

# ELECTRICS

◆ The Lighting and Sound Department will not be responsible for the set up or strike of the workspace for any Gallery production, Workshop, or reading. **For Galleries and other Theatre B productions:**

◆ A copy of the standard plot is available from the Electrics Supervisor and on the Digital Callboard

(<http://wiki.uiowa.edu/display/theatre/Theatre+B+Data>). All light plots, inclusive of instrument schedules, channel hookups and preliminary cue sheets, must be approved by both the Lighting Faculty and the Electrics Supervisor one week prior to hang. Failure to do so may result in production delays for your project.

◆ Gobos and a selection of frames are available in Room 184A. All equipment pulled **MUST** be recorded on a sign out sheet provided in Room 184A. Make sure to note the condition of any used gobos, as those gobos not returned or those returned damaged will be charged to the production (approximately \$11.00 each). Gel may be purchased out of your show's budget. There will be no cash sales of any type. Full sheets of gel are available from the Electrics Supervisor at \$7.00 per sheet, regardless of how many cuts you make from them.

◆ Replacement lamps for normal burnouts in Theatre B are stored in a gray steel cabinet on the gallery in the rear of house in the theatre. Please notify the Electrics Supervisor if there are no replacement lamps in the cabinet. Any electrics equipment other than the theatre's normal lighting instrument inventory, cable and supplies must be obtained through the Electrics Supervisor. Time for obtaining these items must be scheduled in advance with the Electrics TA. Check the schedule posted outside the Electrics Shop for times when TA's are available to check out equipment. All pulling of equipment must take place during those hours. No exceptions will be made. When you are done pulling your equipment, you must be signed out by an Electrics staff person. At that time you will arrange a time to return your equipment.

◆ Fog and haze machines must be requested through the Electrics Supervisor. In order to use the fog and haze machines you must arrange to have the fire alarms turned off through, Shannon Kniper, Scheduling & Facilities Specialist. The request must be made at least 7 business days before your first use of fog or haze. Please see the "use of theatrical smoke, haze, and open flame" section.

◆ Instruments are not to be moved from one theatre to another without prior approval of the Electrics Supervisor. Requests for additional fixtures must be submitted with the light plot and approved by the Electrics Supervisor. Additional fixtures must be checked out with the same process as gel and templates. Copies of the rep plot are available from the Electrics Supervisor. If you do hang additional instruments, they must be returned to storage locations during the strike. Light cues for each show should be stored to removable media each evening before the board is turned off. Each show is responsible for providing its own media.

◆ At strike, collect all gear to be returned at your scheduled time. Those items that were checked out from other locations should be returned within 2 days of strike as scheduled with the Electrics TA. Instruments should be struck and returned to storage positions with the barrels and shutters in all the way. Strike all cable and make sure that the catwalks and grid are clean and tidy. Strike any floor mounts and return to storage. Clean the booth so it is ready for the next production. The standard rep plot needs to be restored during strike. All other instruments need to be returned to their storage locations. If the standard hang was used for the production simply strike color and gobos, leaving the instruments hung and plugged in.

◆ The fact that the Rep Plot might not have been restored when you loaded in should be noted, but it does not absolve you of the responsibility to restore it after your production. If the plot was not restored to rep condition when your show loads in, report this to the Electrics Supervisor and include how long it took you to restore to rep conditions. If any instruments are to be carried over from one show to the next an itemized list requesting those items to remain must be provided and approved at the production meeting prior to Strike/Load In.

- If the standard rep plot is not restored during your strike, the restoration will be done by staff at the standard shop labor rate (see Appendix A) with a two-hour minimum call. If there is no time between gallery productions for the shop to restore the rep plot and the next gallery production needs to restore the plot before they are able to load in, the previous show will be charged for the time that was lost in restoring based on shop rates.

◆ When you return your equipment to Room 184A, it is your responsibility to return all equipment to its proper location (this includes re-filing cut gels).

◆ If you have problems other than lamp burnouts, please report difficulties to the electrics department by email, be as descriptive as possible or

schedule a time to meet with Electrics Personnel. All repairs will be made during electrics shop work hours. NO REPAIRS ARE TO BE DONE BY ANYONE OTHER THAN ELECTRICS PERSONNEL.

- ◆ Board operators are to be trained by the lighting designer.
- ◆ Four wired Headsets are available in Theatre B. The headsets available for Theatre B are stored in the Theatre B booth along with the cables and equipment needed for their operation. You must make an appointment with Electrics GA to learn about how to install and use the system. If you need additional headsets they may be requested on your Electrics Request form and will be granted based on department availability. Wireless Headsets are not available for productions in Theatre B. **For Workshops, Readings, and Honors Projects:**

- Theater B: All lighting plans must be approved. Lighting is limited to what is available in the space or what can be plugged into wall sockets.
- Room 172: A copy of the plot and focused areas is attached to the wall next to the dimmer controls in room 172. Each Friday, before 5pm, the plot will be refocused to the areas outlined on the plot. These instruments will not be focused in any way other than the approved areas. These instruments cannot be gelled. No instruments or practicals can be rigged from the grid.

**THERE IS TO BE NO FOOD OR DRINK IN ANY OF THE BOOTHS.** Violations will result in a fine of \$25.00 charged to your production.