

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!