



SAFETY INFORMATION SHEET

STAGE MANAGEMENT

TO WHAT AND TO WHOM THIS SHEET PERTAINS

All stage managers and assistant stage managers during the rehearsal and performance period of the supported show.

RISKS OR CONSEQUENCES

Injury to actors, damage to equipment and facilities, panic and tragedy in public emergency situations.

BEST PRACTICES, RULES & PROCEDURES

- Be prepared. Know the locations of all first aid kits, fire extinguishers, fire blankets, fire alarm pull boxes, emergency exits, stretcher and phones. Convey this to the cast and crew.
- Sweep, and possibly damp mop, the stage floor before every rehearsal & performance. Make sure all nails, screws, splinters, etc. are cleaned off the floor – especially if performers are supposed to be bare foot.
- Remind cast to wear appropriate footwear during rehearsal and to avoid sandals, clogs, or other footwear that does not give adequate footing. If required to go barefoot, cast members should not be allowed to use the Scene Shop as a crossover until the Technical Director approves the shop as safe for this use.
- Before using any stage platforming, traps, stairs, ladders, or rigging in rehearsal consult with the Technical Director about stability, operator training and other safety concerns.
- Have performers walk the set slowly to get acquainted with the space before the rehearsal begins.
- The stage should be marked with Glo-Tape and running lights should be in place prior to the first rehearsal with stage lights.
- If firearms are used in a production, there must be a written plan about loading, testing, locked storage and firing such devices approved by the Technical Director.
- If a strobe or other flashing light is used during rehearsal, make sure individuals with epilepsy or other similar neurological disorders are informed beforehand. Flashing lights can trigger seizures. A note at the box office about the light flashing to warn the public is a good thing.
- Discuss and rehearse your evacuation plans with the cast and crew.
- "Buddy up" when traveling to and from rehearsals, particularly at night. Never check dressing rooms or isolated backstage areas by yourself.

FOR FURTHER STUDY

[The Back Stage Guide to Stage Management: Traditional and New Methods for Running a Show from First Rehearsal to Last Performance, 2nd Edition](#) by Thomas Kelly (**Paperback** - Feb 1, 1999)

[Stage Management \(8th Edition\)](#) by Lawrence Stern (**Paperback** - Aug 13, 2005)