

WHY IS STAGE EQUIPMENT MAINTENANCE IMPORTANT?

- Stage Equipment is expensive. Maintenance helps it last longer.
- Stage Equipment unmaintained is a safety issue.

WHY DOES STAGE EQUIPMENT MAINTENANCE GET OVERLOOKED? Often, it is a lack of

- Knowledge
- Money
- Designated Leader
- Responsibility

WHAT STAGE EQUIPMENT NEEDS MAINTENANCE?**Electrics**

- Lighting Instruments
- Cables
- Dimmer Panels Boards
- House Lights
- Exit and Aisle Lights

Rigging

- Fly Floor
- Catwalks
- Grid
- Hoists
- Battens
- Arbors
- Ropes

Sound & Video

- Speakers and Boards
- Microphones
- Video Cameras
- Screens
- Projectors

Soft Goods

- Dust Removal
- Patching Holes and Pipe Pocket Tears
- Flame Retardant Treatments

Other Items

- Choral Risers / Chairs
- Musical Equipment

WHEN SHOULD STAGE EQUIPMENT MAINTENANCE HAPPEN?

- Set a Maintenance Schedule. A suitable time to perform maintenance is just prior to the start of the school year, or right after school ends for summer break.
- Book maintenance appointments with Industry Experts at least 6 months in advance.
- Share the Maintenance Schedule with other people who might be involved with the auditorium.
- Track maintenance. Keep a record of what was done, when it was done, where it was done, who did it, and why it was done (inspection or break-fix).

WHO CAN HELP WITH STAGE EQUIPMENT MAINTENANCE?

TEACHER/FACILITIES MANAGER: Designate someone who uses the space to schedule and oversee stage equipment maintenance.

STUDENTS: There are easy jobs that students can perform to keep equipment maintained. Provide them with training and tools and make their work part of their "Drama Club" meetings.

INDUSTRY EXPERT: Annual inspections by an Industry Expert are a necessity to keep stage equipment safe and in top shape.

USITT: The United States Institute for Theatre Technology (USITT.org) is a wonderful resource for the technical side of theatre. They provide training at their annual conference. They manage the Rigging Safety Initiative, offering free stage rigging inspections and safety training for secondary schools. And they work with the Educational Theatre Association to offer the BACKstage Exam, a digital test for high school students designed to measure their competency in a broad range of technical theatre knowledge.

FIRE MARSHALL: Your local Fire Marshall will know what community safety regulations must be satisfied for your auditorium to be safely operated.

SCHOOL BOARD CHAMPION Partner with a School Board Member who understands the need for money to be budgeted for a safe, successful theatre program.

BEST PRACTICES FOR STAGE EQUIPMENT MAINTENANCE:

- ✓ Create a maintenance schedule for your stage equipment and stick to it.
- ✓ Designate who should oversee maintenance.
- ✓ Find a School Board CHAMPION.
- ✓ Educate students on ways to help.
- ✓ Hire industry experts where needed.
- ✓ Rely on your Fire Marshal.