SAN FRANCISCO STATE UNIVERSITY
DEPARTMENT OF CINEMA

THE
SOUND STAGE
MANAGER’S
HANDBOOK

Updated: August 27, 2015
WHAT IS A SOUND STAGE MANAGER?

A Sound Stage Manager is a student who has taken the Sound Stage Workshop (CINE 519). The Sound Stage Manager makes sure the facility is properly used in order to avoid accidents and injuries. This person is in charge of the safe keeping of equipment and the facility in general.

WHO CAN RESERVE THE SOUND STAGE?

1. The Sound Stage may be used by any **Cinema Graduate Student** working on a class project or shooting a thesis film, provided they have arranged for a Sound Stage Manager to be present throughout the shoot.

2. Undergraduates enrolled in **advanced production classes** (500-level and higher) may use the Sound Stage, provided they have arranged for a Sound Stage Manager to be present throughout the shoot.

HOURS OF OPERATION

**Fall and Spring semesters:**

- Mon., Tues., Thurs., Fridays: in at 7:30am out by 10:00pm*
- Saturdays & Sundays: in at 9:00am out by 5:00pm*

**Summer and Winter session hours:**

Same as above (when campus is open) but also available on Wednesdays.

**Getting in:** The Stage Manager is responsible for signing out the Sound Stage keys from the **Equipment Cage** (FA 126). Keys must be picked up during Equipment Cage open hours. Equipment Cage open hours are normally 9AM-12Noon and 1PM-4PM, Monday through Friday.

**Leaving:** Students MUST stop shooting well in advance in order to be completely wrapped and out by closing time.

WHAT IS THE ROLE OF THE SOUND STAGE MANAGER?

- Once a student has gotten their Sound Stage Request Form signed by their instructor, the student finds a Stage Manager (you) to sign the form. Your signature indicates that you will be responsible for checking out the keys for the Sound Stage and that you will be present AT ALL TIMES during the shoot.
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• You are responsible for:
  o the safety of all persons on the Stage and for the proper and safe usage of the area.
  o seeing that all things are returned to their original condition
  o the return of the keys to the Equipment Cage (FA 126).

• You are in charge of the Sound Stage during the student’s production. If you feel that the space is being misused or that safety issues are being ignored, **you have the right to shut down the production.**

• When students are ready to begin their production after receiving scheduling approval from the Production Coordinator, you may pick up the keys from the Equipment Cage (FA 126) on the first day of production (or the Friday before a weekend shoot). The keys must be returned immediately after striking the set and cleaning the Stage. Once the student picks up the keys, the Sound Stage is their space. During that time, it is **off limits** to everyone except the student, their crew and the Stage Manager, with one exception: **Staff may visit to do safety checks. If they determine that the production is unsafe, they may close down the shoot.**

**SETTING UP FOR THE SHOOT**

Before beginning, you will walk through the space to familiarize yourself with where things are located: light switches, power box master switch, electrical receptacles, batten controls, circuit breakers (in camera demo room), etc. **YOU MUST DO A COMPLETE INVENTORY OF ALL ITEMS.** Inventory forms are located on the gray cabinet (or may be downloaded from iLearn). If items are missing or broken, tell the Equipment Cage Supervisor (Roy Ramsing). Otherwise, the student requesting the facility is financially responsible for anything that is damaged or missing.

**USAGE OF SOUND STAGE LIGHTS**

When a student isn’t using the Stage for production, they are not to use the lighting instruments. For example, while using the Stage for rehearsals, students shouldn’t use the quartz lights (Mole Richardson). They should use overhead lights and/or clip lights. Likewise, for the camera loading table and script supervision, work lights should be used. If students take a break from shooting, they should give the quartz lights a break too.

**USAGE OF GREEN SCREEN**

The Sound Stage 12’x12’ green screen permanently hangs on a batten towards the back of the Stage. Any student wishing to use the green screen must check it out like any piece of equipment from the Equipment Cage (FA 126).
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The screen should not be touched or moved (other than raising or lowering the batten). If the screen is damaged in any way, the Stage User will be responsible for the cleaning, repair, or replacement cost.

LEAVING AT THE END OF THE DAY

Make sure that:
- All the flats are secure and incidental items are locked in the cupboards.
- The outside (sliding) door has been chain locked.
- The second story floor is locked.
- All lights on stands are lowered (to roughly 6’)
- All battens with things on them are lowered as close to the floor as possible and locked.
- Motorized battens are locked and the power is switched off.
- All lights are off except for the lamp above the main switch box.

Security: Students may leave props unattended in the Sound Stage overnight, but cameras and recorders should be locked up in a high security area or taken home.

STRIKING THE SET

It is very important that the student who books the facility returns the Sound Stage to the condition in which it was found (or better). The student will be held financially responsible for damaged equipment, missing items, and any additional clean-up that staff have to do as a result of their production.

When closing one’s production (on the last day of production), students should ALWAYS:
- Remove the weights from the loading arbor (but NEVER the yellow weights) before removing lights from battens.
- Return the lights to the shelves (make sure lights aren’t too hot to touch before packing them; always coil cables neatly).
- Place flats neatly against the back wall (make sure that all NAILS have been removed first!)
- Return accessories and incidentals to the cabinets, do an inventory, and lock the doors.
- Remove nails from the floor and sweep; repaint if necessary (glossy black).
- DO AN INVENTORY. You need this to get credit for CINE 519.

- Make sure all work lights are off, and that the power is off.
- Lock all doors and return the keys to the Equipment Cage.
- Give the Inventory Form to the CINE 519 instructor (mailbox in FA 245). Report any problems, damage or missing items on the form.
- NO PROPS MAY BE LEFT IN THE CAMERA DEMO ROOM.
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SOUND STAGE RULES AND SAFETY

- In case of emergency or injury, call 415-338-2222 (if using the campus phone located in front lobby of Fine Arts, dial x82222).
- University Police - Dial 911
- The fire extinguisher is located by the sink next to the Sound Stage entrance door. There is another fire extinguisher in the Camera Demo Room.

EMERGENCY

In the event of an emergency, call the Production Coordinator; the Equipment Cage Manager, Roy Ramsing, at 338-6534; or Facilities Manager, Warren Haack, at 338-2843.

If there is need for an ambulance dial 338-2222 or the University Police at 911. You should also notify CATS, the Production Coordinator or the Equipment Cage Manager.

If there is a fire, set off the nearest fire alarm and leave the building immediately.

The nearest intercampus phone is in the lobby, down the right hallway before the front doors.

The nearest fire alarm is in the Sound Stage beside the hallway door.

RULES

- If you need to leave the Sound Stage front door open, use sandbags, not counterweights.
- Turn on work lights with the master switch located in the work light box in the rear of the Sound Stage.
- The small lamp above the work light box must remain on at all times.
- Upon entering the Sound Stage, the Sound Stage Manager must do an inventory and then sweep the floor (the crew may assist.)
- Cinema Sound Stage doors must remain unlocked at all times while people are on the Sound Stage.
- Absolutely no food or drinks are allowed on the Sound Stage unless used as a prop. Water bottles may be left by the door.
- Open-toed shoes are not allowed on the Sound Stage. Avoid steel-toed boots. Rubber soles are the best.
- Craft services/food should remain outside the Sound Stage (The Green Room is okay.)
- All garbage/leftover food should be discarded either in recycling bins or put in garbage bags and emptied into the outside dumpsters before locking up and leaving the Sound Stage.
- All sets must clear at least four feet from flats to wall.
- All doors must be free and clear of any obstructions.
- There must always be an eight foot clear pathway to the exits.
- The sound table should be kept back as far as possible from the set.
- If a student wishes to use a smoke or fog machine in their production, they must:
  - Make sure it is a non-oil based machine
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- Allow for good ventilation.
- Not let smoke into hallway, or else fire alarms will go off.
- **NO COUNTERWEIGHTS ARE ALLOWED OUTSIDE THE SOUND STAGE.**

**FLATS & PAINT**

- All flats are now stored on the Sound Stage west wall. Please follow the pattern established for their storage: doors, windows, medium plain flats, large plain flats. Odd/textured flats on the North Wall.
- All doors and windows belong on the left hand side of the West wall. See signs on the floor.
- **STUDENT SHOULD NOT STORE ANY WINDOWS OR DOORS BEHIND LARGER FLATS.**
- Faux bricks and stones are stored above the housing for the lights.
- Additional flats can be borrowed from the Theater department.
- Woodgrain, textured or wallpapered flats may not be painted over.
- There is paint to touch up flats in the yellow storage bin in the camera demo room.
- When painting flats in this area, tarps must be put down first.
- Student must not store paint and flammable fluids inside the Sound Stage. **Students should place all paint and flammable fluids inside yellow storage bin in the camera demo room.**
- Students may not discard any paint or chemicals down the drain and only rinse things in the sink.

**LOADING PROPS, ALLEY WAY**

- **Props on loading carts** should be loaded through the Sound Stage door on the East wall (alley entrance.) If coming from the hallway, go through the camera demo room.
- **No carts are allowed through the South entrance door** (which faces the hallway.) In the past, these carts have damaged the door. If an object does not enter easily, use the East door rather than forcing it through.
- The alley outside must be kept clear at all times.
- No long-term parking; drop-off only.

**LIGHTS AND OTHER EQUIPMENT**

- In case of electrocution:
  a) Use a piece of wood to remove the person from the light or box or run and jump at them to knock them from the light or box. Make sure you are completely airborne as not to get electrocuted too.
  b) Call for emergency help. The victim must seek medical help as an insurance requirement.
- Each number on the battens and in the floor boxes equals 20 amps.
- Some numbers are duplicated. Be careful!
- Watts < Amps (20 or 100) x Volts (110)
  \[\begin{align*}
  1K &= 1000 \text{ Watts} \\
  2K &= 2000 \text{ Watts} \\
  4K &= 4000 \text{ Watts} \\
  10K &= 10,000 \text{ Watts}
  \end{align*}\]
- The 20 Amp circuit can take 2200 Watts max.
- The 100 Amp circuit can take 11,000 Watts max.
- Everything must be chained when placed on battens. This includes lights, barn doors, hanging flats, etc.
When clamping lights to a batten, students should attach the pipe clamp to the bale shaft of the light while on the ground. Then, they should insert a cotter pin for safety and clamp the light to the batten.

- Barn doors on lights should be safety chained to the light.
- Lights hanging from battens need to be safety chained to the batten.
- The cable to the batten must be roped up to avoid being burned by the lamp heat.
- All 2K cables must have three pins and have AC (Edison) twist locks.
- All 5K cables must have three pins and have Bates connectors.
- Students and Monitors must check all cables and plugs of lights for damage before plugging them into electrical outlets
- To avoid electrocution: before switching on light, feel with your hands the aura of the light to make sure nothing is wrong. If the air feels charged, do not turn the light on—it is not properly grounded.
- Make sure that one uses just a finger to flip the switch on lights, not a whole hand. This is a precaution to avoid electrocution.
- All battens must be counter weighed when lights are placed on them.
- Only two people are allowed on the grid, one to lock or unlock and one to add weights.
- The yellow weights on battens must never be removed.
- When mounting lights, students should put the lights on BEFORE putting on the weights.
- When dismounting lights, students must lower the batten, remove the weights and then the lights.
- Anything in pockets must be attached and secured when working on grid or ladders.
- The crew must make sure that the floor and area below the grid is cleared before adding weights and adjusting battens.
- “Clear” means run to the wall—something is falling from above.
- 5K’s on battens need the cables to be dropped to the floor; they cannot be plugged into electric battens.
- Make sure to sand bag all lighting stands with at least two sandbags. Any light higher than six feet must have three sandbags.
- All cables should come out of the back of lights.
- When on light stands, crewmembers must make sure to coil the slack light cable under the light.
- Students should allow lights to cool before packing them up. If it’s too hot to touch, they must wait.
- If you find any equipment or accessory broken, missing or damaged, immediately note it on your inventory sheet and attach a note to the accessory or equipment. You should try to notify Roy Ramsing right away.
- When using ladders, you must always have at least one person spotting the ladder.

**WEIGHT OF LIGHTS**

<table>
<thead>
<tr>
<th>Light Type</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenner 10K</td>
<td>145 lbs</td>
</tr>
<tr>
<td>Senior 5K</td>
<td>78 lbs</td>
</tr>
<tr>
<td>Junior 2K</td>
<td>36 lbs</td>
</tr>
<tr>
<td>SuperSoft 4K</td>
<td>78 lbs</td>
</tr>
<tr>
<td>SuperSoft 2K</td>
<td>35 lbs</td>
</tr>
<tr>
<td>Baby “Zip” 2K</td>
<td>16.5 lbs</td>
</tr>
<tr>
<td>Power Dist Box</td>
<td>19 lbs</td>
</tr>
<tr>
<td>Bates Ext Cable</td>
<td>33 lbs</td>
</tr>
<tr>
<td>Senior Snoot</td>
<td>5 lbs</td>
</tr>
<tr>
<td>Junior Snoot</td>
<td>3 lbs</td>
</tr>
</tbody>
</table>
A scale is stored in the cabinet in case you need to weigh any other items.

**SOUND STAGE DOOR (Currently Disabled)**

- When the lever is pulled towards the wall it drains the air off. When it’s pulled towards you, it fills the seal up with air.
- After use, always leave the Sound Stage door seal in its **neutral position** in the **middle**, not facing the wall.

**THE LAST DAY OF THE SHOOT**

- Check that all equipment is back in place.
- Finalize the inventory sheet.
- Note anything that needs to be fixed.
- Lock all doors and return form with Sound Stage key to the Production Cage.
- **RETURN A COMPLETED INVENTORY SHEET.**
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**INVENTORY FORM**

**SOUND STAGE LIGHTS, STANDS & CABLES**

<table>
<thead>
<tr>
<th>#</th>
<th>Equipment’s Description</th>
<th>IN</th>
<th>OUT</th>
<th># Not Working, or Damaged?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>10K Mole Tener 10K Solarspot (416)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mole Senior 5k Solarspot (415)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Mole Junior 2k Solarspot (412)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Mole Super Softlite 4k (2571)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Mole Super Softlite 2k (2561)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mole Super Softlite 1k (2551)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Smith Victor Photoflood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Senior Long Leg Stand (5611) (lg reinforced stands)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Junior Standard Stand (410138) (2k size)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Baby Standard Stand (40651A) (1k and 2k zip size)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mole Trombones (Extender to hang light from top of set)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ladders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CineVator Stand (wheeled for 10k)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mole Power Distribution Box (3991)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bates AC Cables (10k - 3 prong)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Edison AC Cables (3 prong flat - regular extension cord)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Hubble Edison AC Cables (3 prong angled - twist lock)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10k Scrim Sets (1 double, 1 half double)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5k Scrim Sets (1 double, 1 half double)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2k Scrim Sets (1 double, 1 half double)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CABINET #1**

| 10 | C Stands Setups (with Gobo Head + Arm)                     |     |     |                            |
| 2  | Short C Stands (1 with Gobo Head + Short Arm)              |     |     |                            |
| 4  | Extra Gobo Arms                                           |     |     |                            |
| 10 | Full Apple Boxes                                          |     |     |                            |
| 6  | Half Apple Boxes                                          |     |     |                            |
| 3  | Short Half Apple Boxes                                    |     |     |                            |
| 3  | Quarter Apple Boxes                                       |     |     |                            |
| 16 | Sandbags                                                  |     |     |                            |
| 2  | Three Prong Male to Female Twist Lock Adapter Cables      |     |     |                            |
| 6  | Hubble Edison AC (twist lock) to Edison AC Adapter Cables |     |     |                            |

**CABINET #2**

| 5  | Baby Nail On Plates                                       |     |     |                            |
| 3  | Junior Set Wall Brackets                                  |     |     |                            |
| 10 | Baby “C” Clamps (C clamps with pins)                     |     |     |                            |
| 2  | Baby Pipe Clamps                                          |     |     |                            |
**SFSU CINEMA SOUND STAGE**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Junior Pipe Clamps</td>
</tr>
<tr>
<td>2</td>
<td>Matthews Gator Grips (black)</td>
</tr>
<tr>
<td></td>
<td><strong>FLAGS, NETS, SILKS</strong></td>
</tr>
<tr>
<td>2</td>
<td>4x4 Silks</td>
</tr>
<tr>
<td>2</td>
<td>4x4 Black Flags</td>
</tr>
<tr>
<td></td>
<td><strong>TOOL BOX</strong></td>
</tr>
<tr>
<td>3</td>
<td>Crescent Wrenches</td>
</tr>
<tr>
<td>1</td>
<td>Needle Nose plyers</td>
</tr>
<tr>
<td>1</td>
<td>Crow bars</td>
</tr>
<tr>
<td>4</td>
<td>Hammers</td>
</tr>
<tr>
<td>1</td>
<td>Tape measures</td>
</tr>
<tr>
<td>2</td>
<td>Level (to be stored in Cabinet 2, bottom shelf)</td>
</tr>
<tr>
<td>2</td>
<td>Shop Knives (razor blades)</td>
</tr>
<tr>
<td></td>
<td><strong>TRACKS TO THE SPYDER DOLLY</strong></td>
</tr>
<tr>
<td>8</td>
<td>Circular Tracks</td>
</tr>
<tr>
<td>6</td>
<td>Straight Tracks</td>
</tr>
</tbody>
</table>

**ANSWER THESE QUESTIONS**

*Do any items need repaired?*

*Is there anything missing?*

*Are any supplies needed?*

**DID YOU CHECK THAT- (please initial each of these):**

- All tape was removed from floor and cables! _____
- All flats are stored accordingly (follow signs) ______
- Was trash thrown into the trash bins outside? ______
- Was the floor swept? ______
- The green room has been left clean? ______

_____________________________  __________________
Sound Stage Manager’s Name                            Signature

_____________________________  __________________  ________________
Date

RETURN THIS SHEET TO THE CINE 519 INSTRUCTOR (FA 245)
RETURN THE KEY TO THE EQUIPMENT CAGE (FA 126)