

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 the Head Scenic Carpenter advises otherwise (i.e. if the cast and crew are too small in number for the size of the set), the cast and crew of the next show coming in to the theatre **do not** need to come and assist.
- 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:

- Stage Managers (and Producers, if desired) should arrange to talk to the Head Scenic Carpenter directly about what he will need for the strike of the show, particularly about the number of people needed to assist.
 - If additional people are needed, Stage Managers should contact the incoming show to ask for assistance as needed
- Stage Managers 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. Sign-up sheets could be used to designate tasks.

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 Stage Manager should designate bodies as follows:

1. Some bodies needed to assist with set deconstruction (speak to Head Carpenter)
2. Some bodies needed to clean out dressing rooms (speak to Stage Manager)
3. Some bodies needed to clean green room (speak to Stage Manager)
4. Some bodies needed to clean booth (speak to Stage Manager / Tech Director)
5. Some bodies needed to assist costumers (speak to Costumer)
6. Some bodies needed to 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 the “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 cast and crew be recruited to attend and assist with these tasks:

1. Pulling nails from the deconstructed set pieces and flats
2. Sweeping the stage and backstage areas

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 Front of House Manager and/or Theatre Manager respectively.