

Susan Stein Shiva Theater

Information Packet and Venue Specifications

This is essential information for anyone intending to produce a show in the Shiva Theater. The sponsoring organization for a production is directly responsible for *everything* that happens in conjunction with the production and for ensuring that Shiva policies and the rules are followed during the production period.

The Shiva Staff and What You Can Expect From Them

The *Shiva Manager* is responsible for scheduling, logistics, and overall operations of the theater. Any questions about paperwork should be directed to the *Assistant Manager*.

The Technical Staff's responsibilities include:

- Determining the feasibility and fire code compliance of set and light plots as well as inspecting the completed production.
- Training first-time crew members on the use of Shiva equipment. This is required by insurance regulations as well as by safety and common sense.
- The *Assistant Technical Directors* are also assigned as liaisons, and are on-call for each show. They will be inspecting the theater daily.

Do not hesitate to call on the Shiva Staff at any time.

Design Review Policy

Set and light plots must be submitted to the Technical Director no later than one week before your load-in. This prevents fire code violations and other safety hazards. Any changes you wish to make to your designs after receiving approval must go through Shiva Technical Staff. Failure to submit designs on time will result in a fine, and the required use the Shiva Theater's standard light and riser plot.

A scale model of the riser system is kept in the theater. During your first Shiva production meeting, the production's Tech director and the Shiva Technical Staff will play the Riser Game to determine riser set-up and seating capacity.

You must check with the Technical Director before making structural changes to your set, changes to your lighting, or painting any part of the theater

On the Thursday before a show opens, the Technical Advisor will be inspecting the theater. *Anything not deemed safe must be modified before the show can open.*

The management of the theater reserves the right to require modifications to your set and light designs for safety reasons at any time, rationale can include a belief that the design is too ambitious for the time allotted in the space.

Fire Code

There must be a three foot wide aisle leading to single-door exits from the theater, and a six-foot wide aisle leading to double-door exits. An aisle must also exist for the dressing room/booth area. A six foot aisle must be maintained in the scene shop. At least one three-foot aisle with steps must exist along the length of each section of the seating system.

The exit signs, strobe lights mounted on the fire alarm bells, and the fire alarm pull stations on functioning exits can not be covered or blocked by anything. If one exit is blocked by risers or set pieces, however, the exit sign **MUST** be covered completely. In addition, *each production must be preceded by a fire announcement that informing the audience of the location of each exit.*

On the Thursday before a show opens, the Fire Marshal will be inspecting the theater to make sure these regulations are met. *Anything not up to fire code must be modified before the show can open.*

Set Construction

The theater maintains a stock of platforms and flats that may be used for any production. *If you want to modify or disassemble any of these pieces, you must first check with the Shiva Staff.* The theater provides the basic tools needed for set construction, as well as some drywall screws and carriage bolts. All the lumber in the scene shop is available for use by a production.

All scenery must either be removed from the theater as part of your strike, or --upon approval of the Shiva Staff-- may be added to the theater's inventory. Fines may apply for set or props left in the theater after strike.

All seating units --and set pieces-- with a deck higher than two feet must have a sturdy three-foot tall railing.

On the Thursday before a show opens, the Technical Advisor will be inspecting the theater. *No structural changes can be made after this time without prior consent of the Technical Advisor.*

Lighting

The theater's lighting equipment consists of the following:

<u>Stagepin Cable</u>	<u>Lighting Instruments</u>
5 <10'	7 Altman Scoops
9 10'	4 Source4 PARnels
5 15'	19 Source 4 PARS (with 4 lens kits)
4 20'	57 Source 4 Ellipsoidals
12 25'	• 12 19 deg
1 35'	• 17 26 deg
1 50'	• 16 36 deg
	• 12 50 deg
<u>Booth</u>	
• 60 circuit patch panel	3 Source 4 Barrels
• ETC Express 48/96 lighting console	• 2 19 deg
• ETC Express manual	• 1 26 deg
• Colortran Dimension 192/96 dimmer rack	
• Computer monitor	4 Birdies
• ETC Express remote focus unit	

The Shiva also has a quantity of gels, but there is no guarantee that the colors you need will be available.

You may hard patch dimmers on the patch panel, and soft patch channels on the board, but both must be returned to a one-to-one patch as part of your strike. Light cues for a show may be saved to disk, but must be cleared from the computer as part of your strike. Instruments may be floor or wall mounted using the wooden mounts found in the tech table area.

Lighting cables must be tied under the truss or pipe at three to five foot intervals. *Do not wrap cable around the pipes.* Cables may not be strung across open space. When circuiting, instruments, always leave enough slack on the pigtail for focusing, and so as not to strain the cable.

Sound

1	Mackie 1642-VLZ Pro 16 channel mic/line mixer	1	EV system controller
1	JVC XLV282 CD deck	3	AC adaptors (24V DC, 18V AC, 12V DC)
1	KLH 5-CD changer	1	SM58 Mic
2	Mackie FR M-1400i Power Amplifiers	1	SM57 Mic
4	EV Sx200 Speakers	1	Radioshack mic
1	Whirlwind Medusa snake: 8xlr3 female mic inputs	1	Floor mic
4	XLR cables	3	Male-male 1/4" RCA cables
2	DMX cables	3	Male-male 1/4" cables
2	Male 1/4" cables	1	Male-female 1/4" cable
3	2-way personal radios	2	Male-male RDC
2	FM digital receivers	1	Male-female 1/4" adaptor
2	Earbud headphones	2	Male-female RCA cables
1	Headphones	2	Coaxial cables
1	Tele Q	3	Mic stands
1	Assisted listening transmitter	1	Sharp digital projector
		1	Portable projection screen

You must be trained by a member of the Shiva Staff before using any of the sound equipment. You are welcome to make modifications to the system as your design demands *with the permission of the staff and the understanding that the system will be returned to the state in which you found it.*

Loading and Parking Regulations

The driveway in front of the theater must be kept clear at all times. There is no parking provided, and cars parked on the brick patio for longer than a period of loading/unloading may be ticketed.

Equipment and Safety Rules

- NEVER move the genie to a different place while someone is in it.
- There must be two people in the theatre when the Genie is in use.
- Everyone in the theater when the Genie is in the air must be wearing a hard hat. The person in the Genie should NOT wear a hard hat.
- NO ONE is allowed to walk out on the window ledges or air ducts – these structures WILL NOT support your weight. The only way to change anything above the ground is the Genie.
- The theatre is equipped with safety glasses and goggles, as well as earplugs. Please use them when working with applicable power tools.

Every Time You Leave the Space ...

- Switch off the light board.
- Switch off the sound deck (cd players), then the amps, then the board. IN THAT ORDER, please.
- Turn off the lights in every area of the theater. Three safety lights stay on in the lobby, but everything else should be turned off.
- Lock the tools in the tech closet
- Plug the Genie in to charge
- Check that all doors and windows are securely shut and locked. Use an allen wrench to lock the lobby doors.
- Clean up and dispose of all garbage, food, etc, in the garbage cans.

General Reminders:

- All outside doors lock automatically when shut. Don't get locked out!
- Keep the paint closet door closed at all times. Do NOT leave a mess!
- ABSOLUTELY NO SMOKING IN THE THEATER
- ABSOLUTELY NO FOOD OR DRINK IN THE BOOTH