

# Smoking and Live-Flame Effect Work Sheet

## KSU Theater and Dance

General:	
Production:	
Performance Dates and Times:	Venue:
Director:	Stage Manager:
Email:	Email:
Technical Director:	Prop Master:
Email:	Email:
Provide a brief description of the effect.	
Dates/Times of Technical Rehearsals:	Dates/times of Performances:
<b>Stage Manager</b>	
1. Attach a detailed step-by-step description of how effect is used and controlled.	
2. Attach a ground plan detailing the set up of the scene including:	
Action of scene Location/method of lighting effect Location/method of extinguishing effect Location of personnel with fire extinguishers	
<b>Wardrobe:</b>	
Provide a brief description of all costumes on stage at the time of the effect.	
What steps have been taken to flame retard costumes?	
<b>Technical Director</b>	
Provide a brief description of all scenery on stage at the time of the effect.	
What steps have been taken to flame retard scenery?	
Stage crew in charge of storage and set up:	
Storage location of effect materials:	
Name(s) of stage crew stationed by fire extinguishers:	
Who trained the crew and when?	
<b>House Management</b>	
Who trains Ushers for emergency situations?	
When are they trained?	
Are warning signs posted for audience members?	
<b>Notes:</b>	
Please see Production Handbook for specific rules concerning Smoking and Live Flame. Stage Manager must include a report about the effect in each rehearsal or performance report. A copy of this worksheet and accompanying materials will be provided to the KSU Fire Inspector. Smoking and Live Flame are not permitted in N007, N008, N017 or the Purple Masque Theater.	