

## MISSION IMPOSSIBLE: BASIC PROCEDURES

### I. CHAIRS

- A. Chairs need to be moved and stacked frequently throughout the concert. Be mindful of the space around you, and be sensitive to how chairs can create noise (metal legs).
- B. Moving Chairs
  - 1. never carry more than two at a time
  - 2. carry “face forward” so that the legs do not cross your body
  - 3. set chairs down lightly
  - 4. row captains are responsible for counting chairs in rows
- C. Stacking Chairs
  - 1. agents will be designated for handling the stacking
  - 2. always be careful of the legs
  - 3. always stack chairs in groups of FOUR
  - 4. do not ever sit on stacked chairs!

### II. STANDS

- A. Stands need to be moved and lined up frequently throughout the concert. Be mindful of the space around you, and be sensitive to how stands can create noise.
- B. Moving Stands
  - 1. never carry more than two at a time, one in each hand
  - 2. be aware of where the legs are so they don't hit anything.
  - 3. place stands on the ground carefully, with the “desk top” down
- C. “Stacking” Stands
  - 1. stands in the wing should be lined up about 18” from the fly system
  - 2. stands in the house should be lined up against a wall, out of the way
  - 3. stand should be lined up with the desk tops down
  - 4. complete one row before beginning a second

### III. PIANO

- A. The piano should be stored in the between two travelers (side curtains) closed with the bench on top.
- B. The piano should be moved with at least three people, with the bench on top. Always move slowly. Keyboard side should face “Stage Right.”
- C. Setting up the piano
  - 1. first remove the bench
  - 2. fold over the front of the lid
  - 3. open up the music holder

### IV. CHORAL RISERS

- A. Risers are the most difficult part of MI. They often have moveable parts and can rattle. They are also heavy, and make noise when rolling, especially over the seam of the stage.
- B. Risers are always moved with two people at a time.
- C. Always open and close the risers very slowly, and carefully! One person must hold the back rail in the up position, while the other person opens the platforms. The back support will slam to the ground (loudly) if you are not careful.
- D. Again, move very slowly or the risers will be very noisy.

### V. SOUND SHELLS

- A. SAFETY FIRST!!!! Never stand in front of sound shell when they are being moved.
- B. ALWAYS double check that the support arm for the top panel is secure. Do not hold this arm when moving the sound shell. If this arm comes loose, the top platform will come down and could injure you or someone else. Please be careful!
- C. Sound shells are always moved with at least two people. Be sure that the bottom flap is in the up position (held by tape or Velcro).
- D. Keep your eyes up when moving sound shells, the tops like to catch curtains and ropes.