Congratulations on receiving your Shiva Weekend! Vassar requires certain paperwork to be completed prior to a group’s use of the space. The Campus Activities Registration Form is to be completed ONLINE 2 weeks before your Shiva weekend.

This packet contains:

- Information Packet and Venue Specifications - This packet contains important information about the theater and our policies.
- Production Meeting Packet - This packet contains the Theater Liability Waiver, Statement of Responsibility, and The Production Checklist that must be brought to your production meeting.
- Offense List and Fines - Please read carefully, so we don’t have to fine you.
- Sample Production Week - This gives you an overview of what a week in the Shiva looks like.

These documents are also available online at susansteinshivatheater.vassar.edu. Please read these carefully – all directors must take a quiz based on this information at the first production meeting.

**Important Dates and Times:**

**Production Meetings** are mandatory for the director/event coordinator and tech director. They occur on **Sundays at 1pm** in the theater lobby. You will have a total of 3 production meetings with the Staff:

One week prior to load-in ( )
The week of load-in ( )
Following strike ( )

**Risers** take about one hour and:
Go up at **4pm** Wednesday before your show. ( )
Come down at **12noon** Sunday after your show. ( )
There must be 2 physically able representatives from your show in the space to assist with risers. Absolutely no one else can be in the space during that time.

**Lighting and Set Plot** is due to Tim Ellis, Technical Director one week prior to load-in.
It MUST be brought, completed, to the first production meeting, otherwise your risk delaying the start of your hang/build.

**Tech Trainings** are required for everyone involved with any technical aspect of your show, including --but not limited-- to the use of the Genie, power tools, the light or
sound board/ equipment, and any construction materials. Trainings occur every Sunday at 5pm.

Please don’t hesitate to email shiva@vassar.edu or to speak with any member of the Staff if you have any questions. We look forward to working with you this semester!