

Shop Rules and Policies

Theater Emory Scene Shop

1. BE SAFE!

- Theater production is lots of fun, but you should never sacrifice yourself or your health and safety for the art of theater. Remember, it's just a play.

2. Proper Footwear and Dress is Required at All Times in the Scene Shop.

- Wear proper footwear: Shoes must be closed toed and closed back. Please wear shoes with a thick rubber or leather soles and uppers. Tennis Shoes or Work boots are great examples of this. Slippers, dance/ballet shoes, TOMS, flats, and clogs are examples of what NOT to wear.
- Dress appropriately for work at all times: Please wear clothing that allows you to move easily and can get dirty. Make sure your clothing will cover you up appropriately as you work. No loose and flowing clothes, Dresses, or Dangling Jewelry. Make sure long hair is always tied back and out of the way.

3. Personal Protective Equipment:

- Eye protection and Hearing protection are required. Personal Headphones are NOT hearing protection. Hard Hats are required if others are working above you.
- Other protective equipment is available for you to use as needed.

4. Work Begins at Your Scheduled Call Time.

- That means if you need time get yourself ready for work you must do so BEFORE your start time. Habitual tardiness will result in disciplinary action.

5. Cell Phones

- Cell phones and other electronic devices are NOT allowed unless on break. This includes texting, Facebook, email, etc. In the event of an emergency let your supervisor know.

6. Breaks

- Breaks will periodically be called by your supervisor. Breaks are to be used for relaxation, getting something to eat/drink, phone calls, bathroom, smoke, etc.

7. Personal Listening Devices

- Personal headphones are NOT hearing protection and are NOT to be used during the work day, unless on break. They prevent one from being a part of the team and are a safety hazard.

8. 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 restore the shop for the next day. This helps keep a more productive space as well as a safer one.

If you don't know- ASK!!