

# ORGANIZING YOUR THEATRE SPACE

## Easy Steps to Taking Back Your Theatre

Make Reasonable goals for yourself.

Start small and easy.

Fix 3 things first, then go onto the next three, then the next.

### HONEST LOOK

- Do you project Professionalism or Chaos?
- Is the space efficient for what I need?
- Are supplies and equipment labeled in ways that make sense?

### MAKE LOTS OF LISTS!

- What can be changed with muscle and elbow grease?
- Where are the potential hazards?
- What do you want to change long-term?

### FIRE HAZARDS

- What is easy to fix with cleaning
- Sweat equity and elbow grease can go a long way to getting things done.
- Are my flammables stored properly?
- What takes a specialist to fix?
- Look for cables and exposed wires or broken or loose wall sockets.

### EQUIPMENT

- If you know how to correctly fix it-- do it.
- If you need to hire someone to fix it-- do it.
- If it can't be fixed, recycle or throw it away.

### SAFETY EXPECTATIONS

- Post compliance signs throughout the theatre space.
- Label fire doors.
- Signs for personal protection equipment
- Label fire extinguisher and First Aid kit locations

### ASK FOR HELP

- Parents, students, faculty and staff can be great allies and help for you.
- Who is willing to help?
- Who has expertise and training that you need to utilize?

### CELEBRATE EACH ACHIEVEMENT

With everything you cross off your list, know that you are making a positive step forward!

Document your progress-- take and post pictures.

Good for you!

