

## **Self-Guided Drama Chaperone Tour**

*Copies of this can be found in the Blackbox on the bulletin board and in the first aid cabinet*

Begin your tour inside RUSSELL THEATRE facing the stage.

Welcome! You are standing in Russell Theatre, location of Robinson's "Main Stage" theatre events. It seats 650. To the side of each door is a small rectangle with a red light. The button there can be pushed to bring on/off the HOUSE (Auditorium) lights (If the stage lights are being controlled by the booth, this may not turn them off; but it will always turn them on). No food or drink is allowed here, but closed soda bottles are common. There is a catwalk for lighting instruments located above the audience area, accessed from backstage left. It's safe, but only licensed "techies" may be there-- at least 2 and no more than 6 at a time.

"STAGE RIGHT & STAGE LEFT" is the opposite of House right and House left. If you're standing on the stage facing the audience, the area to your right is "Stage Right" and the area to your left is "Stage Left". From the House (Auditorium), "Stage Right" will be to your left. Got that?

THRUST Our Stage has a "thrust," or front portion that juts out into the audience.

Turn around and face the back of the House (Auditorium). The windows you see above and below are the CONTROL BOOTH. This is where lighting, sound, headsets and follow-spots are controlled by our students. It may be locked. There is usually a phone in there. Control of the stage lights are there. House lights can be turned on (not necessarily off) without access to this room. The stuff in there is very expensive and easily damaged by liquids. No food or drink is ever allowed in.

Exit through the door just to the left of the control booth as you're facing it. You will pass the door to the booth on your right as you enter the lobby area. Just past the door to the booth is the door to the TICKET BOOTH. Student and/or adult ticket staff members may be working in here. No one should be hanging out in here. There is a refrigerator/freezer with ice and usually compresses in it in case they are needed. There is also a PHONE in the ticket booth.

If you stand with your back to the ticket booth window and look down the main hall, on the left you will see a payphone. On the walls to your immediate right and left there are drinking fountains. The hallway to your right, which has a ramp and stairs, leads to the Field House and the Drama Department entrances. Go there next!

As you pass under the sign which says DRAMA, you will see men's and women's public restrooms. Continue through the door at the end of this short hallway into the DRAMA DEPARTMENT. A little to the left is the doorway to the...

BLACKBOX, (classroom 522) which is the drama department classroom and also the location of some non-Main Stage drama productions. At the far end of the room, on the teacher's desk, is a telephone. Lift the handset and dial 9 for an outside line. The Blackbox phone number is 703-426-2123.

Note that the other door in this room leads outside. There is also an emergency call button on the wall near the classroom light board which buzzes in the Administrative Office (?).

+++++IMPORTANT+++++

In the opposite corner of the room from the computers is the cabinet that contains FIRST AID supplies and ECCs (Emergency Care Cards). These are very important, as every child who is under your supervision will have an ECC in there and you can immediately get any emergency phone numbers or other information you need. Please take time at the beginning of each chaperone session to make sure you know where the ECC file is.

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KEYS to the gate outside, the Genie lift, dressing rooms and other drama department areas and closets are also in the Blackbox or with the Director.

COMPUTER USAGE in the Blackbox should be limited to work being done for the production. Students should not use the Drama laptops without the EXPRESS permission of the drama coach. They may use the desktop machines in the drama room at any time (most of them are locked out after 4pm, though).

As you exit the Blackbox, the large double doors to your left lead to the SCENE SHOP/ PROP SHOP/PAINT SHOP areas. The SCENE SHOP is where sets and furnishings for the show are constructed using power tools for which the users must be trained and licensed, and everyone using or standing near the saws must be wearing appropriate safety equipment (goggles, etc.) A narrow passageway to the left of the Scene Shop leads to THE HOLE where wood is stored. Check here on your rounds for amorous thespians. The PROP SHOP/PAINT SHOP area is to the right of the Scene Shop. There is a sink here for washing paint brushes NOT PAINT ROLLERS. Rollers should be thrown away, as they tend to clog up the sinks pretty quickly. Also, all extra paint in the brushes and pans should be poured back into paint cans or thrown away, not poured down the sink. There is another door in the Paint Shop that leads back out into the hallway near the Field House.

As you exit the SCENE SHOP/PROP SHOP/PAINT SHOP, turn right. This is THE RAMP.

(There is another ramp at the end of this long hallway which leads outside. It is not called “The Other Ramp”, it is called BOB. Really. So if someone says “That set piece is on Bob,” they mean it is stored on this ramp leading to the outside door.)

At the bottom of the ramp to the right is the COSTUME SHOP. Next to the costume shop is a door leading to the House. To the left of this door is a set of large double doors that lead BACKSTAGE. The door at the end of Bob houses the Electrical Room (should be locked).

At the end of The Ramp on the left are the OFFSTAGE DRESSING ROOMS. These should be checked regularly, as makeup, sewing and other costume activities often take place here. (There are also restrooms in these dressing rooms.) Unless a show or dress rehearsal is going on, girls are often in the boys’ dressing room and vice versa -- this is okay. You may also enter either dressing room after knocking and calling out “Is everyone decent?” (Men may want to get a woman to enter the girls’ dressing room to check.)

Next enter the BACKSTAGE AREA through the large double doors. If there is a performance or rehearsal going on, the hallway area outside these doors and also everything inside them should be quiet.

Just inside the doors to the left is another SINK for washing paint brushes NOT PAINT ROLLERS. Rollers should be thrown away, as they tend to clog up the sinks pretty quickly. Also, all extra paint in the brushes and pans should be poured back into paint cans or thrown away, not poured down the sink.

Props will be on tables back here on both sides of the stage, and all actors and techies know not to touch them unless they are using them on stage.

Notice the orange winch handles, used to lower the pipes on which the over-stage lighting instruments hang. Spotters needed when that is done. Note the paint sink, for washing out brushes.

Our Genie Lift (“cherry-picker” bucket lift) may be back here. Only specially certified techies may ever use this (a spotter on site for its use, too). Note the light switch on the wall to the left of the double doors. This controls the work lights above the stage. There is an 8-way version of the houselight controls backstage right near the main curtain ropes. The top button will control the house lights.

Walk behind the stage, and you find the ONSTAGE DRESSING ROOMS. Since they are carpeted, no food or drink except water is allowed. Each has a bathroom (and shower). Paper towel in the toilets causes them to overflow. These areas make good quiet study areas. Be sure no one has fallen asleep there before departure. Notice the storage LOFTS above each dressing room. Only licensed techies may use these areas, and only to work on the show, not for a lounge area.

Between the backstage dressing rooms is THE BAT CAVE -- another storage area, not an amorous getaway or a hangout.

Backstage left you will see the ladder leading to the catwalk. Stairs also lead past exit to the front of the school and onward to the back of the house.

“Do the rounds” every 15 minutes or so -- more often if things seem very busy. Enjoy watching the kids do their thing, and feel free to ask them questions about it.

**Thanks so much for chaperoning!**

# Chaperones

Your responsibility is to assist with the oversight of rehearsals and work sessions, to assure student safety and to cope with emergencies which might arise.

You should know:

- Which areas the kids are working in (see Chaperone Tour above), & what they are trying to do
- The name(s) of the student crew chief(s) on site
- How to spot unsafe behavior
- How to get help in an emergency
- How to locate a student's ECC (emergency care card)

Please circulate. Be enough of a presence that the kids know that "short-cuts" or misbehavior are likely to catch your attention. Let the supervisor know if something doesn't "feel right."

## Supervisors: Assistant Coaches

Your responsibility is to assure that students are participating in supervised activities in a safe manner. Should an accident occur, you may be held legally liable in case of negligence. Please read the "FCPS Theatre Safety Guide for Students, Teachers and Administrators" provided to you. You should know:

- Who you are watching, where they are working, & what they are trying to do
  - Know the names and "nicknames" of the locations/equipment used in our theatre\*
  - All students should sign in/out whenever they come and go.
  - Do a body count/take attendance in case of building evacuation.
- The name(s) of the student crew chief(s) on site
  - The basic responsibilities of the crew(s) you are supervising (You are NOT expected to assist with the work, but should be able to spot recklessness)
- How to spot unsafe behavior
  - Refer to the Theatre Safety Guide. Apply common sense. Trust your instincts.
  - Don't hide in a newspaper or book. Walk around. Chat. Be observant.
- How to get help in an emergency
  - Know the location of the phones and nearby offices. Dial 9 for outside calls.
  - Know the location of our set of student's ECCs (emergency care cards)

You know **how accidents happen**: people get distracted, take shortcuts, use the wrong tools, skip safety procedures, try to do too much too quickly. Remember that teenagers act as if things will work out as they imagine them to do (tools will never break, others will see obstacles of which they are aware, others will use common sense-- but they know better, etc.), and act as if they are invulnerable. If stuff gets unsafe, either make them fix it, or shut down the work session. Really.

You should **circulate frequently** to assure that your presence is known, to keep the kids aware that they ARE being supervised. Always be aware of what's happening. If Murphy's Law strikes, and you're asked, "Where were you?," be sure you were reeal nearby, paying attention.

# **BASIC Theatre Safety Rules**

- 1. NO ADULT--NO ACTIVITY**
- 2. TECH. LICENSE REQUIRED for access to control booth, catwalk, or lofts.**  
Use of ladders, scaffolds, and “genie lifts” is also restricted.
- 3. TECH. LICENSE REQUIRED to operate lights, sound, or rigging equipment.**  
Use of set construction tools is also restricted.
- 4. NO LIQUIDS NEAR SOUND, LIGHT, ELECTRICAL EQUIPMENT**  
No food or drink in the booth, carpeted areas, or near floor outlets.
- 5. FIRE SAFETY: KEEP ALL EXIT ROUTES CLEAR.**  
**FIRE? Sound alarm, EXIT, then Report it. DO NOT FIGHT FIRE!**  
Keep curtains, flammables a safe distance from lighting instruments.
- 6. REPORT lost, broken, or malfunctioning items to supervisor.**  
Do not use items that don’t work properly. Tag with description.
- 7. STAY ALERT to problems with curtains, cables and equipment nearby.**  
Fix the problem, not the blame. Something wrong? Take action.
- 8. NO “HORSEPLAY”.** Do not run, walk on house seats, go barefoot.  
Never throw anything from the booth or catwalk. Use tools properly.
- 9. LEAVING?--LOCK UP! Clean up after yourself. Check for lost and found.**  
Find a custodian to assist locking up if necessary. Leave things tidy and safe.
- 10. LEARN THE RULES.** Become familiar with the FCPS Theatre Safety Handbook, available from Administrative and Activities offices.

For additional information, contact the Activities Director, Theatre Arts Director, Administrative office, or the Office of Risk Management.

## **Chaperone/Supervisor Quick Notes:**

EMERGENCY CARE CARDS and FIRST AID SUPPLIES are kept in the first aid/mailbox cabinet.

DRAMA DEPARTMENT PHONE NUMBER (Blackbox) 703-426-2123.

Copies of the CHAPERONE SELF-GUIDED TOUR is hanging on the bulletin board in the blackbox, and also in the first aid cabinet in the blackbox.

TELEPHONES are located in the blackbox, the control booth, the ticket booth, and (payphones) in the front hallway. Some cell phones work in Robinson and some do not.

FOOD AND DRINK may be eaten in the blackbox, on the ramp, in the ticket booth, or in the prop shop.

NO FOOD ALLOWED in the house, control booth, costume shop, backstage or on any carpeted areas.

ATHLETIC/ACTIVITIES offices are next to the field house, and may have someone in them if emergency help is needed. ADMINISTRATION OFFICES are in the main hallway just across the hallway from the front doors.

Kids should CLEAN UP all work spaces for the day, even if they are going to work again tomorrow. Unfinished set building, as well as set pieces and furnishings should be stacked as neatly as possible in the scene shop or on the ramps so that custodians have no problem cleaning around them. ALL TOOLS SHOULD BE PUT AWAY.

IN CASE OF FIRE OR OTHER EMERGENCY, evacuate to the front of the building, across the road in front of the flagpole area.

KEYS TO LOCK UP are kept by Directors. If none are present, custodians also have keys and can lock up.

TO TURN OFF THEATRE LIGHTS press the button near the red light on any white wall unit (shoulder height) near all the doors