**Guidelines for striking a show: Set de-construction**

* Select a person who will be responsible for following these guidelines.
* The Producer of the show is ultimately responsible to ensure that these processes and procedures are followed and will work in conjunctions with the person noted above.
* After show has closed and house is closed, begin set tear-down
* As much as possible, take all of the set apart as far as possible and load onto vehicle for transportation back to the SPCT barn or garage.
* While taking apart set, try and keep like materials together as this will make the organization tasks easier once back at the barn.
* Scraps of lumber (2x4 or 2x6) shorter than 18”*probably* can be thrown away as scrap but check with the person in charge of the strike for final determination.

**Striking of component pieces (*WHILE AT THE PERFORMANCE SPACE*)**

* Platforms:
  + Remove all masking used to hide legs or other
  + Remove all legs and/or castors (And save)
  + Save bolts that are used to mount castors for reuse (And save castors! ☺)
  + Remove and save any hinges or support pieces not part of the ‘native’ platform frame.
  + Do NOT remove the decking of the platform. (3/4” plywood)
  + When ready to move back to the barn, the unit should be a plain 4x8 or 4x4 or other platform size
* Flats or other large masking pieces:
  + Remove as much of the masking seam tape as possible
  + Remove all hinges (And save)
  + Remove any ‘build-out pieces’ that were required for the show
  + Handle with care
* Doors:
  + Leave the door in the basic frame but,
  + Remove all build up around the door frame into component lumber (2x4’s)
  + Take door knobs off the door and return to the garage ASSEMBLED
  + Place a single long holding screw in from the side at about the door knob height for transportation. (Also helps the door survive storage)
  + Leave the door hinged to the basic frame that is built around the unit.
  + Once back to the garage, the only thing that should be stored is a stripped down door base unit without any other show specific framing
* Stairs:
  + Remove all legs that were used to support the stair unit.
  + If appropriate, remove the railing and newel post(s) as take back to the barn
  + Remove any hinges, screws or other items that are not part of the native ‘raw’ stair unit

**Striking of component pieces (B*ACK AT THE BARN / GARAGE*)**

**The Producer or stage manager (Or Board member) should be back at the barn to supervise the unloading of all material and ensure that items are being stored in their proper locations.**

* Platforms:
  + Take platforms back to lower level of the SPCT Barn and arrange the storage into a snug / tight fitting arrangement.
  + Try to keep like sized units together
  + All hardware should be off these unit at this time (Before storing)
  + Ask a board member if you should place a SMALL number of platforms up ON the rehearsal floor in the corner for the NEXT show.
* Flats or other large masking pieces:
  + These are stored in the garage against the back wall (By size)
  + Store similar sized flats with each other! (Note size marking on the tall support beams: either 6 or 8 or 10 foot increments)
  + Do not store Doors in with wall flats
* Doors:
  + Also stored in the garage. Usually along the far right wall but verify with person in charge for precise location.
  + Should only be a door in a basic frame with No door knobs or other support structures (legs) unless otherwise approved.
* Stairs:
  + Store at the far end of the barn – Directly under the ‘tomb’.
  + As much as possible, inter-stack the stairs so they take up less room
  + Keep safety in mind when stacking – We are NOT trying to create a “Jenga” structure. Please be mindful that the stack does not become unsafe.
* Lumber – Lauan (Thin masking panels) and other loose material:
  + All lumber should be nail, screw and hinge free! (This is a safety issue!)
  + There are slots for lumber to be stored against the back far left wall
  + Please try and follow the rough sizing categories. (Eyeball is good)
  + Shorter pieces (under 3-4 feet) can go in the short lumber stack. We REALLY do use this a lot for other shows.
* **The garage workshop (In general)**
  + Nothing should be left on the 2 big work tables. Just about everything has a place. On the table is not acceptable unless it will be addressed by the Producer and/or set builder within the next week.
  + The goal is to leave the space in good shape for the NEXT building crew that will be coming in to build and create.
  + The Producer of the show should be asked to visually review the barn, lower storage area(s) and the garage for proper storage practices.
  + Tools should ALL be returned to the garage and put on the workbench just inside and to the left of the door.
  + If something gets broken, notify the producer so it can be addressed or replaced.
  + Screws can be reused if in good shape. (Sorted out by size and type where possible

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