

Langham Court Theatre
Strike Guidelines for Regular Productions

These are guidelines, not strict rules, and can therefore be adapted to fit the requirements of each show. Please check with the Head Scenic Carpenter about what your show will require.

NOTES: The strike should be done by the cast and crew of **the show that is coming down.**

- Unless Head Scenic Carpenter advises otherwise (i.e. if the cast & crew are too small in number for the size of the set), the cast & crew of the next show coming in to the theatre do not need to come and assist (with the exception noted below).
- This is largely due to safety concerns with having too many people who are unfamiliar with the set on stage while deconstruction is underway.

At least one week before each strike:

- Producers should arrange to talk to the Head Scenic Carpenter directly about what is needed for the strike of the show, particularly about the number of people needed to assist.
 - If additional people are needed, Producers should contact the incoming show to ask for assistance as needed
- Producers should come up with a strike list (i.e. game plan) about what tasks need to be accomplished and who will assist with which tasks, in consultation with the Stage Manager (in case jobs have already been assigned). Sign-up sheets could be used to designate tasks.
- Producers should request that at least one representative of the incoming show attend the strike (Producer, Stage Manager or Director) to provide guidance about placement of set pieces, furniture, etc., that might be useful for the incoming show

Suggested Strike List and Order:

To allow the set builders to get started right away on the set deconstruction, it is suggested that the strike be broken down into three basic sets of tasks, to be done over three timeframes:

A. Tasks for Closing Night or Early Sunday Morning: (These tasks should be completed before 10 a.m. Sunday)

1. Strip the stage completely of all:
 - a. Props – move to Lounge or Props room for sorting
 - b. Costumes – move to dressing rooms for sorting
 - c. Furniture – move to back of theatre or Lounge to get off stage
 - d. Set Dressing – move to Lounge for sorting
 - e. Lights on set, cables – take to lighting loft
 - f. Blue lights / backstage works – put away or take to booth
2. Cast and crew to remove or at least gather together all personal belongings in dressing rooms, green room, booth.

B. Tasks for 10 am Sunday Morning:

The Producer (in consultation with the Stage Manager) should designate bodies to:

1. assist with set deconstruction (speak to Head Carpenter)
2. clean out dressing rooms (speak to Producer / Stage Manager)
3. clean green room (speak to Producer / Stage Manager)
4. clean booth (speak to Stage Manager / Tech Director)
5. assist costumers (speak to Costumer)
6. assist with returning props, furniture to storage (speak to Props Head)

C. Tasks for the “Later Arrivals”

Several cast and crew members can be designated as “later arrivals” (i.e. arriving after 11 a.m.). Or, if the current cast and crew is small, the Head Scenic Carpenter may request that a few people from the incoming show be recruited to attend and assist with:

1. Pulling nails from the deconstructed set pieces and flats, and sweeping the stage and backstage areas
2. Pulling up spike marks from the stage (and from rehearsal room, if incoming show is moving upstairs immediately)
3. Setting the stage for the incoming production (in consultation with the representative from the incoming show)
4. Helping to clean up the lounge and kitchen (particularly if food is set out for those attending the strike)

Note: Cleaning up of extra programs, and the removal and re-filing of cast & crew pictures in the lobby area will be taken care of by the FOH Manager & Theatre Manager respectively.