

## The Local 22 C Test Study Guide

If you have been working through Local 22's Referral system as a D List member, you have probably heard that there is a process by which you may advance to next level- the C List. The way that this advancement happens is by taking Local 22's C Test. The following is a guide to help you prepare for this test. As a D List member, most of your work experience may have been at the Verizon Center, Jiffy Lube Live, Dulles Expo, or at various non-theatrical locations in the Metro area. Since our Union is the International Alliance of Theatrical Stage Employees and since 1893 we have been staffing all of the large Washington, DC theatres- we will be testing on matters that deal with theatres *as well as* concert and arena venues. To help you prepare for this test, we have assembled a study guide that covers **almost** 100% of what you will find on the C Test. There may be a *very few* items that have been overlooked but we have strived to include everything. Some of the terms may not be familiar, most of them can be found in the books that are noted below. Please feel free to ask some senior members of Local 22 to explain and demonstrate things that are not clear to you. Please take the time to become familiar with the contents of this guide- studying and learning it will make you a more competent stagehand and it will help to make our workplace a *safer* and more professional workplace.

Thank You,  
The Local 22 Test Committee

### Suggested Texts:

1. "Backstage Handbook" by Paul Carter.
2. "Theatre Backstage From A to Z" by Warren Lounsbury and Norman Boulanger.
3. "Stage Rigging Handbook" by Jay O. Glerum

### **Applicants planning to take Local 22's C-Test should study and know the following:**

#### **1. Union Rules.**

##### **a. Trade Unionism.**

- 1.) Know what 'IATSE' stands for.
- 2.) Know what 'Collective Bargaining' means.
- 3.) How is IATSE related to the AFL-CIO?
- 4.) Be able to list three things organized labor has won for the American worker.
- 5.) Some financial benefits of working for the Union: Health Insurance, Pension Plan, and the Annuity Plan. Know the minimum annual wage amounts that initiate health coverage.

##### **b. Local 22 Work Rules.**

- 1.) Know Local 22's 'Referral Rules and Procedures'. Know well

all the work rules and the required tools and documents.

**c. Safety.**

- 1.) Be alert to unsafe conditions. Know what recourse you have when you observe an unsafe situation. Be alert.
- 2.) Genie Lift Safety. Put all legs in when physically possible. Look up and forward when moving. Be alert.
- 3.) Forklift safety. Stand Clear. Be alert.
- 4.) Use proper lifting techniques- bend your knees so you can lift with your legs.

**2. Carpentry.**

**a. Stage Directions and the theatre.**

- 1.) Know the 9 basic stage directions in the Backstage Handbook- Down Right, Up Left, etc. Know Up Stage/Down Stage, On Stage/Off Stage, Off Left/Off Right. Know the various parts of the theatre- stage, proscenium, orchestra pit, trap room, fly floor/lock rail, pin rail, loading gallery/bridge, grid, wings, cross over, stage manager's desk, main curtain, smoke pocket, apron, and pipe (batten).

**b. Grips.**

- 1.) Know how to tie a bowline, a clove hitch, a figure eight, and a square knot. Know how to tie a drop onto a pipe, how to move a tall flat, how to fold a soft covered leg, how to fold a large drop. Know what Bottom Pipe is and where it is used and what size it generally is. Ladder etiquette; never walk away from supporting someone who is working on a straight ladder. Know how to 'Float a Flat'. Know how to convert Feet and Inches to Inches, know how to add fractions. Identify and know the many uses of Gaff Tape.

**c. Tools/equipment.**

- 1.) Know the basic *power tools*: Drill/screw gun, Circular/Skil Saw, Saber Saw, Metal/Angle grinder, Belt Sander, Reciprocating/ 'Sawzall' Saw, Router, Portable Band Saw ("Porta-Band"). Know the basic *hand tools*: Tape Measure, Combination Square, Chalk Line Reel, Steel Framing Square, Claw Hammer, Ripping or Framing Hammer, Sledge Hammer, Pry or Wonder Bar, Crow Bar, Crescent Wrench, Speed Wrench, Nut Driver, Channel Locks, End Nipper, Mat or Utility Knife, Diagonal Cutting Pliers ("Dikes"), Drill/Twist Bit, Paddle or Spade Bit, Countersink, Carpenter's "C" Clamp. Know what a 'magnetic screw tip holder' is. Know what 'pin wire' is used for. Know what a 'countersink' is used for. Know what size (ratchet) socket to use for a 1/4", 5/16", 3/8", and 1/2" Nut. Know what a T-50 Stapler is. Be able to identify and describe the use of the following

items: 'wire strippers', lighting 'C' clamp, pipe clamp, pipe coupler, loose pin strap hinge, Vise Clamp, Dead Blow Hammer, be able to identify a 'drift pin' and know what it is used for.

- 2.) *Equipment*: Know the following items: Hand Truck, Johnson or "J" Bar, Furniture Dolly, Scenery Dolly, Hamper, Stage Screw, and the "Improved Stage Screw" and Threaded Insert. Know what a Block and Tackle is. Know what a Chain Motor is. Know what a "Cheseborough" is and how it is used.

**d. Hardware & Materials.**

- 1.) *Hardware*: Know 'Common' Nail Sizes, most used on stage: 16d, 20d, 40d. Know Finish Nails. Know different types of screws: Phillips, Slotted, Robertson, and Torx. Know that some screws are Flat Head, Pan Head, Bugle Head, or Lag Screws. Screws can be Wood Screws, Sheet Metal Screws, or Dry Wall Screws. Know the following Bolts: Carriage, Hex, Flat Head Stove Bolts, Eye Bolts, and U-Bolts. Be able to identify Truss Bolts. Most bolts are 'secured' with nuts, like the Hex Nuts or the Wing Nuts. Hex Nuts lined with Nylon to ensure that they do not loosen are called 'Nylox' nuts. Washers are used with nuts to increase the holding area of the bolt. Most washers used in the theatre are 'Plain' washers. Know what a Lock Washer is. Know what "Lash Cleat" Hardware is and how it is used. Know what a bottom Hanger and a Top Hanger is. Know what a D-Ring and Keeper is. Know what a Loose Pin Back Flap Hinge and a Tight Pin Back Flap Hinge is. Know what Pin Wire and a Bent Twenty Penny Nail is used for in the theatre. Know what a Straight and Swivel Caster is. Know what a Coffin Lock and Key is.

- 2.) *Materials*: Be able to identify Schedule 40 Steel (Black) Pipe; be able to identify 1-1/4" I.D., 1-1/2" I.D., and 1/2" I.D. Bottom Pipe. I.D. stands for 'inside diameter' and is a rough measurement of the width of the actual opening of a piece of pipe. Lumber: Be able to name the exact dimensions (width and thickness) of a '2 By 4' (2X4) and a '1 By 4' (1X4) piece of lumber. Be able to identify what a piece of '5/4' lumber is, (it is a thickness of lumber that is used to build most of the wood-framed scenery on a traveling Broadway-type show, it is usually about 1-1/8" thick). Know that sheet goods like 3/4" thick Plywood comes in a standard size of 4 feet by 8 feet. Be able to identify a piece of 1/4" thick Masonite and 1/4" thick Luan Plywood. Masonite is used for stage flooring, Luan is used to cover 'Hard-covered' flats.

**e. Soft Goods.**

- 1.) Be able to identify hanging 'soft goods' in a theatre-Legs, Borders, Tabs, Backdrops, Cyclorama's, Main or House Curtain.
- 2.) Be able to identify 'soft goods' materials- Velour, Duvetyn, Muslin, Scrim, and Rear Projection Screen.

**f. Flats.**

- 1.) Types of Flats- 'Theatre Style' and "TV Style".
- 2.) Flat components- Know Rails, Stiles, Toggles, Diagonals, and Sill Irons.
- 3.) Flat coverings- Hard or Soft Covered Flats- know the difference. Hard covered flats are usually covered with ¼" Luan plywood. Hard covered flats are usually made "TV" style. Soft covered flats are made "Theatre Style" and are usually covered with Velour, Duvetyn, Muslin, Scrim, or any other soft covering that a designer may come up with.

**g. Platforms.**

- 1.) In general: In the theatre a platform is a raised weight-bearing horizontal surface that supports the performers and scenery. Platforms have three components: a deck or lid, a supporting frame, and a set of legs. The lid is *usually* made of ¾" plywood. The supporting frame, if built of wood may be made of 1x6, 2x4, 2x6, or stronger dimensions. The frame may be built of steel or aluminum. For platform legs, 2x4 lumber is often used. In the theatre legs must be bolted on, not just screwed on. A 4' x 8' platform should have six legs. If platforms are over 18" high they should be cross-braced.
- 2.) Other platform information for the C Test: Platforms may be Wagons, Ramps & Raked Stages, Show Decks, Parallels, or Scaffolds.
- 3.) Stairs: Know how to define the components of a stair- Rise, Run, Riser, Tread, Stringer or Carriage.
- 4.) Know what a 'trap' in a stage floor is. This may help you identify what and where a 'trap room' is.

**3. Truck Loading.**

- a.** Setting ramp *safely*.
- b.** Moving heavy set carts, road boxes, etc up and down a truck ramp safely.
- c.** Setting a strap & load bar.
- d.** Stacking/topping road boxes, hampers, etc.

**4. Sound/AV.**

- a. Be able to describe the basic sound signal path: Inputs (mics, etc.) + cables (XLR, etc.)+ Mixing Console (Preamp)+ Signal Processing + Amplifier + Speaker Cable + Speakers (Output).
- b. Microphone stand set up.
- c. Coiling sound cable.
- d. Identify Connectors: XLR, NL-4, NL-8.
- e. Identify Cable: Microphone Cables, Mic Multicables/ Snakes.
- f. Meeting room set up basics. Where the speakers should go.
- g. The Sound Bumper attaches the speaker stack to the chain motors.

**5. Props.**

- a. Stagehand Props. A C-List worker should be aware of the scope of duties and tasks that the Prop Department is responsible for. The Prop Department on Load-Ins and Load-Outs is responsible for Wardrobe, Musical Instruments & Components, Orchestra Pit, House Seating, Coffee Breaks, Show Property Set Up and Break Down, and General House Keeping.
- b. During the run of the show the Props Department is responsible for all Hand Props and Set Props including the handling of food, drinks, firearms, and the various weapons on stage.
- c. The Props Department handles all portable flooring on stage such as Marley Dance Floors, Ground Cloths, and carpets. The Props Department is also responsible for sweeping and mopping the stage before each performance.

**6. Fly Floor.**

- a. Identify single-purchase & double-purchase system parts.
- b. Be able to bring a pipe into low trim and out to high trim.
- c. Be able to safely load & unload an arbor.
- d. Be able to complete a “local 22 Tie-Off” and “Half-Tie”.
- e. Know that the House Flyman gives the final permission to add or remove weight from the pipe.

**7. Rigging.**

- a. Rig a cable onto a pipe & ‘mouse it’.
- b. Correct truss assembly. Identify Truss Bolts & Proper Sized Wrenches.
- c. Identify rigging components: Shackle, Quick Link, Thimble, Wire Rope Clip (Crosby), Nicopress Sleeve, Go/No Go Gauge, Nicopress Tool, Turnbuckle, Spanset (Round Sling), Wire Rope, and Block and Fall.

**8. Electrics.**

- a. Basic Lighting Instruments: Know how to hang, safety, circuit/plug-in, focus, shutter and gel the following lights: Source 4 Leko, Source 4 PAR, and a PAR 64.
- b. Basic Cable & Connectors: Be able to identify 20 amp. Stage Cable (Type "SO" and the equivalent). Be able to identify a 20 amp. Stage Pin Connector- male & female; be able to show which pin is either Hot, Ground, or Neutral. Be able to identify a Twist-Lock Connector, Socapex Cable, and a Male or Female Breakout. Know what a "Two-Fer" is.
- c. Basic Follow Spot. (Based on the Strong Super Trouper). Be able to identify the Douser, Chopper, and Iris controls on top of the instrument. Be able to describe and demonstrate what each does. Be able to load the Color Boomerang with gels and know which one is #1. Be able to locate and operate the Trombone. Be able to locate the Fine Focus Knob. Be able to show the Tilt and Pan locks. Be able to adjust the height of the Spot Light. Be able to locate and turn on the Ballast and when instructed to do so- turn on the lamp. Be able to Fade in and out with the Douser. Be able to adjust the beam diameter with the Iris. Be able to make a hard or soft edge with the Fine Focus Knob. Be able to mask the top and bottom of your beam with the Choppers. Be able to change colors with the (Boomerang) Frame Handles. (Read "Getting The Most From Your Spotlight", available free at the 22 office).