



SET DRESSING/DÉCOR

(as of May 2014)

Set Dressing/Décor is responsible for ensuring that the set gets “decorated” to the satisfaction of the Set Designer and, ultimately, the Director. This job may be shared between more than one person.

The job requires close cooperation with several other members of the production team.

Responsibilities of Set Dressing/Décor can be divided into three major areas:

- Administration
- Set Dressing/Decoration
- Set Strike

ADMINISTRATION

- In conjunction with the Set Construction Head, creates a set painting schedule, showing the dates that painting will take place. This may be quite informal and flexible, depending on progress with set construction.
- Contact possible set painters and provide them with a copy of the schedule. They are notified of any changes during the set painting period.
- Provide names and contact information (emails) of painters to Producer as early as possible and provides names of set painters for the program.
- Ensure that set painters are aware of Meet & Greet, performance dates, comp tickets, after-show party, strike etc.
- Discuss the anticipated set dressing/decoration completion date with the Director/Producer, certainly prior to the Technical Rehearsal.
- Determine set dressing/decoration budget in consultation with the Producer. Notify the Producer, as early as possible, of any expected budget overrun. There may be an overlap between the budgets for set construction and set dressing/decoration.
- Attend regular production meetings to report on progress, challenges and learn of specific needs relating to set dressing/decoration
- Liaise with the Stage Manager and Director for any changes required to the set dressing/decoration during the rehearsal period.
- Provide tips, “lessons learned” etc. regarding set dressing/decoration for this production at the post-mortem/post-production meeting.



SET DRESSING/DÉCOR

- Liaise with the Set Designer for any specific set dressing/decoration details such as baseboards, plate rails, picture rails, trim, moulding etc. etc.
- Set Dressing/Set Décor is usually responsible for determining the colour scheme (as approved by the Director) and organizing the set painting.
- Set dressing/decoration includes carpets, rugs and curtains, wall art and paintings.
- Discuss any “challenges” with set dressing/decoration with the Set Designer and/or Director in order to find a solution.
- Communicate the colour scheme with Lighting and Costumes, so that they are aware of this.
- Discuss any practical lights on the set with Lighting (e.g. wall fixtures, ceiling chandelier, floor or desk lamps).
- Purchase (or arrange for purchase of) paint/painting supplies and present receipts to the Producer in a timely fashion for reimbursement. Note that a 25% reduction can be obtained at nearby Cloverdale Paints, with BCAA membership. Also returned/mismatch paint is often available at low cost.
- Responsible for borrowing or renting necessary furniture and other set dressing. Close liaison with the Director. Langham is a good source and there are also a number of items in the Women’s Dressing Room at St. Luke’s.
- Assign appropriate painting tasks to the set painting crew.
- Cooperate closely with Set Construction Head to determine when the set is ready for painting to start.
- It may be necessary to arrange rehearsal furniture until painting is completed and/or the performance furniture is brought to the hall.
- Arrange for any furniture etc., being used during the rehearsal period to be adequately protected during set construction and painting.
- Liaise with Props and sometimes Costumes to determine who is responsible for set dressing items that are handled by the actors (brought on and off stage)—Are they Set Dressing or Props?

STRIKE

- Ensure that all borrowed or rented furniture, and other set dressing, are returned to the appropriate borrowed source.
- Because of lack of storage, dispose of any items which will not be needed in the near future.
- Invite/encourage set painters to participate with the strike.