SAN FRANCISCO STATE UNIVERSITY
DEPARTMENT OF CINEMA

USER GUIDE
TO THE
SOUND STAGE

Updated: August 24, 2015
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.

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.

A list of qualified Sound Stage Managers is available from the CINE 519 instructor or Cinema Department Production Coordinator.

PRIORITY

Wednesdays are normally booked all semester for the CINE 510 Film Directing class (7:30 am – 7:00 pm) and the Cinema Collective (7:00 pm – 10:00 pm).

Scheduling Thursdays through Tuesdays in done on a first come, first serve basis during the semester. The Stage will be booked by the Production Coordinator once the requesting students has turned in a Sound Stage Request form that is completely filled out.

Auditions normally are not permitted on the Sound Stage, but may be held in FA 444, FA 438, CA 112, or CA 115 when classes aren’t in session. Students can reserve and pick up a key to these rooms at the Edit Cage, FA 416.

HOURS OF OPERATION

Fall and Spring semesters:

<table>
<thead>
<tr>
<th>Days</th>
<th>In Time</th>
<th>Out Time</th>
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<tbody>
<tr>
<td>Mon., Tues., Thurs., Fri.</td>
<td>7:30am</td>
<td>10:00pm*</td>
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<tr>
<td>Saturdays &amp; Sundays</td>
<td>9:00am</td>
<td>5:00pm*</td>
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Summer and Winter session hours:

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

HOW DOES A STUDENT BOOK THE SOUND STAGE?

1. Student must fill out a Sound Stage Request Form. These forms are available online on the Cinema site: http://www.cinema.sfsu.edu/facilitiespro/sound-stage

   The current Sound Stage schedule (calendar) can be viewed at this link to check for available dates: http://www.cinema.sfsu.edu/pages/sound-stage-schedule

2. Student must obtain the signature of the instructor of an approved class on the request form. This signature indicates the student has a legitimate reason for using the Sound Stage.

3. Student must find a Stage Manager who also signs the form. Obtain a list of current Stage Managers from the Department Production Coordinator.

   The signature indicates that the Stage Manager will check out and return the keys for the Sound Stage and that they will be present at all times during the shoot. If they feel that the space is being misused or that safety issues are being ignored, the Stage Manager has the right to shut down the production.

4. Student gives the completed form to the Production Coordinator who will approve it, update the Sound Stage calendar, and submit the original request to the Equipment Cage staff.

5. Student’s name will appear on the online Sound Stage Calendar.

6. When student is ready to begin their production, the Stage Manager can pick up the keys from the Equipment Cage (FA 126). 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: Faculty / staff may visit to do safety checks. If they determine that the production is unsafe, they may close down the shoot.
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USE OF SOUND STAGE LIGHTS

When a student isn’t using the Stage for production, they should not 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).

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.
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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.
- Return all props, costumes, sets, and flooring to Theater Arts.
- Return equipment, dolly, flags and other accessories to Equipment Cage.
- Remove nails from the floor and sweep; repaint if necessary (glossy black).
- Make sure all work lights are off, and that the power is off.
- NO PROPS MAY BE LEFT IN THE CAMERA DEMO ROOM.

OBTAINING SET PIECES/FLATS/WARDROBE...

Student directors in approved production classes may obtain furniture, props and carpeting from the Prop Shop, costumes from the Costume Shop, and extra flats and flooring from the Scene Shop.

The Costume Shop supervisor, Wendy Amorose Bates, requires that a class list be sent to her in advance. Make sure your instructor has done this before you request costumes.

Scene Shop: Greg Dunham CA 150C 338-2147
Prop Shop: Torben Torp-Smith CA 24C 338-1777
Costume Shop: Wendy Amorose Bates CA 149A 338-1037

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 CATS at 338-7758; the Production Coordinator; the Equipment Cage Manager, Roy Ramsing at 338-6534; or the Facilities Manager, Warren Haack, at 338-2843.

If there is need for an ambulance dial 338-2222 or 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 fire alarm is in the Sound Stage beside the hallway door. The nearest intercampus phone is in the lobby, down the right hallway before the front doors.

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.)
• The Sound Stage doors must remain unlocked at all times while people are inside.
• 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 ok.)
• 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:
  o Clear it with CATS (by calling 415-338-7758 and/or emailing cats@sfsu.edu)
  o Make sure it is a non-oil based machine
  o Allow for good ventilation.
  o Not let smoke into hallway or else fire alarms will go off.
• Likewise, students must notify campus police (415-338-7200) if using prop weapons.
• NO COUNTERWEIGHTS ARE ALLOWED OUTSIDE THE SOUND STAGE.

FLATS & PAINT
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• 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.
• Students must supply their own paint, brushes, trays to paint flats.
• 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 paint or chemicals down the drain and **only rinse things in the sink.**

LOADING PROPS, ALLEY WAY

• The alley outside must be kept clear at all times.
• No long-term parking; drop-off only.
• **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.

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)
  \[1K = 1000 \text{ Watts} \quad 2K = 2000 \text{ Watts} \quad 4K = 4000 \text{ Watts} \quad 10K = 10,000 \text{ Watts}\]
• 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.
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- 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, waiting is necessary.
- If you find any equipment or accessory broken, missing or damaged, immediately tell the Stage Manager and attach a note to the accessory or equipment.
- When using ladders, you must always have at least one person spotting the ladder.

WEIGHT OF LIGHTS

| Tenner 10K | 145 lbs | Baby “Zip” 2K | 16.5 lbs |
| Senior 5K | 78 lbs  | Power Dist Box | 19 lbs  |
| Junior 2K | 36 lbs  | Bates Ext Cable | 33 lbs  |
| SuperSoft 4K | 78 lbs | Senior Snoot | 5 lbs  |
| SuperSoft 2K | 35 lbs | Junior Snoot | 3 lbs  |
| SuperSoft 1K | 26 lbs | Baby 1K | 12.5 lbs |
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.

**ON THE LAST DAY OF THE SHOOT**

- Sweep the Sound Stage floor.
- Check that the outside alley, camera demo room and Sound Stage are clean of any debris or trash.
- Place trash in the garbage bin in the alley.
- **NOT LEAVE ANY PROPS IN THE SOUND STAGE OR CAMERA ROOM.**
Sound Stage Request Form

Name ________________________________ Student # _______________________
Phone # ______________________________ Email _____________________________
Course # ______________________________ Instructor _______________________

1. **DATES REQUESTING:**

   Key Check-Out Date: _______________ Time: ____________________
   Shoot Dates: From: ________________ To: ______________________
   Key Return Date: _________________ Time: ____________________

2. **REQUIRED SIGNATURES:**

   The course instructor acknowledges that the student is requesting to use the Sound Stage in order to complete work for the course listed above.

   Signature of Instructor: __________________________ Date: ________________

   The Sound Stage Manager is responsible for checking out the keys from the Equipment Cage (FA 126) during open hours and making sure the keys are returned at the end of the production.

   Sound Stage Manager (please print name): __________________________
   Signature of SS Manager(s): __________________________ Date: ________________

3. **SIGN BELOW:**

   I have read and agree to abide by the policies and procedures outlined in the “User Guide to the Sound Stage” (available for download at http://cinema.sfsu.edu/facilitiespro/sound-stage). I assume complete responsibility for any damage caused to the facility and its equipment due to negligent use. I agree to notify the Cinema Department if any item is lost, stolen, or damaged, and you agree to pay for repair or replacement of such item.

   Signature of Student: __________________________ Date: ________________

4. **DROP OFF THIS FORM TO THE PRODUCTION COORDINATOR:**

   Production Coordinator: __________________________ Date: ________________

   **KEY CHECKOUT SIGNATURE**

   Signature of SS Manager: __________________________ Date: ________________
   Time: ______________________