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Facilitator Information

Security Procedure

Procedure for security Theatre 2 and the US

CoTA Events & Production
prior to or after an Event

Event/Performance:

1. Prior to an Event
meet with House
from the house
2. House Manager
must secure the
3. Individuals require
the backstage
4. At the conclusion
individual must
procedures. The
Faculty/Staff supervisor
or designated individual
Production Services
5. The stage manager
stage portion of
6. Any concerns require
Services through
7. If an emergency
Production Services
personnel has
8. The stage manager
and placing the

Rehearsal/Load-In:

1. The stage manager
the closing procedure
2. The stage manager
Exceptions:
 - A. The director
 - B. A group of
faculty/staff
this individual
3. The stage manager
and placing the