

UNIVERSITY OF WINDSOR SCENIC DESIGN STANDARDS

The guidelines set forth below are based on the "A.D.C. STANDARDS AND WORKING PROCEDURES" as set out by the Associated Designers of Canada. The information included relates to definitions, standards, and working procedures.

Definitions:

Set: This term includes but is not limited to: architectural design of the performance space, together with its surface treatment, masking, properties including hand properties (but not to include costume accessories), furniture, set dressing, visible transitions, projected images and special effects related thereto.

Preliminary Design: This includes a floor plan with measurements and a front elevation sketch or preliminary model exhibiting proportion and size, noting special treatment, mechanical devices or such additional information as to enable the technical heads to estimate the cost, on the understanding that the preliminary designs reflect discussions among the director, the designer, and the technical heads.

Pre-Approved Design: This includes colour renderings or working scale model(s), accurate scale floor plan(s) and section(s), basic technical drawings detailing all scenic elements, complete props list indicating colour and dimensions (supporting sketches if needed), a list of special effects, and any additional details pertaining to the overall design sufficient for detailed costing and realization. This information shall be supplied to other designers if requested.

Approved Design: This is the Pre-approved Design with all modifications and changes made to the satisfaction of the director, technical heads, and designer which have been initialled and dated by those parties hereto. Construction or implementation of any portion of the design shall also be deemed approval of that portion of the design.

Completed Design: This is the approval of all of the implemented designs after completion. **At the University of Windsor this includes the scenic painting of the set and properties.**

Communication Standards:

1. Renderings should maintain a consistent proportion to indicate the actor - environment relationship. Renderings should follow architectural perspective.
2. Technical drawings should be clear, clean, and a minimum of two copies must be provided.

3. Each drawing should be framed by a border.
4. Each "set" should have its own ground plan.
5. Recommended scale for plans and elevations are $\frac{1}{2}" = 1'-0"$. Scales for mouldings and details should be adequate for construction, ranging from 1" - 1'-0" to full scale.
6. The legend block on all drawings should include the following information:
 - a. Production title and date
 - b. Theatre space
 - c. Producer
 - d. Director
 - e. Designers - sets and lighting
 - f. Drawing title
 - g. Scale
 - h. Drawn by
 - i. Date
 - j. Drawing #Its recommended position is the lower right hand corner of the page.
7. Building notes should be indexed.
8. The drawings should read in a logical sequence from page to page, i.e.:
 - a. Ground plan
 - b. Scene changes
 - c. Cross sections of the stage
 - d. Elevations
 - e. Details
9. All drawings should be numbered in sequence and labelled as of a total, e.g.: 1/10, 2/10, 3/10, etc.
10. The use of drafting symbols is quite universal; any symbol as prescribed in a standard drafting manual is acceptable.
11. Any personal symbol that is not standard usage is acceptable, as long as it is keyed to the drawing through the legend.
12. All lettering should be clear, neat and standardized.
13. Notation should be made for all practical electrics on the ground plan.
14. Human figures scaled to the drawing or model should always be a part of the presentation. Standard heights are 6'-0" for men, and 5'-6" for women.

Recommended Working Procedures:

Preliminary Design:

1. Preliminary designs, including initial models or sketches should be presented, discussed, and approved prior to doing the final working drawings.
2. It is the responsibility of the scenic designer to provide sufficient information in the following areas to allow the theatre to cost the design:
 - a. A preliminary props and set dressing list which includes sketches (not to scale) of any extraordinary items and their proposed positions.
 - b. Projection imagery pertaining to conceptual approach, such as slide form and content (if known), projection source(s), projection surface(s), their prospective locations, etc.
 - c. Special effects, noting conceptual information, safety, proposed placement, etc.
3. Proposed scenery storage and set masking positions should be indicated.

Pre-Approved and Approved Designs:

1. Ground plans should indicate proposed storage areas for all scenic elements in multiple scene shows.
2. Technical drawings should be detailed enough to allow building to continue in the designer's absence.
3. Set designers should always draw a significant section elevation to show possible positions for masking and for locating potential electrics.
4. Set models should be scaled in $\frac{1}{2}'' = 1'-0''$, and renderings should be done in architectural perspective. Both should be fully painted.
5. Colour swatches and a paint order should be included with the completed designs.
6. Completed properties and set dressing lists should include working drawings or other visual representation of specific items, as needed.
7. Projection information should include type of projection equipment and surfaces, their relative positions, and a guide to image content which is as comprehensive as possible.
8. All special effects should have a detailed description of the desired effect and the proposed accommodation within the design.

Preliminary information to be provided by the Theatre

1. Scaled floorplan of the stage, inc. house sightlines.
2. Scale sectional of the stage, inc. house sightlines.
3. An updated list of rigging information including pipe positions, lengths, line lengths, etc.
4. Any onstage limitations or obstructions, as radiators, heating ducts, etc.
5. Stage floor surface, wall surface, and their conditions.
6. Any trap doors or special openings and their positions.
7. Fire and building codes pertinent to the theatre, and any onstage fire exits.
8. A complete list of other soft goods, including groundcloths, scrims, cycs, projection screens, etc.