

# Scene Shop Rules

## *About Scene Shop*

The Scene Shop is a workspace owned by the Fine Arts Center. The Guild has arrangements to use the space on certain days of the semester to build and paint its set pieces.

**Shop hours are required for EVERY Guild member.** The Producers set the requirements each semester depending on the difficulty of the set designs, but you should prepare to work approximately 3-5 hours. The Shop Manager will put together a schedule of available work times and set up an online sign-up sheet at the beginning of the show process. You may spread your hours throughout the semester (we typically have a few weeks to work with), but we **STRONGLY** encourage you to sign up early. **Don't wait until the end to cram your hours in; we have limited space in shop and you will not be to finish your hours, which could cost you your voting rights for the semester (as well as violate your the contracts you sign as Cast and Artistic Team members at the beginning of the process). Also, if everyone waits until the end of the semester, we will be unable to finish the set and consequently **WILL NOT HAVE SETS FOR OUR PRODUCTIONS.**** Please speak with the Producers if you have problems or difficulties completing your shop hour requirements.

The Master Carpenter is the primary leader of the shop space and will oversee the construction of the set. The Scenic and Painting teams will oversee the painting and artistic detailing of the set. All shop hours must be overseen by an approved Shop Supervisor. Supervisors include the Master Carpenter, Shop Manager, and members of the Carpentry and Scenic teams who have been approved by the Producers. Supervisors will assign Cast and Artistic Team members

different jobs, and will instruct them on the proper way to use tools and materials. If you ever have questions, do NOT hesitate to ask a Supervisor for help!

*The entrance to the shop can be found here, on the side of the Fine Arts Center facing the campus pond!*



## *Scene Shop Rules & Safety Guidelines*

- **Listen to all shop Supervisors (Master Carpenter, approved Carpentry and Scenic team members).** They will assign jobs, teach you how to properly handle tools and supplies, and be there to guide and assist.
- **Listen to all FAC workers.** If they tell you to move something, move it. If they tell you to quiet down, do it. We are using their workspace and must retain a certain level of respect.
- **DRESS APPROPRIATELY.** Wear work clothes (nothing very loose-fitting) and prepare to get dirty. You **MUST** wear socks and closed-toe shoes. Goggles and gloves are available in shop when you need them.
- **DO NOT HANDLE ANY MACHINERY YOU HAVE NOT BEEN AUTHORIZED TO OPERATE BY THE SHOP SUPERVISORS.** Please, for your safety and for the comfort of everyone else.
- **SHOW UP FOR THE HOURS YOU SIGNED UP FOR.** Our Carpenters and Scenic team use the schedule to plan the day's work. Be true to your word and respect your Carpentry and Scenic teams.
- **When you arrive in shop, mark your name and work times on the sign-in sheet.** This is critical if you want credit for voting rights.
- **When painting, staining, or sawing, be sure that the ventilation system is on.** Take breaks and step outside for air when painting for long periods of time.
- **When painting, you MUST make sure the wood has been treated with fire-proofing; untreated set pieces will not be allowed by the FAC in Bowker Auditorium.** The Scenic Artists should purchase fire-proofing from Theatrix in Belchertown. Fire-proofing can be mixed directly into a gallon of paint, or sprayed directly onto untreated wood. Use as directed by the Scenic Artists.
- **When painting or staining, ALWAYS lay down a tarp under your work.** Again, the shop is NOT our space and we must keep it clean. Clean up any paint spills or splashes on the floor IMMEDIATELY.
- **Make sure you seal all paint cans tightly when you are finished painting,** and do not leave open containers around to prevent accidental spills.
- **Wash all brushes thoroughly in the sink when you are done using them and dry them using the paint brush spinner.** Ask a Supervisor if you have never used the spinner before.
- The Guild owns its own paint, brushes, screws, and drills. **Make sure you are not using equipment that is not ours unless you have permission.** Measuring tools and other small hand tools may be checked out of the cabinet by having a Supervisor ask the FAC staff to unlock it.

- **Respect that FAC workers have their offices adjacent to the scene shop.** You are allowed to talk and play music, but please try to keep distraction to a respectful level.
- **DO NOT BLOCK WALKWAYS AND DOORS.** You **MUST** leave space for FAC workers to enter and exit the space. If people are climbing over pieces of wood to get somewhere, there's a problem.
- **CLEAN UP AFTER YOURSELF.** There are bins for wood scrap, trash cans for trash, and brooms to sweep up sawdust. The shop **MUST** be thoroughly cleaned before the end of the day's hours.
- **If you are painting, you MUST stop by 4pm to give the paint time to dry so we can be out of shop by the end of our hours.** If we have a shorter schedule, make sure painting is done and brushes are cleaned an hour before the end of our shift.
- **Make sure that all large set pieces have casters (attachable wheels) or padding on the bottom.** If we scratch the stage in Bowker, we have to pay a lot of money to get it fixed.
- **Ask your Supervisors if you ever have questions, and come to the Executive Board immediately if you have a problem.**