JAMES L. HIGHLANDER THEATRE

Dr. James L. Highlander, Professor of Theatre, served Central Missouri State University with distinction from 1961 to 1991. During his tenure he served as the department's first chair, developed the undergraduate and graduate programs in theatre, assisted in the planning and building of the beautiful University Theatre and personally directed nearly forty mainstage productions. Dr. Highlander's artistry, scholarship, integrity, and commitment served as an example and inspiration to countless theatre students who had the pleasure to work with him in the classroom, backstage and on stage during his thirty years at Central Missouri State University. As a teacher and mentor, Dr. Highlander enriched the personal and professional lives of his students and colleagues in theatre education throughout his illustrious career.

The Highlander Theatre in the Martin Building was completed in 1971 at an approximate cost of $1,000,000. It is considered one of the nicest facilities of its kind in the Midwest and provides an attractive setting not only for the plays presented but also for those who work backstage in it. The excellent sight lines and acoustics of the auditorium are complemented by state-of-the-art sound and lighting equipment and well-equipped shops adjacent to the stage. Because it is a unique laboratory, training students in all facets of theatre production, those who use it have a special responsibility to take care of it. From the proscenium arch to the rear of the shop most routine maintenance and cleaning is the responsibility of the staff and students rather than the University custodians. That the facility looks almost new after many busy years is a credit to all who have worked in it and helped maintain it. You will want to continue that tradition.

Greenroom Regulations:

1) Sleeping and reclining on the furniture or floor should not be a part of Greenroom behavior. The room is for studying and visiting.
2) Coats and other personal items should be placed on the coat rack outside the Greenroom.
3) Help keep the furniture clean by keeping feet on the floor and not in the seats or on tables.
4) Clean up after yourself. Place used food containers in waste cans outside the room. Clean the kitchen and dishes after use. The refrigerator will be emptied every Friday.
5) Keep the noise level down to normal conversation. There is a classroom across the shop.

SCENE AND COSTUME SHOP SAFETY GUIDELINES

Safety is of primary consideration at all times in the scene shop. Although we cannot anticipate every potential hazard, please read and absorb the following guidelines. Observing them will minimize the chance of a serious accident.

1. Observe all posted or stated safety rules at all times.
2. Keep the workspace clean and free of obstructions.
3. No food or drink is allowed in the lobby of theatre except for rare University receptions. This keeps stains and crumbs off the carpet and upholstered seats.
4. Food or drink has no place around electronic equipment in the control rooms or
on stage. These can be harmful to valuable equipment and reflect a non-professional attitude on the part of the operators.

5. The fly gallery is to be operated by trained personnel only. This is one of the most dangerous areas of the Theatre. Learn how to use it safely for your benefit and the sake of those on stage.

6. Don’t wear any loose fitting clothes and tie long hair back (or up/under a cap.)

7. Be awake, alert and think before you use any tool or perform any task.

8. Wear goggles or safety glasses at all times when operating power tools.

9. If you do not understand the operation of a tool, **ASK**.

10. If you do not understand how to do an assigned task, **ASK**.

11. Use the proper tool for the proper job.

12. Make sure that air pressure is down in the air line before you connect any air tool.

13. Make sure power tools are switched **Off** before plugging in.

14. Make sure tools are in good operating condition and report any malfunctions to the Technical Director, Shop Foreman, or Graduate Scene Shop Assistant.

15. If a tool begins to malfunction, turn it off immediately.

16. Avoid wearing jewelry.

17. Wear closed toe shoes.

18. Pay attention to those around you.

19. Never use electrical tools around water or tools with faulty extension cords.

20. Do not run in the shop area.

21. Make sure you are aware that the stage lift is in the down position.

22. Make sure that all warnings to others in the shop are spoken clearly, distinctly, and with sufficient volume (i.e. **AHeads Up!@**)

23. When someone gives a warning, say **AThank You@** in a loud voice so they know you have received the warning.

24. Know the location of the fire extinguisher, the electrical breakers and the first aid kit.

25. Report any injuries, no matter how small, to the Technical Director, Shop Foreman, or Graduate Scene Shop Assistant.

26. Ask for help handling unwieldy tools or materials, but do not grab hold of tools or materials to help unless asked. If asked, act quickly and carefully.

27. Never leave any tool or other object on the top or on the rungs of a ladder.

28. Never talk to or distract anyone using any piece of power equipment.

29. Parking in the loading zone beside the scene shop is prohibited. Central Departments of Public Safety will ticket violators.

30. The shops are not party areas; take your visitors and conversations to the greenroom or outside the theatre.

We are safety conscious, but **you** are responsible for yourself. No job in the scene shop or costume shop is so important that you should put yourself at risk. Use good common sense. **Stop and think.**

For many, the Theatre will be a home for as long as four years, and you may well spend more time in the Theatre than in your campus room. We share your pride in this home; with you we work to keep it neat and attractive for its many guests.