

SCENE SHOP GUIDELINES

The following are guidelines for production classes using the scene shop. This area is for full time storage of flats and some limited furniture owned by CTVA. A grip closet and storage for ladders and the scissor lift also contained within this facility. Temporary storage of student set pieces and furniture for class production is permitted under the following guidelines.



Please note the picture above. This image should be an example of how the scene shop should be returned following weekly production. A shelf has been provided for storage of set pieces and props. Students must label each item with name and the class and section ex: 340 11:00 AM. Please take care to properly stack items stored.

A designated area is marked on the floor in RED. Students may store furniture and larger items in this area. ONLY within the RED boundaries may items be stored. The areas outside are mandated areas that must be kept clear. When production class is over, NO items may be stored outside this area. Doors may not be blocked and the sink area must remain clear.

Please note that the fire extinguisher and the door leading to a telecommunications room and the sink area must be kept clear by law. Furniture stored temporarily in the RED area will not block access to these facilities.

Regarding removal of props and furniture; Generally classes will rehearse and shoot in the same week so ALL props and furniture will not be expected to remain over a weekend. ALL props and furniture must be REMOVED immediately after the production taping and the TV stage sets returned back to their normal design. There is a separate diagram for that set.

A garbage bin is available in the scene shop, on the stage and in the entrance (sound lock) to the stage to dump any unneeded items.

NO furniture or props are to be left outside the building after class. Anything left outside beyond production classes may be discarded in the trash and faculty notified of the abuse of the guidelines.

Faculty will supervise to insure that these guidelines are maintained and the scene shop is used in a safe and orderly manner.