

Tech Direct

1. Tech director may also head a tech crew. (Set or props is recommended).
2. Oversee crew heads
 - a. Meet with John Ervin periodically to make sure that deadlines have been met, paperwork turned in, and so forth.
 - b. Make sure that every crew head is familiar with the safety guidelines.
 - c. Check in with all crew heads on at least a week before tech. It is suggested that in the week before tech, you check in on a daily basis with each crew head.
 - d. The week before tech, make sure that each crew is caught up with their tasks, and has a copy of the tech schedule.
3. Tech Week
 - a. Oversee the incorporation of each element into the production.
4. Strike
 - a. Schedule strike well in advance and make sure that the time for strike is agreeable with the person in charge of the space.
 - b. Send out pertinent safety sheets- these will be different for each production.
 - i. These include General Safety Guidelines, Main Causes of Accidents, Clothing and Personal Protection, Fire Protection and Fire Safety.
 - c. Speak with each tech head about the number of people they need for their crew and any special abilities they need as well, such as familiarity or strength.
 - d. Divide the cast and crew as you see fit among the different tasks.
 - e. Email John Ervin after strike, ccing the President, the Director, the Production Manager, and the faculty liaison to make sure that everything was done to satisfaction. Follow up meetings may be scheduled as well.