

A Typical Week in the Shiva

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY - SATURDAY	SUNDAY
<i>Load-in</i>	<i>Tech/Rehearsal</i>	<i>More Tech & Q2Q</i>	<i>Tech, Risers and Dress</i>	<i>Showtime</i>	<i>Strike</i>
<p>1pm – Director and SM/PSM meet in the lobby for a production meeting with the Shiva Staff to go over production details, safety concerns, etc.</p> <p>5pm – Shiva trainings for anyone who still needs to be trained.</p> <p>5:30pm – Load-in. Begin building sets, hanging lights, etc. Or, if not a tech-heavy show, use the time to rehearse in the space.</p> <p>12:30am – Begin cleanup.</p> <p>1am – Leave space, locking all doors.</p>	<p>8am – Space is available to start working. Designers/techs can come by and continue building sets and hanging lights all day in between classes.</p> <p>7pm – A good time for techs to take a break while actors rehearse in the space.</p> <p>11pm – Release actors, finish hanging lights and continue working on set.</p> <p>12:30am – Begin cleanup.</p> <p>1am – Leave space, locking all doors.</p>	<p>8am – Space is available to start working. Designers/techs should be finishing up the set and focusing lights at this point.</p> <p>5pm – Light designer should begin to write cues. Light in the space will be limited, so set work can be done in the scene shop or on the patio.</p> <p>8pm – Cue to Cue. This is when you go through the entire play with actors, skipping from one cue to another so as to work out light cues, set changes, sound cues, etc. in minute detail.</p> <p>12:30am – Begin cleanup.</p> <p>1am – Leave space, locking all doors.</p>	<p>8am – Finishing touches to set and final light crew call for troubleshooting, etc.</p> <p>4pm – Two representatives from the company help the Shiva staff set up risers.</p> <p>5pm – Finish tech, clean up space, actors called to get into costumes & makeup.</p> <p>7pm – Final dress rehearsal with notes afterward.</p> <p>11pm – Tech call if necessary.</p> <p>12:30am – Begin cleanup.</p> <p>1am - Leave space, locking all doors.</p>	<p>6:30pm – Actors called to get into costumes, makeup, and warm up while techs set stage.</p> <p>7:30pm – House opens</p> <p>8pm – Show begins</p> <p>Before 1am - Leave space, locking all doors.</p> <p>NOTE: After the Saturday performance, please take all chairs down for the risers and sweep and mop the risers.</p>	<p>10am – Full company arrives for strike. Dismantle sets, take down lights, return borrowed items to their owners, etc.</p> <p>12pm – Two company members help Shiva staff take down risers, while everyone else goes to lunch.</p> <p>1pm – Director and SM/PSM meet with Shiva staff in lobby to discuss how everything went and how strike is going, while rest of company continues striking.</p> <p>2pm – Begin painting floor.</p> <p>3pm – Walk-thru with Shiva liaison, checking that the strike is complete. Leave space, locking all doors.</p>

Note: The process is different for every production, but here is a basic framework that has seemed to work well for shows in the past. It is meant as a guideline for a successful process, but is by no means expected to be followed perfectly. **Bold** items are required by Shiva policy.