

# IATSE 210 Stage Etiquette: Rogers

**Acknowledgement:** Content for this document has been pulled from many places including other IATSE training resources. Please note that these are general and common guidelines that may vary in specific Departments and other Locals. Learning and improving our service to the Client and Road Crew is everyone's goal. IATSE 210 members are here to help you with your questions and demonstrate proven techniques to enhance your work experience in this sometime hectic environment.

Your feedback and suggestions are appreciated. [iatse210@iatse210.com](mailto:iatse210@iatse210.com)

## **Work Structure**

**Employer: OEG (Oilers Entertainment Group)**

**Labour Provider: IATSE Local 210**

- Our on-site representatives are the IATSE Stewards and Heads of Department in Lighting and Carpentry.
- Safety and work condition issues must be addressed to the Heads or Stewards, not OEG, the Production Road Crew or other labour providers.
- WCB claim forms need to be filled out on site with the Steward. If it becomes a “next day” claim it needs to be done through the IATSE Office.
- Union matters should not be discussed on calls. Be Professional in your conversation as you represent the Local and the reason Road Shows love our work ethic.
- Please don't address or talk with the Producers, Designers or Artists.
- You must check in/out with the Steward at the end of your call.
- Payroll is on Fridays usually 2-3 weeks after your call.
- Wednesdays, the IATSE calendar will reflect which calls are being paid on Friday.

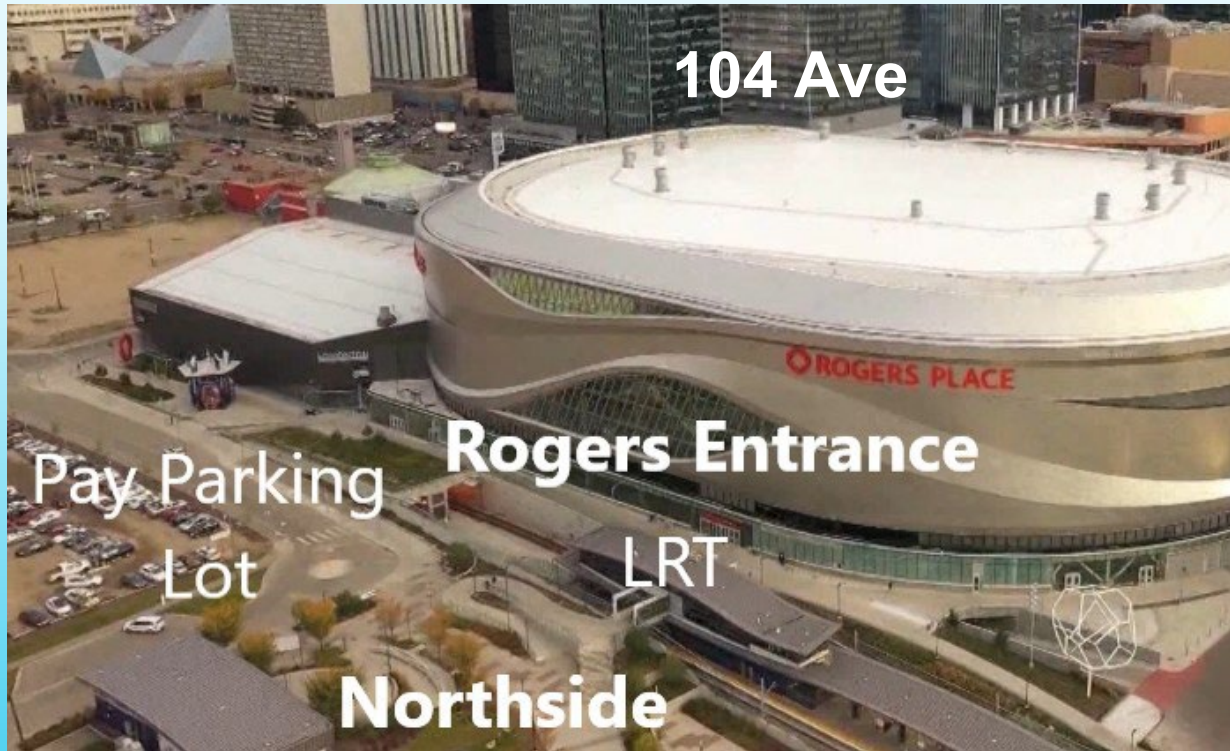
## **Safety:**

Your safety is paramount. Personal Protection Equipment (PPE) is required. Long pants, Hard Hat, High Visibility Vest, Gloves and Steel Toe Shoes.

See the Steward if you are missing PPE. At times, ear plugs may also be required. See the Steward.

- Report Injuries immediately to the Steward who also has a First Aid Kit for minor cases or communication to EMS.
- Discuss any work-related medical conditions or concerns with the Steward (food related issues, anaphylaxis, asthma, heart conditions...)
- Food alternatives may not always be available for you at catering.
- Immediately discuss safety concerns with the Road Crew, experienced IATSE members, Department Heads or the Steward.
- Alcohol or Drug use is not tolerated and may result in your removal.

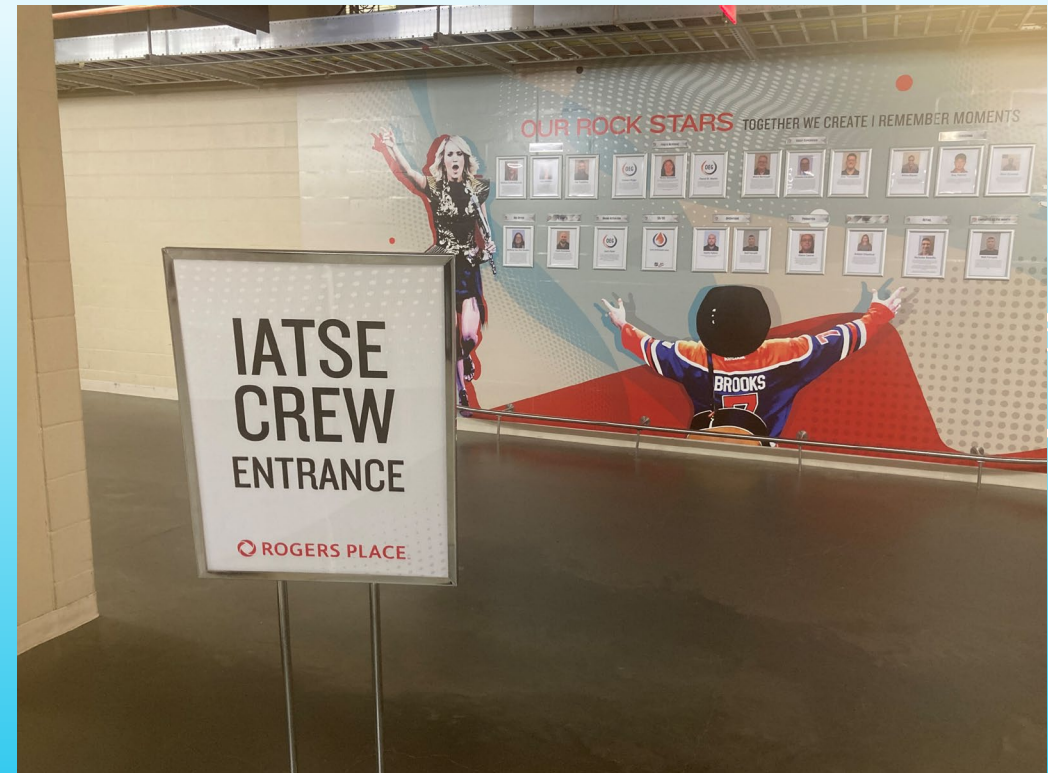
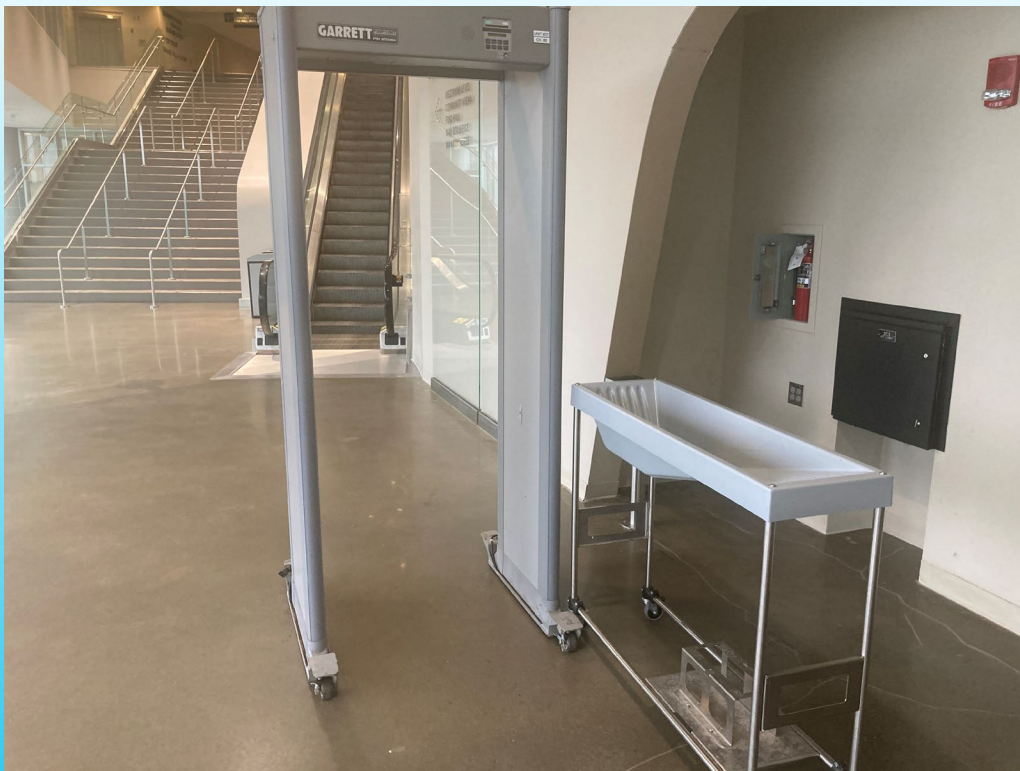
**Call Time:** Call time is when you start work, in your personal protection equipment, at the assigned location and ready for the next 2-3 hours before a break. Allow time to clear security, check in with the Steward, change and attend to water/bathroom needs and travel to the assigned work starting location.



**Transportation:** Pay parking is available in the area including on the north side of Rogers. If you're arriving by LRT you'll be right at the crew entrance.

**Arrive early for the "In" and ease into the day...Consider getting a ride or the LRT for the "Out" as nearby parking may be full.**

**Check-in:** Security Check-in at Rogers is on the North side of the building adjacent the LRT exit. With a large show you may need extra time to clear security. Help by removing metal from your pockets and placing your open bags in the tray. Give your name to the guard and secure your wristband for the day. Turn left into the main hall to go to the IATSE check-in.



## IATSE Check-in:

Please provide your name to the Steward who will assign you a work task and work location to start. Tasks like Pusher, Carpenter (Carp), Electricians (LX), Audio, Video and various other Departments and locations like the Crew Room, Hallway, Loading Area or Stage area.

-You are required to have your name on your vest and helmet so other workers know your name. The Steward has labels and markers.

-Work in long pants and clothing with non offensive logos or text.

-Stow your personal items in the crew room. Please keep conversation low.



## Breaks

- IATSE workers have assigned bathroom and break facilities. Please, only use those.
- Bathrooms are located at the west end of the main hall or Staff Dressing Rooms.
- Artist Dressing Room bathrooms are off limits.
- The Steward, Dept. Head or Road Crew will tell you when to break for coffee or meals. Please return promptly and at the agreed time.
- You may not enter catering unless told so by the Steward and accompanied with a meal ticket.
- Food and beverages in the Rodgers hallway are NOT for IATSE workers. Refreshments and water are available in the IATSE Crew Room.
- No pictures of any kind are allowed inside the venue. Doing so will result in your removal. You may take your phone out during breaks only but no photos.

## **Show Clothing, Work and Tools:**

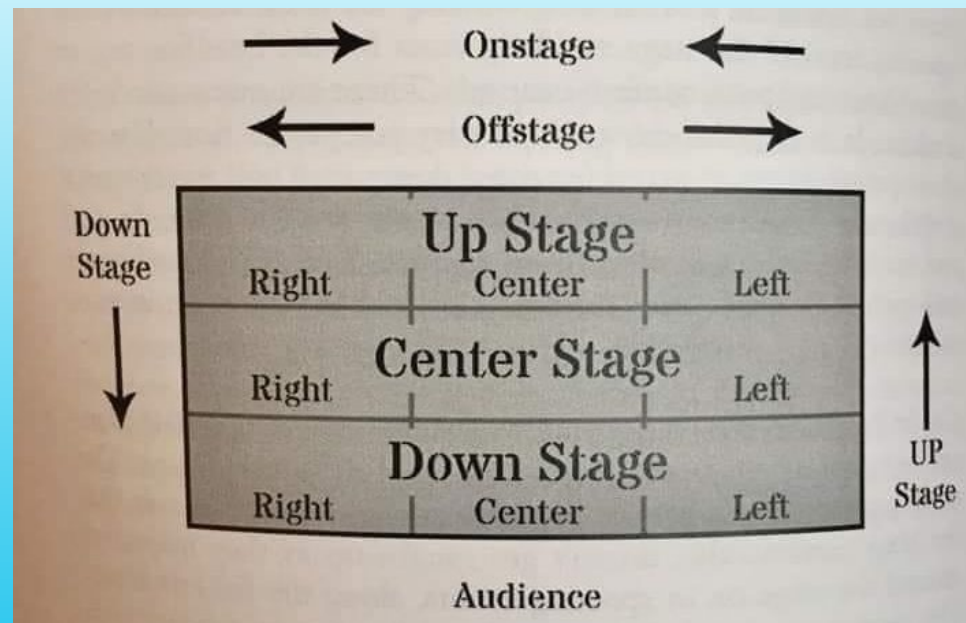
- Show Calls require black shoes, pants, T shirts or Long sleeves without Logos
- Stay hydrated throughout the day. Refillable water bottles are recommended.
- Pack a few snacks for your breaks. Coffee and Donuts might not cut it.
- Basic Tools are required for a call. Crescent wrench, utility knife, multi-tool
- Follow spot calls require harness and sight. Other Departments may have special tool requirements.

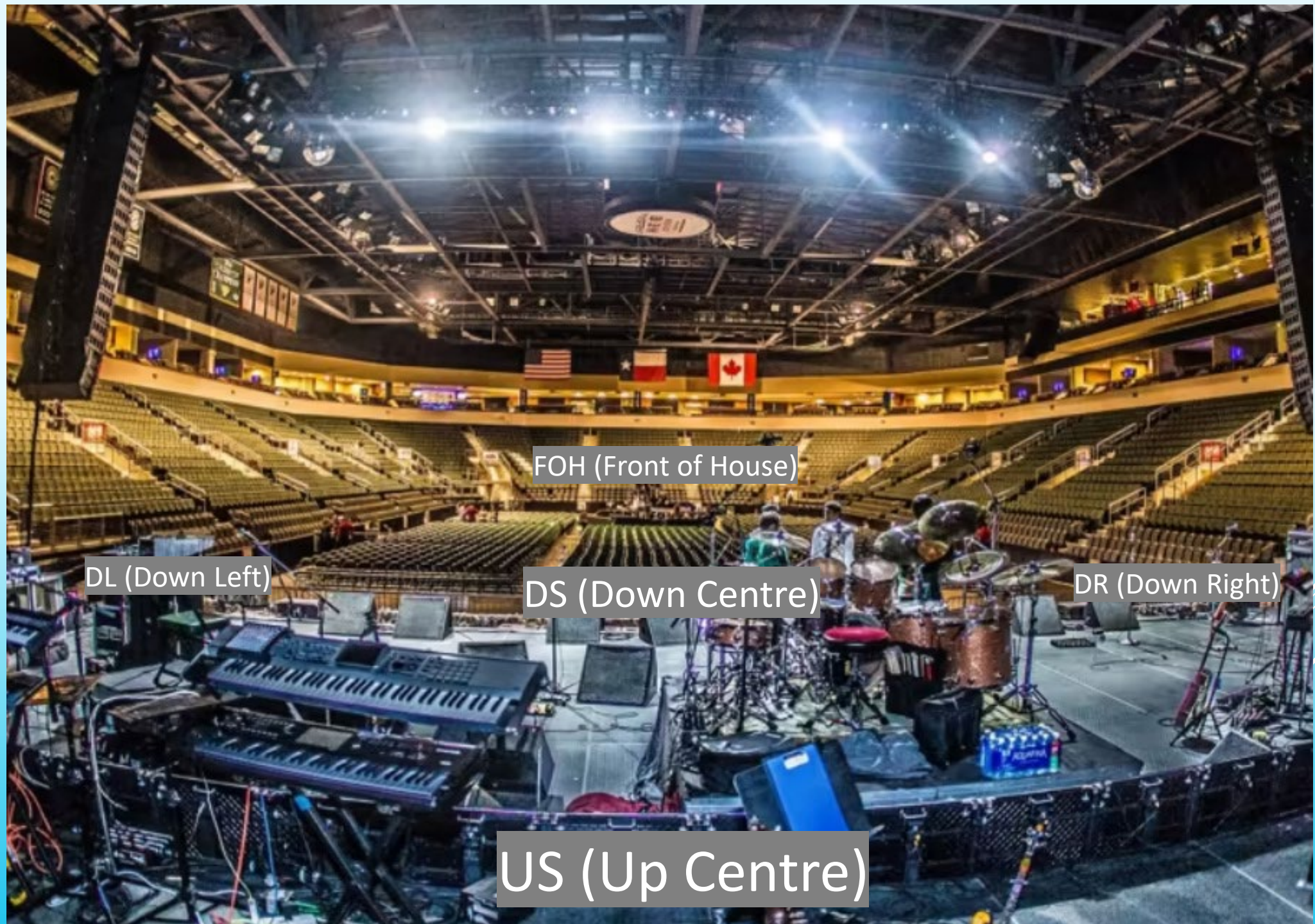


## Venue Locations and Names:

Stage Directions and their names come from the perspective of a Performer or Technician standing on the stage and looking out into the audience. Stage Left (Your Left), Stage Right (Your Right), Up Stage (Behind you), Down Stage (Audience).

-Named areas may include Front of House/FOH (usually in the Audience area), Dimmer Beach, Monitor world...





FOH (Front of House)

DL (Down Left)

DS (Down Centre)

DR (Down Right)

US (Up Centre)

## **Communication:**

Communication and Eye Contact are key while working. Many tasks require the coordinated effort of multiple workers to do a task at the same time. Listen to the direction and ask if clarification is required before the task. If you do not know how to do a task or feel unqualified or unsafe...don't do it.

- Please Acknowledge Crew instructions or safety warnings with eye contact and a “Thanks, Copy, Thumbs up, Head shake/Smile...verbal acknowledgment.”
- Follow Road Crew hand gestures. They learned them in Crew School!
- Be aware of moving equipment and crew around you. “Head on a swivel” is a well used term in this industry.
- Alert others to potential hazards.
- Please don't take offence to being called “hey you” or “you guys” or “hands”

## Road Crew:

- Learn the name of the Road Crew member you are working with. After breaks return to them unless told otherwise. “Carp Carol”, “Dimmer Don”, “Video Victoria”...
- Keep your eyes open for the return of your Road Crew member. This saves them yelling at you from a distance and tells them that you are interested and ready for the next task.
- Return to your crew when you have completed the task and inform them when done.
- Road crew members need to communicate with others all day so keep your conversations quiet, professional and to the task at hand.
- Your work or method may be corrected by crew from time to time. It’s not a personal affront on you, just the particular way they want it done. No need to explain why you did it that way, but acknowledge with “Thanks” and make the change.

## **Your Job:**

- You will be assigned a work group by the Steward (Pusher, LX, Sound, Video.....)
- Stay with your group members. Generally, you'll have the same colour wristbands or T-shirts on "the out". (Production takedown)
- If you are asked to stay in a location for future work ("being on Standby") do not leave without telling another member of your group and when you'll return. (Bathroom break)
- No Phones or Pictures of any kind are allowed inside the venue. Doing so will result in your removal.
- Be like the people from "Pleasantville". If not, just smile...it's a big job with lots of pressures and anyone yelling is probably doing it for your safety.
- Report harassment or bullying to the Steward. You have rights too.

## Loading Dock: (Loaders)

Do not enter the trucks or operate load leveling equipment unless you are a Loader and instructed by the Road Crew to do so. 4 Loaders per truck, always!

-Be aware of tip and trip edge hazards when load leveling ramps are in use.

-Stay behind the yellow line. Loaders will pick up equipment from that point into the truck.



## Forklifts:

- Do not stand directly behind or in the blind spot of a Forklift or the load being moved.
- Road Crew only will give Forklift directions when moving loads in or out of trucks.
- Road Boxes and Truss may need to be “down stacked” (unstacked) using a forklift. In this case the IATSE crew may need to direct the operator and coordinate movement.



## Lifting Hazards:

- When unstacking truss, look for dangling or hooked cables
- Wait until the top truss is fully lifted and clear before moving out the bottom truss
- Use proper lifting procedures. Lift with your legs, not your back.
- Use wheels where possible.
- If your load is too heavy or unwieldy, ask for assistance. Road crew will often suggest how many hands are required to move equipment. If you need more help, please ask for it.
- Maintain the same positions when doing repetitive tasks. Agree when to switch out for a new position or rest.
- Warning: Tall people may be targeted for Tall People Work. (i.e. Stage build)



## Stacking/Unstacking with crew:

- smaller loads can be done with 2 or 4 other crew members. Agree to lift from the handles or box bottom to ensure even lifting. Usually, the box bottom is preferred.
- Ensure adequate landing space is available before unstacking. Call out the direction of movement before lifting and signal when to lift. i.e. “Unstacking downstage, on one”. “Three, Two, One” (Lift straight up, out of wheel cups and then move sideways to the landing zone and down)



### Double stack “Hampers” pushed up a double ramp:

- Push double stacks from the bottom box and stabilize the top load.
- Beware that pushing too hard may dislodge the top load or “Rider”

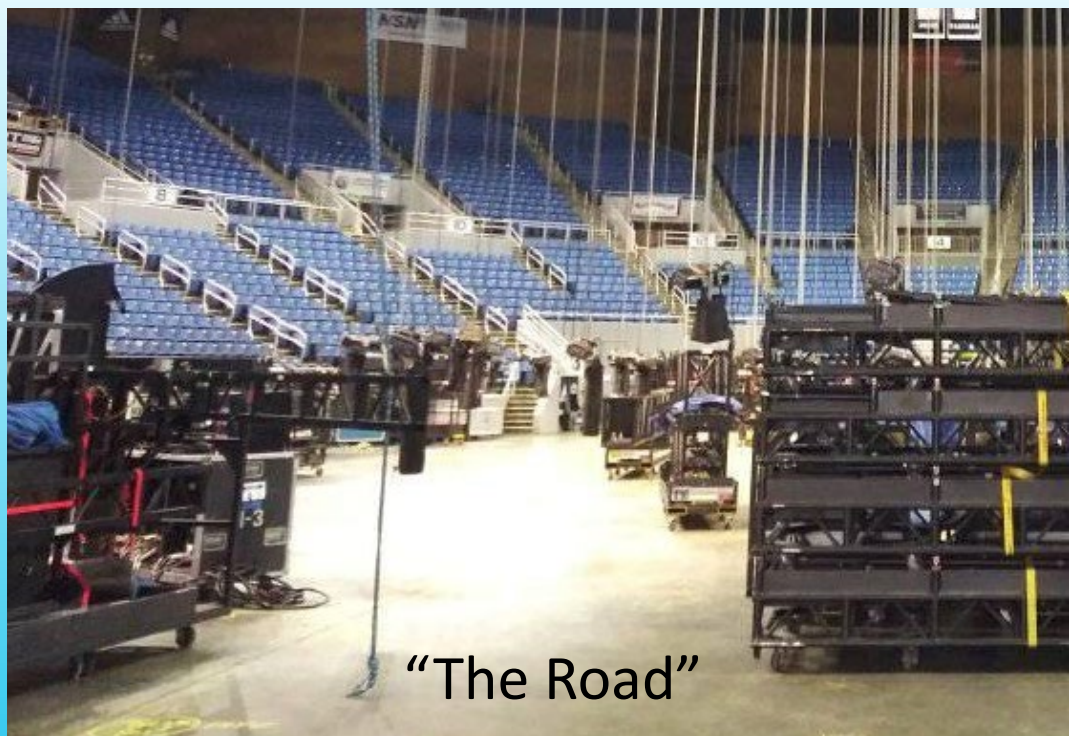
## **Loading Area General Crew/Pushers:**

- As equipment is offloaded, the Road Crew will call out the location and required orientation of equipment moving to its setup location. It is then walked to that location. No Road Box “Curling” is allowed. Stay with your load until it is fully stopped and in its final position.
- Read the label of the box/cart you’re pushing as a Road Crew may ask for this information. Commonly, speakers and audio boxes are labeled SL (Blue Tape) or SR (Red Tape). Pink tape usually indicates “Spares” or unused equipment. The Road crew will indicate where these are to be stored.
- Generally speaking, road boxes that are positioned together will open from the same side. Road boxes like “Rigging” may be pushed against “the Dashers” (Hockey Boards/outside walls of the venue) and should open into the arena working area, so latches face in and hinge side to the boards.

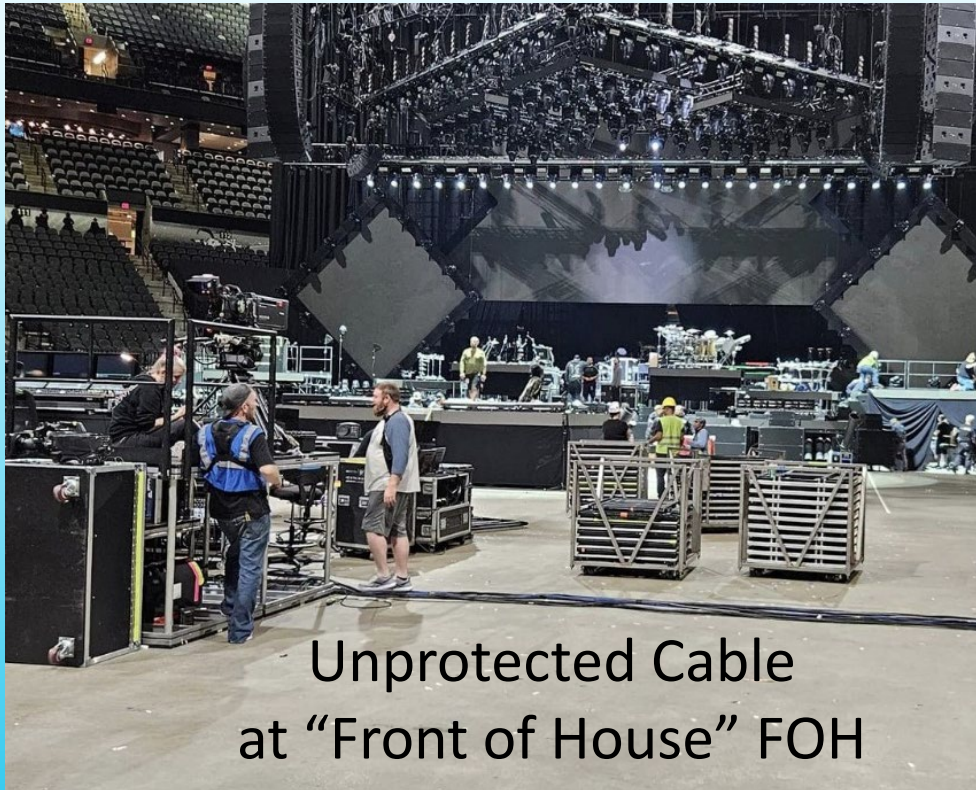
## Pushing Equipment (Pushers) “The Road”

Most Equipment moves from the loading and backstage areas into the Venue. This is commonly called “The Road” where all the gear travels to its storage or setup location. This area must keep clear and moving for efficiency and safety.

-Setup space is often at a premium, so keep “like equipment” and road boxes tight to one another unless instructed otherwise by Road Crew.



- Ensure "The Road" is clear before approaching a cable ramp and move away from the ramp as soon as possible. Extra hands are often required when crossing cable ramps with heavy or tall top-heavy loads.
- Unprotected floor cables cannot be rolled over. A group effort may be required to lift equipment over delicate and expensive cabling.

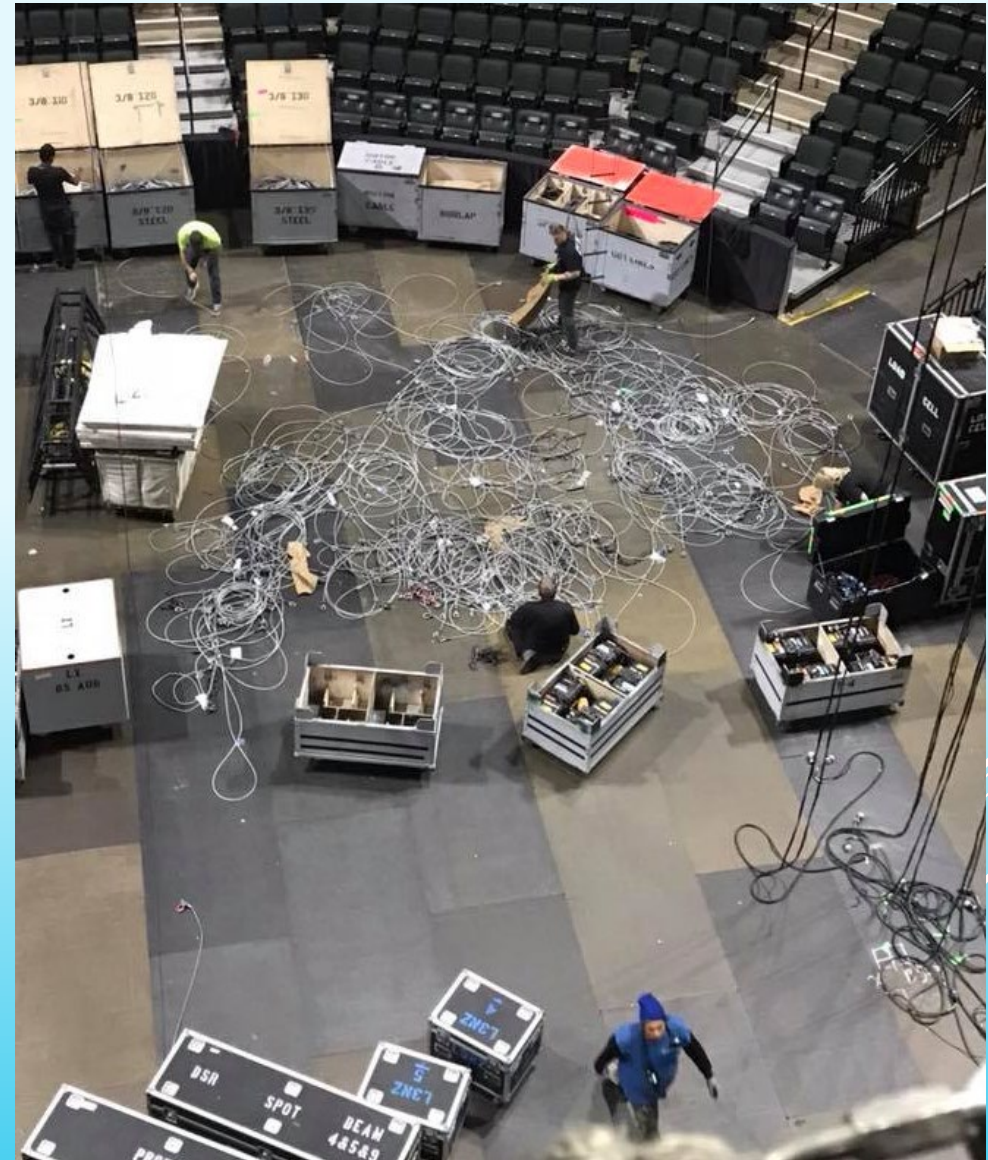


## Rigging:

Generally, rigging is setup first to hang all that lighting/sound/video/set equipment. This means there will be motor boxes, steel cable and ropes to navigate around when traveling down “the road”

-The Stage and Floor areas may be marked with chalk symbols indicating rigging points. Please avoid walking on top of this very important information.

-Lasers are used to mark rigging positions. Please stay clear and don't hit them.



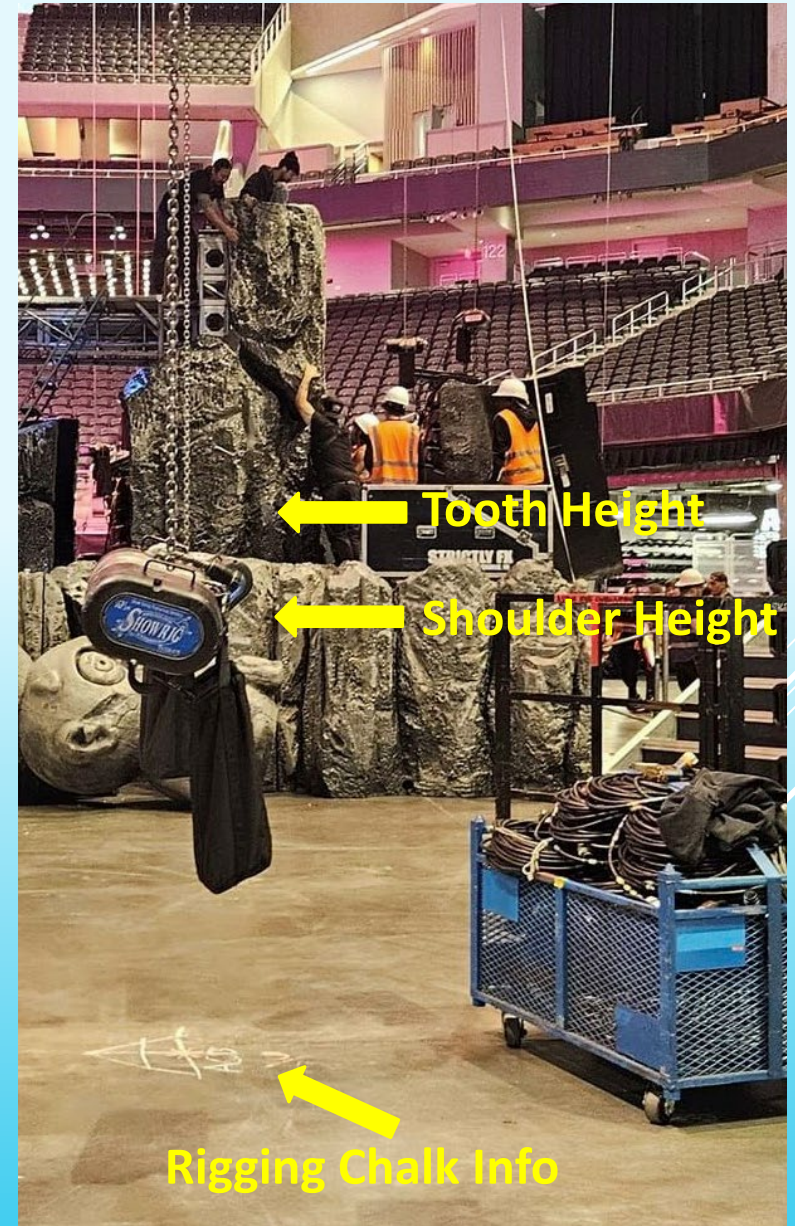
## Swing Hazards Rigging:

As Rigging is the “first thing in, last thing out” it may be underway before the general crew calls begin.

-Hanging motors are usually around eye height and sometimes present a navigation hazard. Additional crew may be required to temporarily move them aside and gently return them to avoid swing hazards.

-Steel rigging cables and hanging Rigger ropes (If not in use) may need to be gently moved aside and never driven over. Consult the ground riggers for approval first.

-In general, you should avoid areas where riggers are working due to overhead hazards.



**-Cadillacs:** Extremely heavy boxes filled with cable or rigging equipment. 2 or more crew are required to move, particularly when crossing ramps.

Imagine that running across your foot!



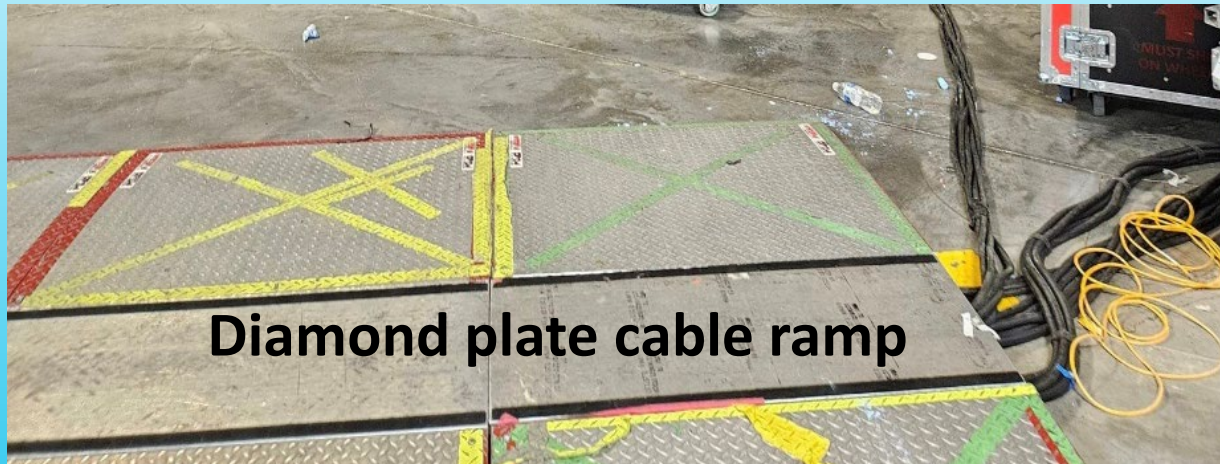
Stage Right open Sound Cadillac

Open Rigging Cadillacs “against the dasher” or boards

## Tip and Trip Hazards

- Cable Ramps, uneven stage and audience surfaces are extremely dangerous when dry and worse when wet. Be aware that narrow high loads can easily tip over and may require additional hands to transition these areas.
- Keep a foot on the bottom edge of the load when crossing ramps or an uneven surface to avoid a tip over.
- Large carts and loads have the right of way as they are very difficult to start and stop.

**Equipment can be replaced; your safety is first.**





**-Console Cases:** Tippy case that holds expensive equipment and are most stable when pushed length wise. Large console cases like Audio Consoles should have multiple “hands” (crew) on them.



**-Wardrobe cases** create visual impairments due to their height. Ideally handled with 2 crew. Watch your fingers on the door frames and preserve hallway architecture.



Speaker Stack with hanging bumper on top for added instability. Requires at least 2 crew to move and maybe three crossing ramps.

## Pushing Hazards:

- Stay alert for obstructions in front of you and the moving loads behind you. When you stop in an equipment lineup it is recommended that you put your rear heel up as protection from possible collision behind you.
- Stopping right before or after a cable ramp puts you in the danger zone.
- Stay alert to when you can move again or when Road Crew call for your load.



Rear heel up when stopped

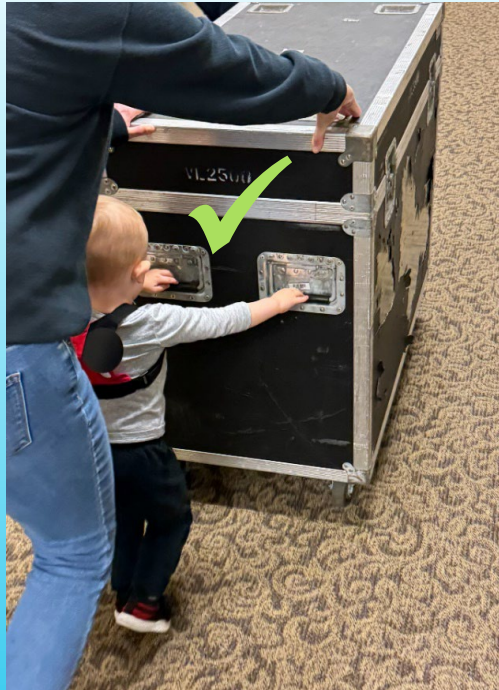
## Truss:

- Two crew members are required to move truss sections.
- Don't leave your end of the truss until it is stopped and in the correct position as indicated by Road Crew.
- You may be asked to rotate truss.
- Note the number/letter description and the tape colour on the truss as you may be asked by Crew.
- Carry empty truss with each person on the opposite side, holding the outside tube with the opposite hand and facing in the same direction. Easiest way and looks pro!



## Pinch Points

-When pushing Road Boxes or Large Carts, please keep your hands on the protected handles or on the inside of the box, not the outside corners or edges. Door jams and other obstructions are known to remove fingers. Common procedures like truss assembly, speaker stacking, barricade and stage assembly carry the possibility of fingers in the wrong places.



## Fall Hazards:

Areas of the stage may not have guardrails or have them temporarily removed.

Be extremely careful when moving around the perimeter of the stage and be aware of elevation changes due to holes, risers or elevators.

Keep empty cases away from the stage edges and control the movement of truss and “empties” leaving the stage.



## Latches/Lids:

- Road Box “Butterfly” latches, when left open, can cause nasty leg cuts. Please close latches when possible.
- Fortunately many “vintage” road cases have been replaced with modern hinges self closing or retracting latches....
- When opening or closing lids, please, do so in a controlled and quiet manner. Especially in the AM. Beware of other hands or cables that may be pinched when closing cases.

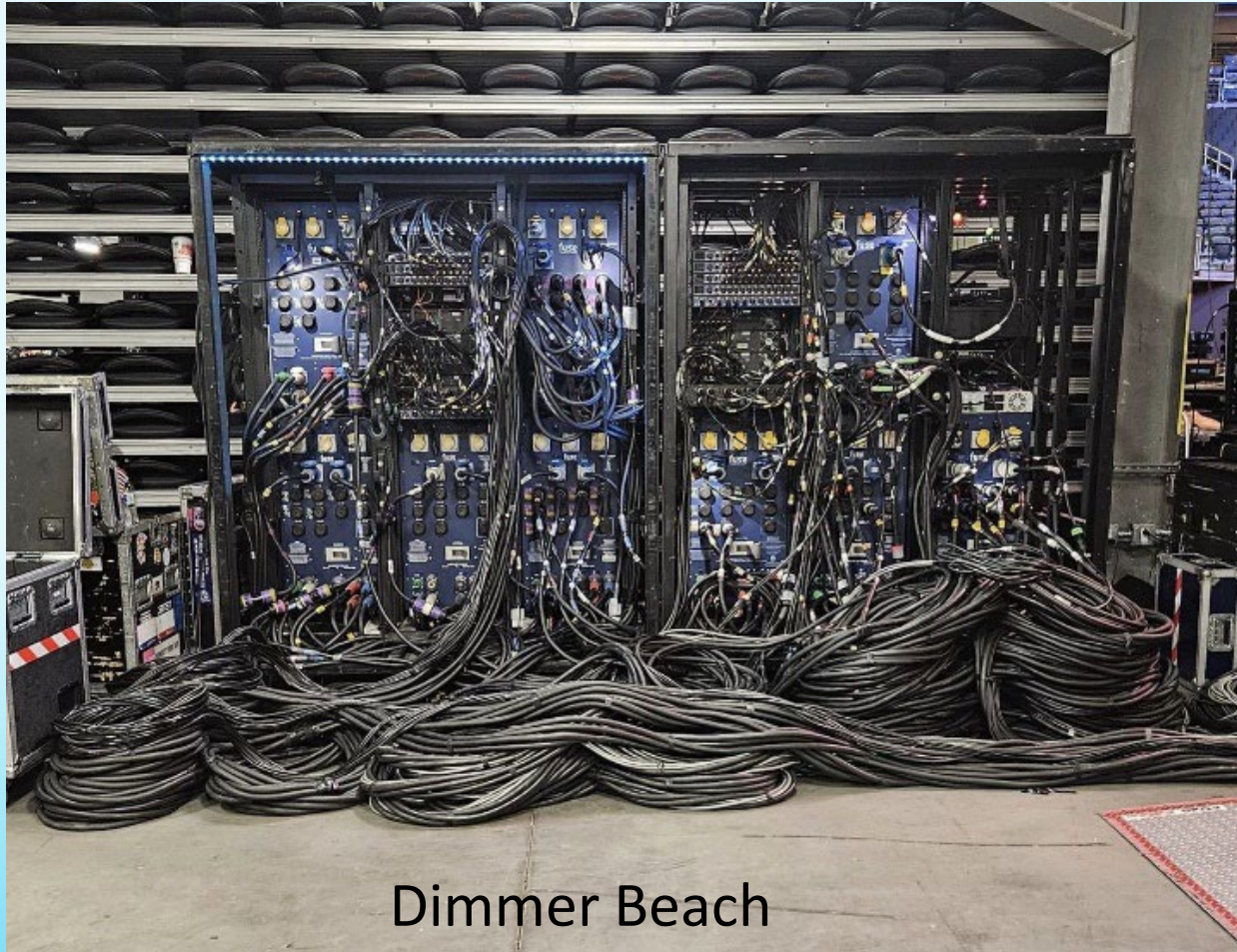




Unstrapped 12x12 Truss Cart



Video Cart with one end frame removed



Dimmer Beach



Barricade



**-Feeder:** Heavy main electrical cables.  
Note: This box includes the “auto-closing lid feature” which occurs when a heavy cable crosses the lid strap and the lid closes/slices onto the head of the unsuspecting crew member. Another reason for hardhats even when the “riggers are down”. (Not working above you)



## Set and Riser Carts:

-Regardless of how many ratchet straps a load has, it will shift when it comes to an abrupt stop like hitting an un-ramped edge or drop-off. Stage and riser cart loads are often extremely heavy! Consider where your hands are in relation to this potential pinch and crush injury.



-Some carts, like this TAIT Cart, will note where the safe hand hold positions are located. (Yellow)



## Stability Hazards:

-Some loads like truss legs are stable when fully loaded and less so when partially or unevenly loaded.



-Cubes or empty Motor boxes with open lids can easily flip over



## **Distractions and Focus:**

- Limit conversation that may distract you from safely and efficiently moving ahead in an equipment lineup or stopping in time to avoid accidents. Always look for direction from the Road Crew.
- Yes, it's like a big Lego set you've never seen before and really cool to watch come together...but it can hurt or kill you too. 😊
- Stay mentally and physically in the game. Remember though...it's not a race!

And...No Phones unless on break. Taking Photos will result in your removal.

## Questions

Experienced IATSE crew members are usually present and happy to answer any work-related questions.

Use their knowledge to improve your working techniques or just to answer general industry questions.

Stage work uses a considerable amount of slang for terms and equipment.

Please ask if you don't know what a Road Crew member is referring to.

Better to know, than guess.

Thank you for your work in making this all possible!