

Shop Rules and Policies

PSF Scene Shop 2016

1. **BE SAFE!**

Theatre production is tons of fun, however, you should never sacrifice yourself or your safety for the art of theatre. Remember, it's just a play.

2. **Work BEGINS** at your scheduled call time.

That means, if you need time to come in and get yourself ready for work (i.e. coffee, bathroom, etc.) those activities should be done **PRIOR** to the start of the call. Habitual tardiness will result in disciplinary action.

3. **Footwear and Dress**

Footwear must be closed toed and closed back. Wear clothes that allow you to move easily and can get dirty. Make sure clothing will cover you up appropriately as you work. No loose and flowing clothes, dresses, ties, dangling jewelry, etc. Make sure long hair is always tied back and out of the way.

4. **Personal Protective Equipment**

Eye protection and Hearing protection are required. Hard Hats are required if others are working above you. Other protective equipment (dust masks, gloves, respirators, welding gear, etc.) is available for you to use as needed.

5. **Breaks**

Each day we will have break at approximately 11am – 11:10am and from 3:30pm – 3:40pm. These will be called by the Shop Foreman. This will be opportunities to relax, get something to drink, bathroom, smoke, etc.

6. **Personal Listening Devices**

Personal headphones are **NOT** hearing protection. Secondly, they are **NOT** to be used during the workday, unless on break. They prevent one from engaging in the workplace and are a safety hazard.

7. **Cell Phones**

Personal cell phones are **NOT** to be used unless on break. This includes texting, Facebook, etc. In the event of an emergency, please let your supervisor know.

8. **Play well with others.**

This summer will be stressful; do your best to remain calm, collected, to keep all of us productive.

9. **Cleanliness**

Clean up your work area when you have finished your project or when leaving it. At the end of each day, we will take time to clean up in preparation for the next work day. This helps keep a more productive space as well as a safer one.

Scene Shop Work Day

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|-------------------|-----------------------------|
| 8:00am - 9:00am | Aaron and Adam Office Hours |
| 8:30 am | Dan Arrives |
| 9:00am – 1:00pm | Shop Shift 1 |
| 11:00am – 11:10am | Break |
| 1:00pm – 2:00pm | Lunch |
| 2:00pm – 6:00pm | Shop Shift 2 |
| 3:30pm – 3:40pm | Break |
| 7:00pm – 11:00pm | Shop Shift 3 |
| 9:00pm – 9:10pm | Break |

We will update the calendar as changes to the schedule occur.