



# *One Act Play Festival*

## Stage Director Check List

The Stage Director for an SCDA Festival will:

### Before the opening date of the Festival

- be thoroughly familiar with the facilities and safety implications of the venue
- be thoroughly familiar with the procedures for an SCDA Festival
- receive all technical and safety forms from the Organising Secretary, pass them to technical personnel a clear week before the festival and ensure that any foreseeable problems are addressed
- liaise with competing teams as soon as possible, emphasising the theatre's safety rules; address any technical or safety issues arising from the forms
- give competing teams the opportunity to view the stage facilities prior to the Festival

### During Technical Rehearsals

- give a safety briefing to each team, including emergency evacuation procedures
- ensure that stage materials meet safety requirements especially fire-proofing and PAT testing and that safe handling procedures are followed
- provide appropriate stage crew assistance as required
- authorise start and stop times and advise of remaining time at appropriate intervals (e.g. half way and 10 and 5 minutes from the end during setting and at 3 and 4 minutes of striking time)
- in the event of a technical problem beyond the control of a team, the Stage Director will stop the clock and re-start once the problem has been solved
- report any contravention of procedures to the Organising Secretary as soon as possible

### During Performances

- call teams to the stage
- supervise and time the erection of sets; give warning at 8 and 9 minutes as well as warning of over-run
- in liaison with FOH and technical personnel authorise the start of performance
- in the event of an emergency close tabs and take appropriate action
- time the length of the performance
- supervise and time the striking of sets; give warnings at 3 and 4 minutes as well as warning of over-run
- in the event of an over-run inform the Organising Secretary as soon as possible.
- forward complete time sheets to the Organising Secretary