



**Request for Approval: Use of Firearms in Production**

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Aloha! The Hawaii Theatre policies and procedures are designed to ensure the safety and security of its audience, users, and staff. This form must be completed in its entirety and submitted to the ***Hawaii Theatre Stage Management Office; 1130 Bethel Street, Honolulu, Hawai'i 96813; ph: (808) 791-1324; fax: (808) 529-8505***, if the use of firearms is planned during your program. It is also recommended that the company PRODUCER and/or STAGE MANAGER of your program review the attached copy of "Safety Tips for Use of Firearms".

\_\_\_\_\_  
Name of Production

\_\_\_\_\_  
Performance Date(s)

\_\_\_\_\_  
Total number of Cast Members

\_\_\_\_\_  
Stage Manager's name (*print*)

\_\_\_\_\_  
Stage Manager's signature

**Section I. IDENTIFY ALL FIREARMS**

Please identify the *make, model, caliber, and load used* for each planned firearm:

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

**List any additional firearms in Section IV. Miscellaneous.**

Are rehearsals to check firearm angles/usage held regularly? YES / NO

If "YES", frequency of these rehearsals: WEEKLY \_\_\_\_\_ DAILY \_\_\_\_\_

PRIOR TO EACH PERFORMANCE \_\_\_\_\_

Are the BLANKS to be used **crimped** or **wadded**? CRIMPED \_\_\_\_\_ WADDED \_\_\_\_\_

Have the firearms been recently certified? YES / NO

If so, when? \_\_\_\_\_  
Date Name of certified armorer (gunsmith)

How often are the firearms cleaned? \_\_\_\_\_

(check one) WET CLEANED \_\_\_\_\_ DRY CLEANED \_\_\_\_\_

Name of person(s) responsible for storage of firearms:

\_\_\_\_\_  
(please print legibly)

Will the ammunition (blanks) be stored separately? YES / NO

If "YES", where will it be stored? \_\_\_\_\_

**Section II. USE IN PRODUCTION**

Please identify *how* the firearms are used during the production. Include the *planned number of shots* in each scene and the activity of the actors involved.

<u>ACT/SCENE</u>	<u># OF SHOTS</u>	<u>ACTIVITY OF ACTORS</u>
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**Section III. SIDE EFFECTS/INJURIES**

If any ACTOR and/or CREW MEMBER experiences any ADVERSE EFFECTS or INJURIES from the use of firearms during the run of the production, you must notify the *Hawaii Theatre Stage Management Office* immediately. Possible adverse effects may include: powder burns, errant particles (e.g. a piece of casing which is propelled from the gun when fired), and eardrum (hearing) problems.

**Section IV. MISCELLANEOUS**

Please provide any other information you feel may be helpful. (Attach additional pages if necessary)

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Hawaii Theatre Stage Management use only; *DO NOT WRITE BELOW THIS LINE*

EVENT CODE: \_\_\_\_\_

**APPROVED / DENIED**

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Date Received

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*Burton White, AEA, Theatre Manager*