Technicians will be paid to work Events where the Auditorium has been rented out and Technicians are required. Current Stage Hand wages at the Auditorium are $10.00 per hour.
2. Technicians will be eligible to design Lighting and Sets for productions.
3. Technicians will be eligible for end of the year honors.

Maintaining Full Crew Status
To maintain a student's Full Crew status they must:
1. Work 40 Hours Practicum Hours per Semester.
2. Attend Mandatory Mondays.
3. Work 2 Concerts per Semester.
   (All Concerts should have a minimum of 1 Full Crew Member.)
   Not meeting yearly requirement will mean students will be suspended from Full Crew.

Regaining Full Crew Status
To Regain Full Crew Status, a student must:
1. Work 40 Practical Hours
2. Work 1 Vocal Concert
3. Work 1 Instrumental Concert
4. Work 1 GHS Non-Concert Production

Crew Time Sheets & Show Sign In
Posted in the Scene Shop is a folder with Apprentice Time Sheets. Fill in your hours on the timesheet to fulfill practical hours. Sign in on the Show Sign In chart to fulfill your concert requirements.

Call Times
The scheduled time that a technician is supposed to arrive at the Auditorium to work a show or performance is defined as a CALL. Call Times usually are 1 hour before performances are scheduled to begin (Curtain Time). Failure to arrive at your appointed Call Time may result in disciplinary action. To give yourself a margin of error, plan on arriving 10 minutes before your scheduled Call Time. All Call Times are based on Auditorium clocks.

Large Productions will have a Sign In Board. All staff are responsible to sign in as soon as they arrive at the facility for a call. Signing in lets Stage Management, staff, and faculty know that you have arrived without having to actually see you as you walk in. With large productions this is very important. Always sign in if a Sign In Board has been put up.

All Technicians are responsible for attending their Calls. Unexcused absences can and will result in disciplinary action and the revoking of Crew Rights/Benefits. Full Crew Members may lose Full Crew Status.

If technicians are unable to attend a specific call for ANY reason, please contact the Auditorium Manager as soon as possible. Twenty-four hour prior notification is preferred so alternate staffing can be arranged.

MISSING A CALL
If a student does not notify the Auditorium Manager and fails to make a show call, they will be docked 2 productions of the same type from the Full Crew Requirement.
Example: Calvin blows off his Lighting Board Operator position for a Band Concert. To make up the Full Crew Requirement he must now work an ADDITIONAL TWO instrumental concerts.
Example #2: Jackie, a Full Crew Member, blows off a Full Crew Paid gig. She loses Full Crew Rights, and has to re-earn Full Crew Status.

The Auditorium Managers Office phone number is: (616) 225-6108
In Extreme Emergencies, Mr. Chapman can be reached at home: (616) 754-0782

**Dress Codes**

Students will be responsible for following the same dress codes that GHS enforces. Due to working in close proximity with some equipment, the following Dress Codes are in effect for Technicians working backstage:

**During Set Construction/Load In Calls:**
1. No sandals or open toed shoes. Tennis/ Athletic shoes are acceptable, work or climbing boots are preferred.
2. No loose jewelry such as bracelets or necklaces which may be caught in rigging or machinery.
3. Working backstage can be extremely messy. Do not wear “Nice” clothing.

   Clothes will get paint on them, extremely dirty, and possibly ripped or all of the above.

4. Lockers are available in the Small & Large Dressing Rooms for storing clothes and to change.

**During Performances:**
1. Black shirts with no print. GHS Stage Crew Shirts (any season) are preferred.
2. Black jeans or dark jeans are preferred.
3. No sandals or open toed shoes. Tennis/ Athletic shoes are acceptable, work or climbing boots are preferred. Black is preferred.
4. Front of House positions (Mixing in the House, Ushers, House Managers) should wear shirts with collars and nice pants/ skirts. Jeans are unacceptable for Front of House positions. Ushers will be supplied with Usher shirts.

   Note: Some performances may require Floor Crews to be in costume.
Mandatory Mondays
Once a Month, GHS Stage Crew will have a MANDATORY MONDAY work call to make sure the shop areas and stage are in good shape. They will usually be the Monday following a non-concert Performance (play or Musical.) All Apprentice & Full Crew Members need to attend Mandatory Mondays. Failing to attend Mandatory Mondays will add an additional 10 hours to a students Practicum Hours needed for completing Apprenticeship and maintaining Full Crew Status.

Professional Attitudes
When you are working as a Technician at the Auditorium you are representing GHS to the community during GHS productions. During Community Productions you are representing the Greenville Community.

As a result, you are expected to uphold the following:
1. To welcome the challenges of being a Technician, and assume the responsibility and obligations that go with it.
2. To agree that “studies” come first, and “the show”, as important as it is, comes second.
3. To apply the philosophy that nothing worthwhile is accomplished without hard work, application, and the desire to succeed.
4. To sacrifice personal desires for the good of the performance.
5. To recognize and value the principle that, as a Technician, you do represent your school, and therefore, must adhere to the highest conduct and performance of citizenship.
6. To respect and encourage excellence of performance and conduct among Cast & Crew Members, as well as the Audience.

As a Technician you need to remember that you are here to insure that “The Show Must Go On.” A good performance is difficult without you, but at the same time, it is just as difficult without performers on-stage as well. Technicians are 1/2 of the performance team. And with that in mind, you have to consider yourself a performer as well. While you may not be singing, dancing or playing a musical instrument, your skills are enhancing those on-stage. This is where the concept of “Company” comes from. All members of a show form a Company and share in the glory of a performance. Performance is the most collaborative art of them all. Take pride in it.

General Facility Rules
While taking pride in the activity that goes on within the Auditorium, take pride in the facility itself. One of the many tasks that will be assigned to you is keeping the facility clean. Follow these rules and help remind others of the same rules.
1. NO CELL PHONES OR WIRELESS DEVICES ARE PERMITTED DURING DRESS REHEARSALS OR PERFORMANCES. Cellular and Wireless Devices will be checked with the Auditorium Manager/Production Coordinator and locked in the Auditorium Safe for safe keeping.

2. No food or drink in the Auditorium. This includes Gum. Cast & Crews are permitted to have bottled water or sports bottles backstage or in the Control Booth ONLY.

3. The Auditorium is a Tobacco Free Area. No Smoking, or Chewing in the Auditorium. Please report any use of tobacco in the Auditorium to The Auditorium Manager.

4. Keep feet off of seats. This means your feet and other people’s feet. If you see someone with their feet on a seat in the house, politely ask them to remove them. If they do not comply, inform The Auditorium Manager.

5. Be courteous and polite to all incoming performers, crews, drama, vocal and instrumental students.

6. Refrain from using foul language.

7. Keep comments/opinions concerning a performance to yourself. Talk about a show all you want when you leave the facility, but be polite and courteous while a production is going on.

**Crew Positions and Roles**

There are a variety of Positions and roles available for Technicians of the Auditorium. Not all performances will require all of these positions to be utilized. All Technicians can/may be removed from their position at any time based on the discretion of the Auditorium Manager. Unless otherwise noted, Trainees may hold any position listed below.

**Stage Manager:** The Stage Manager is responsible for calling the cues of a show, and making the show “run” in general. Student Stage Managers should complete a Stage Management Training Session before appointment to the position. Stage Managers will call cues from either Backstage or from the Control Booth based on the production. Stage Managers will be required to attend rehearsals.

**Asst. Stage Manager:** Very large shows call for an Assistant Stage Manager (ASM). The ASM will assist the Stage Manager as needed in making sure that all the production and the crew are working smoothly. Student Assistant Stage Managers should complete a Stage Management Training Session before appointment to the position. ASMs will work a show from backstage during a show.
ASMs will be required to attend rehearsals. ASMs are frequently in direct charge of the Floor Crew.

**Light Board Operator:** Light Board Operators must complete a Lighting Training Session and have been checked out on the ETC Express Light Board. Light Board Operators make the lighting cues happen. Light Board Operators will work a show in the Control Booth. Light Board Operators are frequently the Lead Electrician on the Light Crew. Light Board Operators will be required to attend rehearsals.

**Light Crew (Electricians):** Light Crew Techs (or Electricians) must complete a Lighting Training Session. They are responsible for hanging, focusing, and maintaining the lights on a production. Electricians are required for Load In and Strike, but may not be required to attend performances, or rehearsals.

**Follow Spot Operators:** Follow Spot Operators must complete a Lighting Training Session. They run the spotlights that move and track moving talent on-stage. They work a show from positions in the Catwalk. Frequently Follow Spot Operators will be members of the Light Crew. Follow Spot Operators will be required to attend rehearsals.

**Sound Board Operator:** Sound Board Operators must complete a Sound Training Session and be checked out on the Mixing Board. Sound Board Operators will be responsible for all Sound Cues (recorded or live) within a performance. They will be responsible for setting up and striking all microphones, and monitors used in a performance. Sound Board Operators will be required to attend rehearsals.

**Audio Assistant (A2):** Audio Assistants will frequently be backstage monitoring wireless mics and troubleshooting mic issues if they arise.

**Video Engineer:** Video Engineers will operate the Vaddio Remote Video Cameras and be responsible for recording performances.

**Video Engineer 2 (V2):** V2’s are responsible for titles, and monitoring audio on productions. Occasionally the V2 will assist the Video Engineer by calling Video Cues.

**Fly Operator:** Fly Operator must complete a Rigging Training Session and be checked out on Counter Weight Operations. Flymen are responsible for making flying pieces of scenery and
curtains move on-stage safely. Flymen will assist in hanging, weighting, and operating all flying pieces in a show and will have to attend Load In, Strike, and rehearsals. Flymen will work a show from either the Stage Left Pin rail, or the Above Stage Pin rails.

**Floor Crew:** Floor Crew is responsible for moving and changing scenery on-stage. Floor Crew may assist in some flying operations. Floor Crew will have to attend Load In, Rehearsals, and Strike. Prop Crew and Carpenters will frequently have to perform Floor Crew roles. Floor Crews will work shows Backstage. Floor Crew is also called Running Crew. Members of floor crew are usually members of the Scenic Crew.

**Scenic Crew:** Scenic Crew is responsible for building scenery. Set construction will take place in the GHS Scene Shop and on-stage. Scenic Crew is encouraged to have experience with power tools. Scenic Crew may be required to perform Floor Crew roles. Scenic Crew will be required to attend Load In and Strike, but may not be required to attend rehearsals or performances.

**Prop Crew:** Prop Crew is responsible for making sure that all props are set and maintained during a performance. Prop Crew is also responsible for gathering, and building props. Prop Crew may or may not have to attend rehearsals and performances depending on the show. Prop Crew will be required to attend Load In and Strike. Prop Crew may be required to perform Floor Crew roles depending on the show. Prop Crew will work shows from Backstage.

**Costume Crew:** Costume Crew will be responsible for setting, maintaining, and cleaning costumes for performances. They will also assist in dressing and changing performers as needed. Costume Crew may be required to perform Floor Crew roles depending on the show. Costume Crew will be required to attend Load In, Rehearsals, Performances and Strike. Costume Crew will work shows from Backstage.

**Makeup Crew:** Makeup crews will be responsible for helping actors get into makeup and maintaining the makeup room. They should have some prior experience with stage makeup, which is different than street makeup. Makeup Crews will be required to attend Rehearsals, Performances and Strike. Makeup Crew will work shows from Backstage. As a Crewmember, regardless of position, you will be expected to fulfill your duties and roles fully. Trainees will not receive show credit towards Full Crew Status without attending Strike.
Time Sheets

Full Crew Members will be paid an hourly wage for working Community and Professional Shows. Time Sheets will be available in the Auditorium Managers Office. Technicians are responsible for filling out their own time sheets. If a Technician fails to complete their timesheet, they will not be paid. Full Crew Members who are working their first paying show will be required to fill out necessary State and Federal tax forms. Two forms of valid ID (one with picture) and a Social Security card will have to be exhibited for paid employment at the Auditorium. In addition Technicians under the age of 18 must get a Work Permit from the High School Office to be employed.

Work Dates

Current Work Schedules will be available from the Auditorium Manager and will posted on the bulletin boards in the Auditorium. Technicians will be given a Production Calendar at every Company Call for large GHS productions. Production Calendars are subject to change. Remember to check schedules routinely against the posted ones on Bulletin Boards mounted through out the Auditorium. Concert and Training Session schedules are available from the Auditorium Manager.

If a Technician is unable to be available for a work date, please contact the Auditorium Manager at least 48 hours prior to date. This is vital so appropriate staffing can be assembled for any Call.

Running The House

After every performance, it is the duty of ALL Technicians to participate in making sure that all paper, programs, wrappers and litter left by an audience is cleaned up. If any personal effects such as wallets, makeup, purses, glasses, etc. are found, they are to be turned into the Auditorium Manager. This is accomplished by walking up and down every row and aisle of the Auditorium looking for items on the floor and beneath seats. This is called running the house.

Personal Belongings

On the 3rd Floor, in the booth/ elevator hallway there are also coat hooks and a place for backpacks. Lockers are provided in the Dressing Rooms for storing jackets, clothes, and books while working in the facility. These lockers do NOT have locks on them. Valuables left in backstage lockers are done so at the owners risk. To avoid problems, leave them in you school locker, or preferably at home. During large performances, valuables will be collected and secured to avoid any theft problems. If a lock is brought in from outside, please provide the Auditorium Manager with the combination. Lockers that are secured
with locks that have not had their combinations given to the Auditorium Manager may be removed with bolt cutters.

**Special Needs Students:**
Eligibility concerns for an otherwise qualified student with a disability will be addressed on an individual basis and consistent with applicable law, as well as the student’s educational plan.

**Discipline**
Being a Technician at the Auditorium carries a great deal of responsibility. Abuse of responsibilities, and infractions on set guidelines and/or rules will be dealt with in the appropriate manner. The Auditorium adheres to all of the principles and guidelines set down for student conduct and behavior as documented in the GHS Student Handbook.

Specific Auditorium rules that will be strictly enforced include:
1. Unauthorized access to Catwalk and Gridiron areas is prohibited.
2. Unauthorized use of Auditorium equipment is prohibited.
3. No food or drink is permitted within Auditorium. Bottled water and sports bottles ONLY are allowed in the Control Booth and Back Stage.
4. No alcohol, illicit drugs, look alike drugs, or prescription and/or non prescription used without proper medical authorization is permitted.
5. No use of tobacco products is permitted within Auditorium.
6. Intentional misuse of Auditorium equipment with mischievous or malicious intent is prohibited.
7. Theft of Auditorium Equipment will be prosecuted through the School and possibly through Greenville Public Safety.

Discipline will adhere to the standards and procedures set up in the Greenville High School Student Handbook. This includes due process.

Students who attend any work call, or show call under the influence of alcohol or illicit drugs will be forfeit all crew rights, and be barred for working any crew call in the future.

Being a member of Stage Crew is being member of a large group that works with a team dynamic. Team work and communication is essential to for a good performance. As such, behavior that violates the code of conduct as outlined in the Student Handbook may be grounds for permanent dismissal from Stage Crew.
Conclusion
So, welcome to the world of Technical Theatre. Students will be challenged. Students will have to learn to accept responsibility. Students will learn to take pride as being part of a creative team, and seeing what the fruits of collaboration can bring to the community. Take pride in being a member of the Stage Crew, and take pride in the facility that you work and learn in. Have fun, but don't forget that there is a job to do as well. Doing it well is half the challenge, and half the fun.

Arsenic & Old Lace (2007)

Hannah Collins (Stage Manager) Sara Mulder running Ion Light Board

"110 Stories" (2014)
Greenville Public School Student Technician
Acknowledgment Form

By signing the acknowledgment form, the Student Technician and the their parents or guardian agree by the rules and procedures set forth for the Greenville Performing Arts Center, throughout the Student Technician’s career at Greenville Public Schools. Prior to attending Stage Equipment Orientation Sessions or working on a production a student participant and his/ her parents or guardian must sign and return to the Auditorium Manager this acknowledgment form.

I wish to begin the Student Technician Training Program to participate in technical production of events at the Greenville Performing Arts Center. I have read the Student Technician Manual and agree to follow the standards of conduct and performance contained therein as a condition of my participation in technical production of events at the Greenville Performing Arts Center. I understand that these rules and procedures apply on a year-round basis. I further understand that if I violate these standards of conduct and performance that I will be subject to penalty as provided therein, including exclusion from the opportunity to participate in technical production at Greenville Performing Arts Center.

Date Student Participant Signature

I agree to permit my son/ daughter to be trained and participate in technical production of events at the Greenville Performing Arts Center. I have read the Student Technician Manual and agree to support the standards of conduct and performance contained therein as a condition of my son/ daughter’s participation in technical production at the Greenville Performing Arts Center. I understand that if my son/ daughter violates the standards of conduct and performance outlined herein, that he/ she will be subject to penalty as provided in the Student Technician Manual, including exclusion from the opportunity to participate in technical productions.

Date Parent/ Guardian Signature

Auditorium Manager Initials & Dates on return:
Greenville Performing Arts Center Emergency Information Form

Student Name: _______________________________ Sex: ____ Date of Birth: ___/___/___
Address: ____________________________________ City: _____________________ Zip: _______
Graduating Class_______________
Student email: ______________________________________________________________________
Student Phone Number:____________________________(best number to contact STUDENT)
Mother’s Name: ______________________________________________________________________
Address: ____________________________________ City: _____________________ Zip: _______
Phone Number: (___) __________________________ Work Phone (___) ___________________
Father’s Name: ______________________________________________________________________
Address: ____________________________________ City: _____________________ Zip: _______
Phone Number: (___) __________________________ Work Phone (___) ___________________

IN CASE OF EMERGENCY AND WE ARE UNAVAILABLE, PLEASE CONTACT:
Name: _________________________________________ Phone (___) _________________________

Relationship to student:

It is understood that the responsibility of the Auditorium Manager applies only when
the students follow the Auditorium Managers instructions and directions. At all times
the students are to abide by school policy and will be subject to disciplinary action for
violations of these policies.
In the event of an unforeseen emergency involving my child, I give permission to the
Auditorium Manager to act on behalf of my child by calling an ambulance and/or
authorizing proper medical treatment.

_________________________________________ ____/____/____
parent or guardian signature date

Insurance Carrier Name: ______________________________ Policy # _____________________
If covered through employer, give employer’s name: ______________________________

Please list any student medical concerns that Auditorium should be aware of on the
below. All information will be kept confidential.

_____________________________________________________________________

_____________________________________________________________________

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The following list of tools are available for students to be used in the scene shop. To use a tool, a student has to be checked out on it and trained by Mr. Chapman or Mr. Hanson. If you do NOT want your student to use a specific tool, please cross it off of the list.

Pneumatic Narrow Crown Stapler
Cordless Drill Driver
Miter Saw
Bench Grinder
Band Saw
Drill Press
Belt Sander
Jigsaw
Palm Sander
Router
Angle Grinder
Corded Drill Driver
Circular Saw
Roto-Zip
Reciprocating Saw
Power Staplers
Power Brad Nailer
Table Saw
Air Compressor

Student Name (Print)____________________________________________

Parent Name (Print)_____________________________________________

Parent Signature________________________________________________

I authorize GHS Theatre Department that my child can be trained on the above listed equipment.