

HOUSE PROCEDURES AND GENERAL INFORMATION FOR THE STAGE

1. Nails, screws, stage screws, staples, etc. can be used **with permission from the Technical Director**. Please notify him as soon as you can if you wish to anchor to the stage.
2. Due to the exorbitant cost of stage lamps, we require that stage lights are used exclusively during technical rehearsals and performances. Stage work lights are provided for general rehearsals.
3. Because of the potential safety concerns and insurance, we require any rigging be inspected by our Technical Director prior to actors entering the stage. The Morton Theatre will be happy to provide you with any information or assistance that you need for your rigging.
4. Fire codes require us to keep all emergency exit stairways clear of all items before or during shows, and that the lights in the emergency exit fire tower remain on during shows. In addition the on-stage fire doors must remain closed at all times (load-ins and load-outs are the only exception).
5. Due to the fact that soft goods can be damaged very easily, we request that you inform our Technical Director if you need to move soft goods and he will assist you with this process.
6. Our counterweight system is hemp. Normal tape will leave residue. We can provide spike tape if you are using our fly system and request that you use only that tape for spike marks.
7. Duct tape and masking tape may leave residue or damage the stage floor. We prefer that you use cloth tape, electrical tape, or theatrical spike tape when marking the stage area. We do provide spike tape.
8. All pyrotechnic devices, including, but not limited to candles, flash paper, smoke bombs, etc. and industrial or constructed fog machines are permitted with Fire Marshall's inspection and approval prior to performance.
9. Telex Headsets are available and set out for each show.
10. Due to problems with clean-up, **the use of fine/small glitter or confetti is prohibited**. Bigger pieces are allowed at the discretion of the Technical Director. If you plan on using glitter/confetti, please check with the Technical Director as soon as possible.
11. Upon completion of your production, we request that any soft goods that were moved be returned to their original positions, any spike marks (on stage or fly lines) be removed, and that the dressing rooms and pit area be cleaned of any debris.
12. If your lighting and sound technicians need to be trained, our Technical Director will be happy to give them instruction on the various equipment.
13. The Executive Director has final authority on how many security officers and technical overhire staff are needed for an event.

We can not foresee all needs and changes that will arise. Please inform us as soon as possible, and we will try to work with you to solve any problems.