

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Light Booth Use and Control		Number:
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Date	Change Summary	
4/21/98	Initial inclusion into P&P Manual	

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

To management the primary production physical assets.

2. Policies or Procedures:

- A. The Williamsburg Players has invested heavily in the electronics to control light and sound for productions. For the protection of the operator and equipment, there will be no smoking, eating, or drinking in the booth at any time. (April 1990).
- B. During the run of a show (beginning on tech weekend and ending with the last show in the production), the stage manager shall retain control of the light booth. This includes who is allowed in the booth, operating the equipment, who is trained, etc.
- C. Due to the limited space and ventilation, the booth is not to be considered as an extra seat for directors, actors, staff, or visitors.