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## Overview

This standard is about planning the getting in, fitting up and getting out processes for live productions. You will need to plan how the work needs to be carried out, identify and obtain the equipment and people required, instruct others on the order and methods to be used and check work is carried out correctly, resolving problems when necessary.

This standard is for Heads of Department (HODs) or those responsible for ensuring that the get in, fit up and get out processes are planned for theatre and live productions.

## Performance criteria

### *You must be able to:*

1. check and confirm that plans meet production requirements and comply with legislation, organisational requirements and codes of practice
2. monitor activities against action plans, taking corrective action when required
3. maintain communication to identify changes that have implications on action plans
4. amend action plans to accommodate changes, checking compliance with legislation, organisational requirements and codes of practice
5. check and confirm changes made to action plans are actioned
6. obtain information from visiting department heads to allow crew to carry out work
7. check and confirm that staff are working from current schedules, plots and plans and have the information they need
8. check and confirm the condition, safety and security of production resources
9. check and confirm arrangements are in place for maintaining records, labelling and packing components
10. obtain details from relevant people about their get in and get out requirements
11. use up-to-date information to identify production resources to be rigged and derigged
12. confirm the availability, number and type of crew needed for get ins and get outs
13. identify the equipment and transport needed for get ins and get outs
14. schedule and coordinate activities, people and resources to meet requirements within existing legislation, organisational requirements and codes of practice
15. agree schedules with appropriate people
16. present information to technical, fly staff and other key players in each team
17. check that areas for receiving components are prepared in advance
18. agree and communicate the safety standards that apply with relevant people
19. respond to breaches in health and safety requirements in line with legislation, organisational requirements and codes of practice
20. maintain health and safety records in line with legislation, organisational requirements and codes of practice

## Knowledge and understanding

### *You need to know and understand:*

1. where to obtain the information for the get in, fit up and get out plan
2. why it is necessary to inform staff working in various parts of the building and auditorium of what is happening
3. the importance of discussing practical requirements with technical staff and recording decisions
4. the importance of communicating changes promptly and how to do this
5. the different stage rakes and potentially hazardous uneven performance surfaces
6. the range of resources required and how they can be obtained
7. types of work planning and time schedules
8. why it is necessary for staff to work from current schedules
9. the importance of agreeing action plans with people involved
10. the types of records that need to be kept
11. when to give advance notice to the receiving venue of production information, schedules, risk assessments, PAT certificates and LOLER certificates are
12. problems that might occur and corrective actions that can be taken to resolve them
13. legislation, procedures and protocols for rigging and de-rigging
14. personal and protective clothing (PPE) to use when rigging and de-rigging components and participating in striking sets
15. how to monitor get in, fit up and get out activities
16. different technology, techniques and resources that can be used
17. how to adjust plans to work within the limitations of different venues
18. the types of drawings used relevant to your work, how they interrelate and how to extract dimensional or statistical information from them including information about stage positions
19. the symbols, terminologies and conventions used for electrical, mechanical or electronic drawings and specifications
20. how to monitor the condition, safety and security of resources being moved
21. employment law, union and house agreements for allocating work and rest breaks
22. the principles of contract law and the organisation's guidelines on structural surveys and when these are required

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23. transport and highway regulations
  24. how to record breaches of health and safety such as accident books and accident reports
  25. organisational responsibilities and guidelines in relation to the work activities involved in the move
  26. packing and labelling requirements including weight labels and truck packs
  27. legislation, organisational requirements and codes of practice

SKSTTL5

Plan the get in, fit up and get out process for theatre and live productions



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