



MOVE-OUT INSTRUCTIONS

It is time to start preparing for your departure!

- All Scranton Shakespeare Festival personnel are required to vacate Company Housing no later than **3PM on Monday, July 27th**.
- Following Housing Move-Out, all Company members will be called to the Shakes Space to help with **Final Strike until 5:30PM**. After that, all Company members can collect final paychecks and be formally dismissed. Note that, as outlined in your contract, leaving Scranton without being formally dismissed may result in financial repercussions.
- You will be responsible for cleaning all borrowed kitchen equipment, packing all borrowed items into SSF bins, and carrying said bins out to Storage-bound vehicles. Each apartment will be given TWO (2) SSF bins on the morning of Friday, July 24th. We encourage you to start packing early.
- A detailed move out checklist is attached for your apartment's convenience. While not required, we recommend you fill it out to ensure all tasks are accounted for.
- When you have completed all of your Move-Out tasks, please send ONE (1) person to the Production Office to request an Apartment Check. Once a Junior Producer has verified that all Move-Out tasks are complete, all residents of your apartment should visit the Production Office to return your swipe cards, room keys, and scripts/scores.

Keep an eye on your email – a more detailed Move-Out Day schedule will be shared soon. Happy packing!



MOVE-OUT CHECKLIST

TASK	ASSIGNED TO
☐ Bring SSF-provided linens <u>to the Laundry Room by 11am</u>	
☐ Wash & dry all SSF-provided kitchen equipment	
☐ Empty all trash & recycling to stairwell	
☐ Move all furniture back to its original location	
☐ Empty the fridge and freezer	
☐ Empty all cabinets	
☐ Clean and clear kitchen	
☐ Clean and clear bathrooms	
☐ Clean and clear bedrooms	
☐ Close all windows	
☐ Fill out Work Orders for any damage	
☐ Carefully pack SSF apartment bins	
☐ [Optional] Bring non-perishable food items to Production Office for donation	
☐ Request a JP Apartment Check	
☐ Move SSF apartment bins to a Storage-bound car + Move luggage to cars or Ground Floor hallway	
☐ Return room keys, swipe cards, & scripts to Production Office	ALL