

PRODUCTION: _____

PERIOD OF USE: FROM _____ TO _____

PURPOSE OF USE: _____

REHEARSAL VENUE THAT WEAPONS WILL BE USED IN: _____

START DATE: _____ END DATE: _____ TIME OF REHEARSAL: _____

PERFORMANCE VENUE THAT WEAPONS WILL BE USED IN: _____

START DATE: _____ END DATE: _____ TIME OF PERFORMANCE: _____

STORAGE PROTOCOL AND LOCATION: (Lock up procedures) _____

WEAPONS REQUESTED: (USE A SEPARATE SHEET IF NEEDED. PLEASE PROVIDE DETAILED DESCRIPTION AND QUANTITY) it must be noted if it is a non-firing or firing (operational) weapon. The only operational firearms permitted for use are "**non-guns**" by rental or purchase.

1. _____
2. _____
3. _____
4. _____

REQUESTED BY: _____

POSITION: _____

CONTACT INFO: (M) _____ EMAIL _____

PERSON IN CHARGE OF WEAPONS: _____

CONTACT INFO: (M) _____ EMAIL _____

CHAIN OF CUSTODY, (who handles the weapon for procurement and return, and from lock up to return to lock up, in rehearsal and performance): _____

NOTES: _____

PROTOCOL

Fill out the copy of the weapons form, (please fill in completely), take weapon and form to Jason Palmer (Institute Risk Management) for approval.

(The Institute Risk Management Administrator must approve all Weapons prior to use)

APPROVED BY: _____ DATE APPROVED: _____

SIGNATURE: _____

Intent is the greatest indicator of the need to disclose use of an item, “is it intended to harm a character in the action of the scene”

Any weapon used on stage should be considered dangerous, the guidance of a certified and theater school approved fight choreographer or fight director must be employed along with notification of faculty.

Just because an item does not appear on the list does not mean it is not classified as a weapon. Use your common sense and choose to be safe.

A **weapon** is a tool used to apply or threaten to apply force for the purpose of hunting, attack or defense in combat, subduing enemy personnel, or to destroy enemy weapons, equipment and defensive structures.

ITEMS INCLUDED BUT NOT LIMITED TO REPORTING:

- **GUNS AND ANY TYPE OF FIREARMS**
- **KNIVES**
- **SCISSORS and SHEARS SWORDS MACHETTES, HATCHETS, AXE OR TOMAHAWK**
- **GARDEN IMPLIMENTS**
- **PIKE, STAFF OR SPEAR**
- **MARTIAL ARTS WEAPONS**
- **BOW, ANY (with arrows)**
- **TAZER**
- **GARROTE, NOOSE** (or rope, string wire etc. for use as a binding or the act of strangling)
- **BASEBALL BAT, NIGHTSTICK** (based on intended use in the action)