



Tucker Theatre Policies and Procedures

MTSU Department of Theatre • 205 Boutwell Dramatic Arts • Murfreesboro, TN 37132

POLICIES AND PROCEDURES FOR ORGANIZATIONS DURING TENNESSEE THESPIAN CONFERENCE

A. Time

- Organizations will only be allotted 4 hours to load in and tech entirety of scenic and lighting elements. Any change or variation in time allotted must be requested and approved prior to arrival.

B. Equipment

- Organizations should operate within the confines of the Tucker Repertory plot. Any changes must be requested and approved prior to arrival
- Organizations will have access to full Tucker Theatre repertory inventory of equipment with advance request of specific needs.
- Use of lighting, sound, mechanical, electrical, and/or other equipment owned by the Facility requires the presence of the appropriate trained operators and/or crew for said equipment. Tucker Theatre Equipment must be operated by Tucker Theatre Personnel unless approved by Tucker Theatre Management.
- Any use and/or change of rigging and equipment must be requested and approved prior to arrival.
- The Licensee shall not allow nails, tacks, stage screws or similar articles to be driven or placed in any part of the building prior approval by Tucker Theatre Management.
- The Licensee may not use a forklift on any stage.

C. Labor

- An Event Manager will be present during the duration of load in and tech for the organization and will serve as the primary contact with the facility.
- The Organization should provide the adequate staffing necessary to load in and tech the entirety of the show within the time frame provided. The Organization is solely responsible for their performance's load in and tech.
- Additional staff will be provided by the facility to assist in load in and tech, their primary responsibility will be to assist the organization regarding the operation and function of the equipment in Tucker.
- Tucker Theatre is a part of the Institution named Middle Tennessee State University, Students make up the primary work crew and technical staff. Students must adhere to the policies and procedures set forth by the Speech and Theatre Department.