



July 2010

Dear First Year Technical Production for Theatre & Live Events Student;

Welcome to the Technical Production for Theatre & Live Events Program at Sheridan College Institute of Technology and Advanced Learning! I hope you are having a productive summer, as well as getting a little vacation time before the busy school year starts in September.

I am writing to give you some important information about the start of the school year. Please find enclosed the equipment and text lists, which detail things you will need for your studies.

You are invited to attend **Sheridan's "New Student Orientation" on Friday, September 3rd, starting at 10 a.m.** There will be a full day of activities including morning welcome sessions, workshops, tours, and a free BBQ at lunch time. **A program orientation meeting will start at 11:30 a.m. until 1 p.m. in Room H111 (in H-wing).** At this time, you will receive your complete timetables, program handbook, and information about the upcoming year. After this, there will be a chance to look after brass tacks from parking, lockers, and texts to Photo ID, etc. – all to introduce new students to Sheridan facilities and services in the School of Animation, Arts and Design.

Please email Tracy Smith our Program Administrator at tracey.smith1@sheridaninstitute.ca to confirm your attendance at the program orientation meeting on Friday September 3rd at 11:30 a.m. in room H111.

Classes for first year Technical Production students begin this year on **Tuesday, September 7th.**

LOCKERS

As classroom space is limited, you will need to store outdoor clothing, boots, large knapsacks, etc. in a locker. To claim a locker all you have to do is find an empty one in any location you wish and secure it with a lock.

SEMESTER LENGTH

Please note the Fall semester runs from September 7 to December 17, 2010 (reading week is October 25 – 29). Winter semester will run from January 10 to April 22, 2011 (reading week is February 28 – March 4).

I look forward to seeing you at Orientation on September 3rd.

Sincerely yours,

Sarah Hirst
Program Coordinator
Technical Production for Theatre & Live Events Program

TECHNICAL PRODUCTION FOR THEATRE & LIVE EVENTS PROGRAM

FIRST YEAR (61/62 TP) EQUIPMENT LIST AY10/11 July 2010

GENERAL KIT

The following is a list of tools that you will need for most of your classes and crews. Please keep in mind that you could be using these tools for your entire career, so choose them carefully, considering quality. It is advisable to purchase these tools prior to the first day of class, but if you have any questions please ask your instructor. Label all your tools and toolbox. You may store your tool box in a small storage room in the basement of H-wing.

Tool box with key lock (large enough for the following tools, small enough to carry it to your classes by yourself, no larger than 24"l x 12"w x 12"d):

- 5/16" Allen key
- 1/4" Allen key
- Wire strippers
- 6" needle nose pliers
- 8" adjustable wrench
- 16-20 oz. hammer
- 8" linesman pliers
- 8" side cutters / Diagonal Pliers
- Robertson square head screwdrivers (#1 green handle, #2 red handle, #3 black handle)
- Phillips screwdrivers, (small and medium)
- Slot screwdrivers (small and medium)
- 1 pair of good quality fabric shears
- 1 pair of paper shears
- 1/2 "Olfa utility knife with at least 10 extra blades
- Exacto knife with #11 blades
- 25' steel tape measure (imperial/metric combo.)
- Architectural scale ruler (with 1/4", 1/2", 1" scales)
- Combination square
- Compass
- HB pencils
- Safety glasses (good quality) (may be purchased through carpentry instructor)
- Large natural sea sponge
- 1/2" masking tape

You must also provide the following items:

- Safety shoes or boots (C.S.A approved with steel toe and sole)
- Hard Hat (C.S.A. approved with chin strap or ratchet suspension suggested) (Type 2)
- Work gloves
- Black pants
- Long sleeved plain black shirt or sweater (no graphics or lettering)
- Black socks
- Black soft soled shoes

Mag light (mini)
Old clothing (suitable to paint in and get dirty, or lab coat, overalls, etc.)
Hearing protection (good quality may be purchased through carpentry instructor if desired)
Pens, pencils and notebooks and binders
Note pad/steno pad
Paper clips and/or stapler
Calculator

The following is a list of the specific tools required for each class. Please keep your receipts in order to check with the instructors that your purchases are suitable. You will also be expected to buy materials such as fabric, foam, patterns, etc., for specific projects throughout the year.

WARDROBE

1 package of between needles
1 box of dressmakers pins
1 thimble (fit middle finger of dominant hand)
1 cloth measuring tape
seam ripper

STAGE MANAGEMENT

2" binder
Lined 3-hole paper
2 highlighters
Index tabs
Dividers
Glue stick

PROPERTIES

Full size glue gun with trigger
3 pairs of kitchen (rubber) gloves
A variety of paint brushes (cheap; ranging from ½" to 2"; some natural bristle, some polyester)
3 black felt tip markers

KIT FEES THAT YOU HAVE PAID THROUGH THE SCHOOL INCLUDE THE FOLLOWING:

Drafting Kit
Paint Kit
Field trips, (Bus Transportation & Admission) including Shaw, Stratford and Downtown Toronto
Air purifying respirator and professional fit testing session for Props Class
Safety Guidelines for Live Performance Industry in Ontario
Fall Protection Booklet
First Aid Training

TECHNICAL PRODUCTION FOR THEATRE & LIVE EVENTS PROGRAM

FIRST YEAR (61/62 TP) REQUIRED TEXT LIST AY10/11 July 2010

The following texts are available from the Sheridan College Bookstore or may be ordered online at www.sheridancollege.bkstr.com

Backstage Handbook, 3rd edition by Paul Carter
ISBN 0-911747-39-7 Publisher: Broadway Press

Stage Management script TBA (obtain from instructor)

Health and Safety Guide for Film, TV and Theater by Monona Rossol
ISBN 1-58115-071-7 Publisher: Georgetown University Press

Theatrical Design & Production, 6th edition by J. Michael Gillette
ISBN 0-07-256262-5 Publisher: McGraw Hill Ryerson Ltd.

The Theatre, A Concise History 3rd edition by Phyllis Hartnoll
Thames & Hudson 2006

Plays for the Theatre: A Drama Anthology, 9th edition, by Oscar G. Brockett ed.
ISBN 0-534-57786-5 Publisher: ITP Nelson Canada. Thomson Wadsworth

School for Scandal, Sheridan
ISBN 0-486-26687-7

Trespassers, by Morris Panych
Talonbooks

2009 Pocket Ontario OH&S Act & Regulations Consolidated Edition
ISBN 978-0-7798-0010-0 Publisher - Thomson * Carswell

Technical Production for Theatre & Live Events Student Handbook and Theatre Sheridan Health and Safety Manual distributed at first meeting
(All classes and production)

Sheridan Student Handbook, distributed at Orientation