

HAWAII THEATRE

GUIDELINES FOR LICENSED USERS TO DETERMINE QUALIFIED TECHNICAL PERSONNEL

GENERAL

It is of the utmost importance to the Hawaii Theatre that all events held in the Hawaii Theatre meet the highest standards for public safety, employee safety, and proper utilization of Hawaii Theatre equipment. Please note that the Hawaii Theatre is a historic facility.

To this end, the Hawaii Theatre Center requires licensed users to hire qualified technical personnel to operate Hawaii Theatre equipment or work in Hawaii Theatre facilities. Hawaii Theatre Management has authority, by License for Use Agreement, to approve all technical personnel and/or to prohibit any potential technical crew member from working at the Hawaii Theatre if, in the sole discretion of the Theatre Manager, the crew member in question does not meet the guidelines as listed below.

The following represents suggested guidelines which licensed users can use to assess the appropriate level of knowledge and experience required for technical personnel to properly perform their normal assigned functions.

DEFINITIONS

- "Theatre Manager" means the Theatre Manager of the Hawaii Theatre Center or anyone designated by the Theatre Manager.
- "Center" means the Hawaii Theatre Center.
- "Facility" means the Hawaii Theatre and the grounds surrounding the Hawaii Theatre.
- "Technical Personnel" means any individual and/or company, corporation, partnership, or entity employed by the Licensed User to operate Hawaii Theatre equipment or work in facilities.

FOLLOWSPOT OPERATORS

Should have the ability to:

- Properly focus this instrument for maximum lighting intensity and sharpness of image.
- Properly trim and re-trim this instrument quickly to achieve optimum operating effectiveness with minimum out-time during performances-
- Properly understand standard light call language from trained lighting design and stage management personnel.
- Properly execute all the various adjustments of this instrument to allow a lighting designer to use these instruments at their maximum flexibility during events.

STAGE ELECTRICIANS

Should have a working knowledge of:

- All standard stage lighting instruments, including ellipsoidal reflector lamps, fresnel lamps, plano convex reflector lamps, beam projectors, and special effects projectors so as to be able to properly mount, circuit, patch, and focus these instruments to achieve their maximum effectiveness according to a given lighting plot under the direction of a stage production manager or lighting designer.
- Alternating and direct current to be able to work safely with electricity.

- Electrical cable sizes, various types of stage electrical connectors, lamp bulbs and bases, and lamp mounting equipment to safely and efficiently and effectively set up a show and restore the house.
- Various lighting systems of the Hawaii Theatre's facility, including light boards, dimmers and patch panels, to safely use them while achieving maximum flexibility for which the systems were designed.
- Various lighting positions of the facility and their purpose to safely maximize the flexible usage of these positions.
- Interfacing of house electrical equipment with tenant equipment to safely maximize flexibility of each facility to various productions.
- Good safety practices to minimize unsafe conditions for workers and patrons.

STAGE FLY CREW

Should have an understanding of a single- and double-purchase counterweight fly system, including but not limited to:

- Proper counter-weighting techniques.
- Proper rigging of all parts of a counterweight system.
- Proper attaching techniques for different types of stage equipment, which may be required to be flown, including proper loading and unloading techniques.
- Proper flying techniques for various pieces of equipment.
- Good safety practices to minimize unsafe conditions for workers and patrons.

STAGE RIGGERS

Should have an understanding of rigging and load stress for Hawaii Theatre, including but not limited to:

- Proper load distribution.
- Hanging point weight limits,
- Proper types of rigging equipment for each type and weight load,
- Safety factors for each type of load-
- Techniques for hanging loads where no hanging position exists.
- A thorough comprehension of safety first in rigging.
- A thorough knowledge of electrical and mechanical rigging equipment and their safety features, being sure that these features are present and operational in the equipment.
- Good safety practices to minimize unsafe conditions for workers and patrons.

STAGE SOUND CREW

Should have an understanding of the various house sound systems and sound systems in general, which should include but not be limited to:

- Proper understanding of the acoustics of each facility.
- Proper understanding of State, local and Hawaii Theatre policies concerning sound levels and ordinances.
- Various sound system components of the Hawaii Theatre sound system, including mixing board, patch panels, amp racks, tape and disc players, speakers, monitors, microphones and intercom system, to safely use them while achieving maximum flexibility for which the systems were designed.
- Proper understanding of sound reproduction or sound reinforcement, as the case demands, to maximize the enjoyment of the production by the audience.
- Good safety practices to minimize unsafe working conditions for workers and patrons.

STAGE CARPENTERS

Should have an understanding of the stage construction and movement of stage pieces of the facility's stage so that:

- All construction of set pieces are safe and according to the various municipal codes, including the Fire Code.
- All set pieces will fit and work practically and safely on the Hawaii Theatre stage.
- All set pieces are moved so as to damage no equipment or endanger fellow workers or patrons.
- All construction is performed in a manner safe to workers and patrons.
- All fly work can be properly coordinated with the floor carpenters and all pieces attached and flown correctly.
- All house pieces can be properly stored and restored without excess wear or damage to equipment and drapes.
- All floor attached flying equipment is properly installed and operated.
- That the house is neither physically nor cosmetically altered permanently or temporarily without permission of the Theatre Manager.
- Good safety practices are followed to minimize unsafe conditions for workers and patrons.

STAGE PYROTECHNICIANS

Should have a thorough understanding of pyrotechnics and clearance from both the Theatre Manager and the Fire Prevention Bureau prior to bringing any equipment or materials into the Hawaii Theatre, and once having received clearance do only what is cleared in the manner approved by the clearance safely for both patrons and fellow workers.

STAGE PROPMYN

Should have a thorough understanding of stage prop construction and use, including the materials involved, so as to damage no Hawaii Theatre equipment, nor cause to be brought on the premises of the Hawaii Theatre any equipment which is unsafe, which requires clearance (without having obtained clearance), which is against the law, or which is unsafe to workers or patrons, and to work in a safe manner in relation to themselves, other workers, and the public in general.

PROJECTIONISTS

Should have the same working knowledge of and standards of performance for his equipment, as the Follow spot operator has to operate his equipment. Hawaii Theatre has a list of qualified projectionists Requests for projectionists should be forwarded to the Hawaii Theatre Theatre Manager.

STAGE WARDROBE, MAKE-UP AND HAIRDRESSERS

Should have a working knowledge of the various materials used in their craft so as not to damage or create potential danger to equipment, performers, fellow workers, or the public in general, and to practice good safety measures to minimize unsafe conditions for workers and patrons.

FOR CLARIFICATION OR FURTHER INFORMATION

Please contact the Hawaii Theatre Theatre Manager at Hawaii Theatre, 1130 Bethel Street, Honolulu Hawai'i 96813-2201, by phone at (808) 791-1306, by fax at (808) 529-8505, or via email burtonwhite@hawaii.rr.com.