University of Victoria
Department of Theatre

GUIDE TO
PRACTICES & POLICIES
September, 2014.
Emergency Telephone Numbers:

Fire
Police  911
Ambulance

When you call 911 from a UVic local, stay on the line to provide the operator with the name of the building and room # you are calling from.

UVIC Campus Security
There is a Direct Line to Security in Parking Lot 6.

You can dial 250-721-7599 from the Back Hall phone, or 250-721-7599 from any other phone.
# EMERGENCY INCIDENTS: Who To Call

**ASSAULT/SEXUAL ASSAULT:**
CALL 911 AMBULANCE/POLICE
CALL 250-721-7599 CAMPUS SECURITY
State name, phone number, location and nature of incident. Do not destroy evidence of assault. Notify Front Office so they know where to direct Emergency Services.

**BOMB THREAT:**
CALL 250-721-7599 CAMPUS SECURITY
Keep caller talking. Try to find out location of device (building & room #), estimated time of explosion and reason for threat. Be prepared to provide a description of suspect, gender, age, accent, background noise, etc.

**EARTHQUAKE:**
Stay in building. Move away from windows and heavy objects that might fall. Duck and cover under a sturdy piece of furniture or inside wall. Hold position until shaking stops. Then evacuate building to Assembly Area #1 or #2.
(See Safety/Emergency Procedures Section.)

**FIRE/EXPLOSION:**
PULL FIRE ALARM
CALL 911 FIRE
CALL 250-721-7599 CAMPUS SECURITY
State name, phone number and location of fire. Evacuate building to Assembly Area #1 or #2.
(See Safety/Emergency Procedures Section.)

**FLOOD/WATER DAMAGE:**
8 am-4:30 pm Mon-Fri.
CALL 250-721-7616 FACILITIES MGMT
NOTIFY THEATRE STAFF
after hours, w/ends & holidays.
CALL 250-721-7599 CAMPUS SECURITY

**INJURY/ILLNESS (MINOR):**
CALL 250-721-7599 CAMPUS SECURITY
FIRST AID KITS are located in Front Office, Costume Shop, Scene Shop and Production Office.

**INJURY/ILLNESS (SERIOUS):**
CALL 911 AMBULANCE
CALL 250-721-7599 CAMPUS SECURITY
State your name, phone number, location and type of emergency. Assign someone to remain with individual. Notify faculty/staff so they know where to direct Emergency Services.

**POWER FAILURE:**
SENIOR STAFF DECIDE WHETHER TO EVACUATE OR NOT.
(See Safety/Emergency Procedures Section.)

**SUSPICIOUS PERSONS/ACTIVE THREATS/THEFT:**
CALL 250-721-7599 CAMPUS SECURITY.
State your name, phone number and location. Be prepared to provide a description of the suspect, i.e. gender, race, age, height, weight, complexion, hair length and colour, facial hair if any, scars, marks, spectacles, clothing where last seen and/or direction heading, vehicle description and license plate number. Notify faculty/staff so they know where to direct Emergency Services.
**EMERGENCY INCIDENTS:** Calling Campus Security/911

1. CALLING CAMPUS SECURITY
   - **FOR MINOR INCIDENTS (INJURIES OR ILLNESS)**
     Call 250-721-7599 (Campus Security). They will arrive quickly, and will be able to determine if emergency services are required. If necessary, ask someone to help guide Campus Security Officers to your location in the Phoenix building.

   - **ON CAMPUS EMERGENCY MEDICAL RESPONSE**

   - **CONTACTING CAMPUS SECURITY**
     If you are in need of medical assistance never hesitate to call the emergency line at 250-721-7599 (Local7599).
     Campus Security Officers are certified with the Worksafe BC-Occupational First Aid Level 2 and Red Cross-Automated Defibrillator courses.
     The Security Officer helping you or someone you know has excellent first aid training. Many are also trained paramedics.

   - **EMERGENCY CARE FOLLOW-UP**
     All emergency care is handed over to BC Ambulance or Fire Department crews as they arrive on scene.

   - **FOR ANY SERIOUS INCIDENT (INJURIES OR ILLNESS) OR IF YOU ARE IN DOUBT CALL 911**
     Stay on the phone with the 911 dispatch staff. Have someone else call Campus Security.

2. CALLING 911
   **When you call 911 REMEMBER**
   1. The first question you will be asked is “Do you require Police, Fire or Ambulance?” Remember to speak calmly and clearly.
   2. Tell the 911 operator what type of problem you have.
   3. Ensure that you do not hang up until the 911 operator indicates you are safe to do so. Emergency units will be dispatched and on the way while you are still on the phone with the 911 operator.
   4. We need your help in ensuring you answer the questions that you are being asked. Be prepared to give the location of the problem, suspect descriptions if applicable, and your name, address, and phone number.
   5. Allow the 911 operator to ask the questions. They have been trained to ask questions that will prioritize the incident and get the necessary information to the emergency personnel as needed.
   6. Information that may not seem important to you could be very important to the responding emergency personnel. Your cooperation benefits the 911 operator and emergency personnel.
   7. **DO NOT CALL 911 AND HANG UP.** If you dialed the wrong number stay on the line and advise the 911 operator that you have dialed by mistake and that you do not have an emergency.
   8. For any 911 calls received where there is no answer from the caller, follow up will occur. Please cooperate with the 911 operator and emergency personnel for these situations so we can ensure your safety.
EMERGENCY INCIDENTS: Reporting Procedures

REPORT ALL EMERGENCY INCIDENTS

1. Inform the Theatre Manager

   The Theatre Manager is also the Building Emergency Coordinator, and can help provide resources as the emergency develops. As soon as you have time, call the Theatre Manager.

   Bert Timmermans  Office: 250-721-8592
   Cell: 250-886-5711

2. Theatre Department Incident Report Form

   You must record the details of any incident by completing a Theatre Department incident Report Form as soon as you can. These forms are available in the main office, the back hallway, and from production staff offices. Give the completed form to the Theatre Manager, or to the Department Secretary. (See POLICIES section of this guide).
## WHO’S WHO

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<td>Allana Lindgren</td>
<td>Chair</td>
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<tr>
<td>Acting</td>
<td>Linda Hardy, Jan Wood, Conrad Alexandrowicz, Fran Gebhard</td>
<td>Coordinator</td>
</tr>
<tr>
<td>Administration</td>
<td>Bert Timmermans</td>
<td>Acting Theatre Manager</td>
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<tr>
<td>Applied Theatre</td>
<td>Warwick Dobson, Kirsten Sadeghi-Yekta</td>
<td>Faculty</td>
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<tr>
<td>Box Office/Front Of House</td>
<td>Sandra Guerreiro</td>
<td>Audience Services Manager</td>
</tr>
<tr>
<td>Communications</td>
<td>Adrienne Holierhoek</td>
<td>Marketing and Communications Manager</td>
</tr>
<tr>
<td>Costume Shop/Loan</td>
<td>Karla Stout</td>
<td>Head of Wardrobe</td>
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<td>Directing</td>
<td>Brian Richmond, Peter McGuire</td>
<td>Faculty</td>
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<td>Connie te Kampe</td>
<td>Department Secretary</td>
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<td>Design</td>
<td>Mary Kerr, Allan Stichbury</td>
<td>Costume Designer</td>
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<td>Theatre History</td>
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<td>Faculty</td>
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<td></td>
<td></td>
<td>Dean – Faculty of Fine Arts</td>
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<tr>
<td>Production</td>
<td>Bert Timmermans</td>
<td>Production Manager</td>
</tr>
<tr>
<td>Technical</td>
<td>Tim O’Gorman</td>
<td>Technical Director</td>
</tr>
<tr>
<td>Properties</td>
<td>Bryn Finer</td>
<td>Head of Props</td>
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<tr>
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<td>Charles Procure</td>
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**THEATRE DEPARTMENT COMMITTEES**

**VICTORIA THEATRE CONTACTS**
CODE OF CONDUCT

TAKE CARE OF YOURSELF

HEALTH PROBLEMS:

• For the Department to be more aware of students with serious health problems or allergies, we ask that any student, faculty or member of staff with any such problem make it known to the Chair of the Safety Committee, Bert Timmermans. This information may, with the individual’s approval and whenever appropriate, be made known to instructors. Knowledge of those with health problems will enable the Department to take reasonable precautions and to respond effectively when necessary.

PERSONAL SAFETY:

• Personal safety should be a concern to all members of the campus community. Although the campus is relatively small compared to other Canadian universities, sexual assaults do occur, so use your common sense and avoid situations where such an assault might occur.

• Campus Security provides a free, 24-Hour Safe Walk Program, for any faculty, staff, or student wishing to be escorted across campus. Call Campus Security at 250-721-7599.

• Representatives from the Police and Campus Security will conduct a workshop for the THEA 105 class early in the fall term. All transfer students are encouraged to attend.

WORKING ALONE

• The Theatre building is a unique area furnished with facilities and equipment specialized for production use that can be hazardous if not used properly.

• The Department policy is that no member of the Department shall work alone in the Phoenix Building without complying with Safe Working Practices.

Safe Working Practices for Students

• Students may only work alone in the non-hazardous areas of the building during OPENING HOURS.

• Students shall not work alone in hazardous areas of the building at any time.

• AFTER HOURS students wanting to work together in either non-hazardous areas of the building, or to work together in hazardous areas of the building, must request permission from the Theatre Manager in accordance with the Phoenix Building Hours: Policy and Procedures.

See also Access to Building and Working Alone below.
REPORT ACCIDENTS/THEFT/LOSS

• Call Campus Security at 250-721-7599 immediately (Security Officers are trained in First Aid. Security will complete a dispatch ticket to record the nature of their response).
• Report the accident to the Theatre Manager.
• Follow the procedures outlined above for Emergency Incidents.

ALL INCIDENTS OF THEFT OR LOSS OF PROPERTY ARE TO BE REPORTED TO CAMPUS SECURITY (250-721-6683 (local 6683)) BY THE PERSON INCURRING THE LOSS.

BEHAVE PROFESSIONALLY

THEATRE ETIQUETTE:

AS AN AUDIENCE MEMBER:
• Never arrive late for a performance.
• Be aware that those around you wish to enjoy the performance as much as you do.
• Refrain from eating and drinking while watching a performance as it may be distracting to actors and audience.
• Do not take cameras or other recording devices into a performance.
• Turn off all pagers, beepers and cell phones.
• If cast members are known to you, try not to show support by laughing too loudly at what they as individuals are doing or wearing: this can be very off-putting to other audience members who want to enjoy the performance for its own sake and distracting to the actors who are performing.

AS A COMPANY MEMBER IN REHEARSALS OR PERFORMANCE:
• Always arrive early. NEVER LATE...
• …however, if you are going to be late, call the Stage Manager (“SM”) and let them know.
• Don’t disturb a rehearsal when entering or leaving:
  Enter and leave the rehearsal room quietly.
  Don’t let doors bang behind you.
  Inform the Stage Manager you’ve arrived or are leaving.
• Unless told to the contrary by the Director or SM, all rehearsals are private so don’t invite friends or family.
• If you need to be excused early from a rehearsal (or be absent from a rehearsal) ask the SM to ask the Director.
• Don’t talk when the Director is directing and/or giving notes.
• Don’t walk between the Director and the rehearsal, always go behind him/her.
• When not actually rehearsing, always move quietly around the rehearsal room so you are not a distraction to those rehearsing.
**THEATRE ETIQUETTE: continued...**

- Always bring a script, notebook and pencil to rehearsals.
- Come to rehearsals mentally prepared to work on the scene to be rehearsed.
- Do not abuse rehearsal props or costumes.
- When finished with a prop, return it to the Props Table.
- No food or beverage allowed. Stage Management will provide water.
- If you change your address/ telephone # it is your responsibility to inform the SM.
- Rehearsal Calls are posted on the back bulletin board and electronically on the Stage Manager’s Pre-Show Program. It is your daily responsibility to see when you are called for rehearsals or for a fitting.
- An actor who forgets their lines during a rehearsal should call LINE to the Assistant Stage Manager (“ASM”) who is prompting.
- Always try and wear shoes and clothing appropriate to the character and the era in which the play is being set. If you don’t have what is appropriate, it will be provided by the ASM (Costumes).
- Rehearsal costumes provided by the Department are not to be taken home but are to be hung-up or put away at the end of rehearsal.
- In compliance with a CRD bylaw, all cigarettes smoked as part of a rehearsal or performance are to be herbal. No tobacco products are permitted.

**ETIQUETTE (COSTUME AREA)**

- You may be using costumes as part of a rehearsal process, a main stage production, a class project or a SATCo event. Remember that making costumes is the most labour intensive part of a production. It takes a lot of time and hard work to make costumes available to you for any of your projects. Please show respect for that effort and treat the costumes with consideration. This will help preserve them for use by others in the future.
- Any costume questions or concerns at any time, ask the Head of Wardrobe.

**IF YOU ARE CAST IN A SHOW:**

- When you are cast in a show, be prepared to make time in your schedule to attend fittings. Attending a fitting is as important as attending a rehearsal.
- It is your responsibility to show up for a scheduled fitting. If you are delayed, telephone the Head of Wardrobe at 250-721-8006, or the Phoenix back hall at 250-721-8004.
- When you come to a fitting to be measured, be sure to wear movement clothes.
- Fittings are between Wardrobe and the actor, so it is not appropriate to invite family or friends.

**BEING IN THE COSTUME SHOP DURING A FITTING:**

1. As an Actor:

The costume will complete your transformation into the character since its characteristics will influence gesture and movement, and its colour will influence emotion. Keep the conversation in the fitting focused
ETIQUETTE (COSTUME AREA) continued...

on the character and the script. Personal preferences are relevant only in relation to that character. Come to fittings mentally prepared to fit the character you are playing.

• Come prepared for a meaningful discussion with the designer. Be ready to discuss the character’s needs, the physical use of the costume, and the action necessitated by it and its accessories, all of which will aid you in your characterization. Bring your concerns so they can be explored, and your questions so they can be answered.

• If you are present at the fitting of another actor, do not distract the actor being fitted, or the designer, by interrupting or commenting on the costume.

2. As Part of the Wardrobe Crew:

• If you are arriving for Practical Assignment Hours and the Fitting Sign is on the door, please knock and wait. Then move quickly through the fitting area to the far end of the room. One of the Costume Shop Work Studies will supervise your work during your time in the Shop.

• It is not appropriate to comment directly to the actor or designer on any aspect of the costume. If you have a question or concern, please raise it privately and discreetly with the Head of Wardrobe. Costumes are still being developed during the fittings, and extraneous comments can create difficult situations.

WHEN WEARING COSTUMES: IN REHEARSAL, IN PRODUCTION, IN CLASS PROJECTS, IN SATCo:

• Wear an anti-perspirant and a deodorant to protect the costumes.

• Put your makeup on before the costume to reduce the risk of accidents with makeup.

• No eating, drinking or smoking in costume or in the Dressing Rooms where other costumes might be (water only excepted).

• Costumes should be put on in enough time to be ready for your call. You should not be sitting around in costume for extended periods of time.

• Your costume should be removed as quickly as possible when you are finished performing. Please hang your costumes up on the dressing room racks – do not leave them piled in a bundle.

• Please report any concerns about costume items you are using to the Head of Wardrobe as soon as possible so that they can be resolved.

BEING IN THE DRESSING ROOMS:

• The Dressing Rooms are for changing and mentally preparing for the role about to be performed. Music is only permitted in the Dressing Rooms as long as it does not distract anyone from the preparation for the show. At all times actors and production crew (dressers, stage managers etc.) must be able to hear the calls coming through on the intercom system. The Wardrobe Supervisor is responsible for turning off any music that is interfering with the preparation for the show.

• Your call time should be considered the time to start focusing on the performance you are about to give. It is not appropriate to invite family or friends to meet you in the Dressing Rooms once you have signed in for your call. Arrange to meet them in the lobby once the show has finished.

• No eating or drinking is permitted in the Dressing Rooms.
RESOLVE CONFLICTS

CONFLICT RESOLUTION:
• If you have a grievance you should first talk to the Instructor most directly involved.
• If a resolution cannot be reached you are then free to take your grievance to the Chair, the Dean of Fine Arts and the President, if need be, in that order.

EQUITY ISSUES:
• The Department is committed to the principles of equity and human rights set out in the University of Victoria Policy on Human Rights, Equity and Fairness (Effective May 2005) and related Policies.
• The Department has an Equity Committee that can provide assistance with equity issues.
• The University of Victoria Equity and Human Rights Office is also available to assist with equity issues.

See also Sexual Harassment Guidelines for Students.
THE PHOENIX BUILDING

ACCESS TO THE BUILDING

BUILDING OPENING HOURS:

- During the Winter Session, the front, north and east exterior doors are opened/locked by Campus Security at the following times: (subject to change)
  
  Weekdays: Open @ 8 a.m. Lock @ midnight
  
  Saturdays, Sundays & Stat. Holidays: Open @ 8 a.m. Lock @ midnight

Check the back hall bulletin board for changes to the opening Hours, and the Summer Session Opening Hours.

BUILDING ACCESS AFTER HOURS:

Students are only permitted to be in the building after midnight under the following conditions:

- If they obtain a Pass from the Theatre Manager. Passes may only be issued to students working on a departmental (as compared to a personal) project, who have taken the Safety Workshop and who sign a Faculty of Fine Arts Waiver.
- When a performance necessitates students remaining after midnight the Manager informs the Dean and Campus Security and those students whose show assignments necessitate their remaining after midnight are free to do so. Passes and Waivers are not required in this instance.
- The only other opportunity for students to remain in the building after midnight occurs when they are under the direct supervision of an Instructor. Passes and Waivers are not required in this instance.

For further details and information see Working Alone Policy, and Phoenix Building Hours: Policy and Procedures.

WORKING ALONE:

- As noted above, the Department policy is that no member of the Department shall work alone in the Phoenix Building without complying with the Safe Working Practices described above.
- Generally, students may only work in the building after hours if they
  a) are working together with a partner, and
  b) If they have permission as noted above.

See the Department’s Working Alone Policy for more detailed information.

KEYS

- Keys to certain areas of the Department may be available to you for specific Department purposes as outlined in the Department Key Policy.
- The Department Secretary will issue keys to you, once you have obtained the appropriate permission.
• A deposit of $10 per key, up to a maximum of $30 will be required. It will be returned to you when your project has finished and you have turned in your keys.
• Keys are issued to you personally for the purposes of a specific project only. If you need keys for additional purposes, the appropriate permission will be required.
• DO NOT use the keys allow any unauthorized person to access locked areas. Refer anyone who asks you for access to the appropriate instructor for help.
See Department Key Policy for detailed information.

BUILDING REGULATIONS

ALCOHOL
• Alcohol is not allowed in the building unless being served under license in accordance with the University of Victoria Liquor Policy and the Department of Theatre Alcohol Policy.

DRUGS
• Illegal, non-prescription drugs are not allowed in the building.

FOOD AND BEVERAGE
• Eating and drinking in any theatre, classroom or dressing room is not permitted. The only exemptions are sports bottles and non-spill thermo coffee cups.

PETS
• Pets are not allowed in the building.

SKATE BOARDS, SCOOTERS, BICYCLES OR ROLLER BLADES
• Skateboards, bicycles and roller blades are not to be used in the Building.
• Scooters may be parked in the parking lot with the appropriate parking permit.
• Bicycles may be locked in the bicycle racks outside the building.

SMOKING
• The Phoenix is a non-smoking building. This includes the smoking of tobacco products in all rehearsals, performances, scene work, directing projects and SATCo productions. There is no objection to the smoking of legal herbal products on stage.
• University Policy prohibits smoking within ten meters of any building on campus.
DEPARTMENT ACTIVITIES

EVENTS IN THE DEPARTMENT
As well as the Department’s main stage productions, many different activities happen inside the Phoenix Building. ALL events taking place inside the Department require the approval of the Department Chair. This includes:

- Directed study performances or presentations
- Applied Theatre presentations
- TCU events
- SATCo productions (Please see specific policy for SATCo plays)
- Workshops

To request permission for your event from the Chair:

- Obtain a Production Requirements Form from the Production Manager and complete the details required. (See POLICIES section of this Guide).
- Present the completed Form to the Chair when meeting to discuss your event.
- After the Chair has given final approval for your event, submit a Department Project Public Information Form to the Marketing & Communications Manager. (See POLICIES section of this Guide or the Department website under Current Students > Resources.)

Please note:

- You may be asked to meet with a production staff member to further assess your production requirements.
- Any promotional materials for your event must be approved by the Marketing & Communications Manager.

It is important for the department to understand the size and scope of your event for many reasons, including:

- The schedule of your event may interfere with main stage productions, students’ course load and periods of high-demand for room bookings.
- Experienced production assistance may be deemed a requirement by the Production Manager.
- Activities must adhere to UVic and department policies, privacy laws and play copyright regulations.
- Fire regulations require trained Front of House staffing that events that are considered "public" where the majority of expected attendees from outside the department.
- All frontline staff in the department should be aware of your event so they can better direct any questions to the right information and contacts.
- Your event may make an interesting media story for the department.
WORK ON THEATRE, FILM, TELEVISION OR OTHER MEDIA PROJECTS

OUTSIDE THE DEPARTMENT

• All Theatre students must consult the Chair before accepting any theatre, film, television or other media work outside the Department.
• This Policy is stated clearly in the University Calendar.

GET INVOLVED...

...IN A MAINSTAGE SHOW

MAINSTAGE SHOWS:

• Main stage shows are those that are included in the Department’s subscription series.
• There are usually at least two per term, four per year.
• They are normally produced in either the Roger Bishop Theatre or Dan George Theatre, as these are the only theatres large enough to hold the required audience.
• Main stage shows are supported by an experienced director and designers (or MFA Graduate students) and have a full complement of stage management and other production personnel.
• The number of performances varies from ten to fourteen dependent upon the calendar.
• One complimentary ticket for each main stage show to one of the preview performances is available for each undergraduate and graduate student in the Department. See Complimentary Ticket Policy for details.

AS AN ACTOR:

AUDITIONS

• Auditions for main stage shows for the following year are usually held in March/April.
• Dates and times will be announced and sign-up notices put up in the back hall.
• Refer to the Casting Policy re order of priority for casting.

AS A CREW MEMBER:

• Dresser and stage crew requirements for main stage shows will be announced and notices will be posted in the back hall.
• Speak to an instructor if you have an interest in a specific area. He/she will let you know when opportunities come up.

PHOENIX THEATRE STANDARD ‘PERFORMANCE CALLS’:

• Before the Show
  HALF HOUR CALL... 35 minutes prior to curtain
  QUARTER HOUR CALL... 20 minutes prior to curtain
  FIVE MINUTE CALL... 10 minutes prior to curtain
  PLACES... 5 minutes prior to curtain

• In the Intermission (s)
  FIVE MINUTE CALL... 10 minutes prior to curtain
  PLACES... 5 minutes prior to curtain
...IN SATCo

STUDENT ALTERNATIVE THEATRE COMPANY (SATCo)

- SATCo is theatre for students by students. It is supported by the Department and produces a season of plays each year. See the SATCo Operating Policy for detailed information.
- It is an outlet for Phoenix Theatre students to independently produce theatre with the safety and support of their peers. It is run by an elected student board of directors, representing each year of the program.
- SATCo believes in the development of new works, as well as experimentation with existing ones. It also encourages students to experience all aspects of the production process.
- SATCo is directly responsible to the Chair of the Department, or the Chair’s delegate, the Theatre Manager.

See the SATCo Board in the back hall for contact information and play selection application details.

... IN TCU

THEATRE COURSE UNION (TCU)

- The TCU is an elected Board of theatre students who act as the student voice to help improve the Department.
- Its members represent students on various department committees.

Acting as an Advocate

- The TCU monitors the relationship between the actors, technician, faculty and staff, from working on main stage productions to in the classroom.
- It helps mediate disputes and process complaints from students.

Emergency Grants

- The TCU sets aside most of its fundraising revenue for emergency grants.
- These grants are designated for students with demonstrated financial need and are completely confidential.
- E-mail tcu@uvic.ca to inquire about funds and grant forms.

Fun Events

- The TCU also sponsors fun events throughout the year, including First Year Orientation, Halloween Events, Winter Coffee House, Valentines Day, Cast Parties, and End of Year Department Party.

See the TCU Board in the back hall for contact information and details of upcoming events.

WORK STUDY

WORK STUDY PROGRAM

- The Work Study Program is funded by the University of Victoria Student Awards and Financial Aid Department.
- The objective of the program is to provide additional financial assistance through on-campus part-time employment opportunities for students who have documented financial need.
• Eligible students may hold one work study position at a time and work up to a maximum of 340 hours. Student Awards and Financial Aid will provide a maximum of $11.00 per hour for wages.
• Each year the Theatre Department is allocated a certain number of Work Studies in a variety of areas.

WORK STUDY APPLICATION PROCEDURE
• In order to be hired for a Work Study position, you must first obtain a Work Study Authorization form from the University of Victoria Student Awards & Financial Aid office, confirming you have demonstrated financial need and are eligible for a Work Study.
• Once you have this form in hand you may apply to the appropriate instructor for any of the Work Studies available in the Theatre Department, or anywhere else on campus. Job descriptions are posed online. Give your form to the instructor who hires you.
• For positions in the Theatre Department, once you start working, the Department Secretary will process your regular time sheets and hold your pay cheques for you.
• Most Theatre Department instructors are looking for Work Studies to hire as soon as classes start. Applications for a Work Study Authorization form may be made in person or online, any time after the middle of August. Actual hiring will start when classes begin in September. If you are interested in a Theatre Department Work Study, it is best to have your Work Study Authorization form in hand at the start of the school year.

Information on the Work Study Program can be found on line at
http://registrar.uvic.ca/safa/workstudy/wsstudentsinfo.html
DEPARTMENT RESOURCES

FINDING/USING REHEARSAL SPACE

- Class, rehearsal rooms and theatre spaces may be available to you for rehearsals for classwork and Department projects when not otherwise being used. **The Phoenix Building is not available for rehearsing projects outside the Department program.**

RESERVING REHEARSAL SPACE:

- All requests to be written on forms available from the Space Scheduling Board in the backstage hallway. **NO VERBAL REQUESTS WILL BE CONSIDERED.**
- Not all rooms are available all of the time.
- Rooms generally available are 105, 136, 138 and 140.
- Basement corridors and washrooms are not to be used for rehearsals.
- Fill in the Request Form identifying preferred room and two or more alternatives.
- Leave the completed Form in the Theatre Manager’s mailbox in the front office.
- Requests for space must be made in advance of the week required e.g. for the week of Monday, Sept. 22nd through Sunday 28th, the request must be in by 12 p.m. Thursday, Sept. 18.
- Each week’s schedule will be posted by 9 a.m. Monday mornings.
- Requests submitted after 12 p.m. Thursday will not be accepted.
- Always check for regularly scheduled classes before requesting a space.

RESERVING REHEARSAL SPACE - ORDER OF PRIORITY:

1st  Public Productions
2nd  Regularly scheduled Department classes and/or Technical calls for productions
3rd  MFA performances and rehearsals
4th  Scenes, Class projects and Directed Studies in order of year / performance date
5th  SATCo
6th  Other non-academic events
7th  Outside events

REHEARSAL FURNITURE:

- A supply of rehearsal furniture, screens and platforms is stored in Rm. 137 and under the stairs between the Bishop stage and the McIntyre Studio.
- Rehearsal furniture must always be returned to its correct storage area and not left in a rehearsal room.
• Remember there is a limited supply of furniture available to everyone. Always consider the needs of others when using it.

**USING CLASS / REHEARSAL ROOMS:**

• No food or beverage is allowed in any classroom or theatre at any time. The only exemptions are sports bottles and food or drink required for a performance or rehearsal.
• An inventory of furniture is posted outside each room.
• This furniture inventory is required for classes and should always remain in the room.
• After using a room, all props and furniture must be cleared away so the room is ready for the next activity.

**USING CLASSROOM TECHNOLOGY:**

• See the Technical Director or Production Manager for instructions as to how to show a video in the Studio, Room 141, etc..

**USING THEATRE SPACES:**

• No one may use a theatre control-booth without the permission of the Production Manager or the Technical Director.
• No one may use the counter-weight system in the Roger Bishop Theatre without the permission of the Production Manager, Technical Director, or Head of Scenic Construction.
• The furniture, set and dressings of any production should in no way be used or touched by a class or individual, without the prior consent of that production’s Stage Manager.
• Theatre spaces may not be used by anyone for any activity other than Departmental without permission of the Theatre Manager.

**USING CORRIDORS AND HALLWAYS:**

• Corridors and Hallways are fire exits and are to be free of obstruction at all times.
• The basement corridors are fire exits and may not be used for rehearsals or performances.

**USING LOBBY FURNITURE:**

• Lobby furniture may not be removed from the lobby or used for rehearsals or performances.

**BORROWING COSTUMES**

**COSTUME STOCK:**

• The Costume Shop and its equipment is intended for Departmental use and may not be used for personal projects or other productions.
• Costume Stock is not available for personal use outside the Department Guidelines noted below.
• No eating or drinking in this area.
COSTUME LOANS:

• The Department Production Guidelines for Theatre Courses, Projects and Productions, and the SATCo Operating Policy (the ‘Guidelines) outline what is available to students.
• Costumes may be available for other course projects not covered by the Guidelines with special permission of the Head of Wardrobe.
  o PLEASE NOTE: Special permission must be requested in advance, on at least 2 days notice. Special Request Loan Forms require the signatures of the Course Instructor and Head of Wardrobe. Plan for your needs accordingly and well in advance of the date you require the items. Special requests are not processed on Fridays due to Production Meetings.

COSTUME LOAN PROCEDURES

Theatre Department Projects

• The Guidelines list courses and projects for which costumes are available, based on the teaching and learning requirements of those projects. Check the Guidelines to see if your project is listed.
• If your project IS on the list, come to the Costume Stock Room during the posted hours to choose your items. As the hours are limited, plan for your needs well in advance of the date you require the items.
• If your project is NOT listed in the Policy, you may make a Special Request to borrow costumes (See below).
• Group projects e.g. SATCo, require a single costume coordinator to be designated. This person is responsible for the costumes for the group.
• Some items are marked “Not Available” or marked with red dots. These are available for Main Stage and Master level projects only.
• The Costume Stock Work Studies or the Head of Wardrobe will sign out costumes to you. You will be given a copy of your sign out sheet so you know what you have borrowed.
• Costumes are loaned to you on the basis that you comply with the Conditions of Loan listed on the Costume Loan Agreement.
• Following the performance of your project, and the completion of any cleaning required, promptly return them to the Costume Stock Room during regular Stock Rooms Hours. Returns must be signed in properly.
• Please report any damage or loss of items to the Head of Wardrobe or Costume Stock Work Studies. They will help you sort out the problem.

Special Requests

• Special Requests must be approved by your instructor or project supervisor BEFORE costumes will be loaned to you.
• Discuss your needs with your instructor or project supervisor. Then come to the Stock Room and choose your items. The Costume Stock Work Studies will fill out the Special Request Form for you.
• Take the form to your instructor or supervisor for signature.
• When you come back with the signed form, the Head of Wardrobe will review the costumes with you and also sign your form. You may then take the costumes with you.
• Following the performance of your project, and the completion of any cleaning required, promptly return them to the Costume Stock Room during regular Stock Rooms Hours. Returns must be signed in properly.

Any questions, concerns, special or emergency requests, at any time, please see the Head of Wardrobe.

BORROWING PROPS

• The Prop Shop and its equipment are intended for departmental use and may not be used for personal projects or other productions.
• Props Stock is not available for personal use outside the Department Guidelines noted below.

PROPS LOAN PROCEDURES:
• The Department Production Guidelines for Theatre Courses, Projects and Productions, and the SATCo Operating Policy (the ‘Guidelines) outline what is available to students.
• Props may be available for other course projects not covered by the Guidelines with special permission of the Production Manager.
• All visits to Props Storage are to be during regular opening hours. Hours will be posted in the back hall and at the Props Storage entrance.
• No alterations may be made to Props.
• Props must be carefully handled and properly stored doing the loan period.
• Following the performance of your project, all props are to be returned promptly to Storage in the same or better condition in which they were borrowed.
• If a project needs to build a prop, permission of the Head of Props or the Production Manager or the Head of Scenic Construction is required.

BORROWING SCENERY

• The Scene Shop and its equipment are intended for departmental use and may not be used for personal projects or other productions.
• Scenery Stock is not available for personal use outside the Department Guidelines noted below.

SCENERY LOAN PROCEDURES:
• The Department Production Guidelines for Theatre Courses, Projects and Productions, and the SATCo Operating Policy (the ‘Guidelines) outline what is available to students.
• Scenery may be available for other course projects not covered by the Guidelines with special permission of the Head of Scenic Construction and/or the Production Manager.
• Rehearsal furniture may be used for class work and Department projects.
• Students wishing to borrow stock scenery must first contact the Head of Scenic Construction and complete the relevant form detailing the item and its use.
• Visits to Scenery Storage should be kept to a minimum.
• Structural alterations to stock may only be made with permission of the Head of Scenic Construction.
• Following the performance of your project, items are to be returned promptly and in their original condition.
• Nothing may be built in the shop without permission of the Head of Scenic Construction. To consider granting permission, he will need a Designer's blueprint, a list of construction personnel, materials and tools required, and a proposed work schedule. No evenings or weekend work without express permission.
• Set pieces to be stored properly throughout the rehearsal period and performance run.

BORROWING LIGHTING AND SOUND EQUIPMENT

• Lighting and sound equipment is generally not available without special permission of the Production Manager and the Technical Director.

PROMOTING YOUR EVENT

CLASS PROJECTS:
• Are for viewing by members of the Theatre Department only.
• There is to be no promotion outside of the Department.

PUBLIC DEPARTMENT EVENTS:
• See generally EVENTS IN THE DEPARTMENT above.
• May only be scheduled with permission of the Chair and the Theatre Manager.
• Require either the Building Emergency Coordinator or Alternate Building Emergency Coordinator to be on duty.
• Require a minimum number of ushers on-duty.
• Royalties are normally due and payable on all copyrighted material.
• All promotions for public events are to be coordinated through the Communications Officer.

PROMOTING YOUR EVENT: Process
As mentioned in the section in Events in the Department above, all events must be approved by the Department Chair and the Production Requirements Form must be submitted BEFORE beginning to promote your event.
• Please submit the **Department Project Public Information Form** to the Marketing & Communications Manager at the appropriate timeline.

• To be included in the monthly department calendars, submit your event information 2 days before the end of the month of your event.

• All other promotional materials for your event must be approved by the Marketing & Communications Manager to make sure that information is clear and correct and that the Phoenix/Department of Theatre is properly represented.

• If your project requires contact with the media, or if the media contacts you about your project or event, you must notify the Marketing & Communications Manager. She will be pleased to assist you with your media relations skills to facilitate a better interview and a more representative article of your Phoenix/Department of Theatre project.

• A marketing and communications “Survival Kit” with basic information and templates to assist with promoting your show is available to all students upon request to the Manager of Marketing & Communications.

### USE OF PHOTOGRAPHY & VIDEO/DIGITAL RECORDING

Before photographing or recording students involved in department events, please be aware of the many issues surrounding the following:

#### Copyright Infringements:

• Contracts for the performance rights of a play usually stipulate that the performance cannot be recorded in full. Please contact the Production Manager first when considering recording your event/performance.

• Plays that might be considered in the public domain (i.e. if it has been 50 years since the calendar year in which the playwright has died) may still be under licensed agreements with restrictions on recording.

• Canadian copyright laws allow for small portions of copyrighted material to be recorded under the “Fair Dealing” clause for purposes of research, private study, criticism, review, news reporting, education, satire or parody.

• In general, the “Fair Dealing” provision allows for promotional use and recordings made for media use. Recorded material should be brief (must not exceed 10% of the entire work), with a reduced time actually used for broadcast.

• Documenting a performance in its entirety for archival purposes contravenes “Fair Dealings” as it exceeds the maximum selection.

• Approval of the Chair is required **prior to** proceeding to record any Department activity.

• This is a summary only for easy reference. For more copyright information, please consult the Chair. See also the University of Victoria’s copyright website at [http://www.uvic.ca/copyright/](http://www.uvic.ca/copyright/).

#### Privacy laws and Policy Infringements:

• Privacy laws and university policies require that individuals must consent to the use of their own image in photography or video.
• To ensure compliance with the relevant privacy provisions, approval of the Chair is required **prior to** proceeding to record any Department activity.

• **A release form** must be signed by the individuals involved that outlines all possible uses of the image or recording. (See POLICIES section of this Guide, or the Department website under Current Students > Resources.)

• The use of these images/video is limited to those uses listed in this consent form.

• A Department contact (i.e. staff member for main stage productions or a faculty member if for a directed study) should be given a copy of these consent forms.

• If the photography or video is considered part of a student or faculty member’s research, approval should be sought from UVIC Research under Human Research Ethics. Please refer to their page for more information. [http://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php](http://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php)
OTHER RESOURCES

ON CAMPUS COMPUTERS

COMPUTERS:
• The computers in the Production Office are for the use of students working on Production Assignments only.
• There are computers available all students in the Studios for Integrated Media on the 2nd floor of the Fine Arts Building. These computers include audio, video and graphic design software.

PHOTOCOPIES

FRONT OFFICE FAX/PHOTOCOPIERS:
• Are not available for student use, however, a card operated photocopier is available on the 2nd floor of the Fine Arts Building. Copy cards are available through the Library.
• ZAP COPY, the copy store, is located in the Student Union Building.

LOST ITEMS

LOST AND FOUND:
• Items found within the building should be deposited in the LOST & FOUND boxes: 1 inside the main Women’s Dressing Room (Rm. 133) and one inside the main Men’s Dressing Room (Rm. 134), Clothing items and miscellaneous items, if not retrieved after a reasonable time, will be discarded.
• Valuables such as jewelry, cell phones, etc. should be turned in to the Department Secretary in Rm. 154. If not retrieved in a reasonable time, they will be turned over to Security.
• If you’ve lost anything first, check the Lost & Found boxes, second check with the Front Office, and third call Campus Security at 250-721-6556.

CHANGING INTO MOVEMENT CLOTHES OR COSTUMES

• The dressing rooms in the back hall are available to you for changing for classes or projects. Washroom facilities are located in the dressing rooms.

DRESSING ROOM RULES:
• Dressing Rooms are not to be used for storing personal belongings.
• Do not leave clothes, backpacks, etc. on the floor.
• Use the hooks and hanging racks provided.
• No food or beverage allowed.
• Belongings left on the floor will be placed in the LOST & FOUND boxes in the Dressing Rooms. See above.
SAFETY & EMERGENCY PROCEDURES

FIRE REGULATIONS
• It is illegal to block any door or hallway or to leave any door wedged open or unlatched.
• University policy dictates that the Phoenix Building be evacuated if the alarm sounds.
• Know your nearest exit route as well as an alternate exit in case your nearest exit is blocked by fire, heat or smoke.
• No open-flame may be used in any performance situation either onstage or in a classroom, without the permission of the Production Manager.
• The basement corridors are fire exits and may not be used for rehearsals or performances.

EVACUATION POLICY:
In the event of the Building Alarm bell ringing, whether during the daytime, evening or during a public performance, all building occupants are to immediately vacate the building, wherever possible closing but not locking, doors and windows behind them. No one is to re-enter the building until informed by the Fire Department that it is safe to do so.

EVACUATION PROCEDURE: DURING NORMAL OPERATING HOURS
For evacuation purposes the building is divided into FIVE zones: Each zone has an assigned Floor Coordinator. There are two designated ASSEMBLY AREAS

Assembly Area #1 is outside the Phoenix Building behind the costume shop.
Assembly Area #2 is outside, in front of the Phoenix Building, towards the Ring Road.

<table>
<thead>
<tr>
<th>Zone 1</th>
<th>Costume shop and store, dressing rooms and backstage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXIT USING NORTH and EAST FIRE EXITS TO ASSEMBLY AREAS #1 or #2. (exit doors near the costume shop (North Exit), or the exit closest to ring road (East Exit)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone 2</th>
<th>Onstage and backstage areas, scene shop and properties shop:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXIT USING NORTH and EAST FIRE EXITS TO ASSEMBLY AREAS #1 or #2. (exit doors near the costume shop (North Exit), or the exit closest to ring road (East Exit)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone 3</th>
<th>Classroom (140, 141) Lobbies and Offices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXIT USING THE EAST FIRE EXIT TO ASSEMBLY AREA #2. (the exit closest to ring road is the East Exit)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zone 4</th>
<th>Theatres and lobby areas, faculty offices, design room:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXIT USING WEST and NORTH FIRE EXITS to ASSEMBLY AREA #1. ( Exit near the courtyard beside the design room, or through the basement exit corridor )</td>
<td></td>
</tr>
</tbody>
</table>
Zone 5  Second floor control booths, and hallways:

EXIT USING THE NORTH AND EAST FIRE TO ASSEMBLY AREAS # 1 & 2.
( Exit through the basement exit corridor, or North, or East Exits )

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS DECLARED IT SAFE TO DO SO.

EVACUATION PROCEDURE: DURING A PERFORMANCE
• If an evacuation is required during a public performance, the Alternative Emergency Evacuation Coordinator and the Student Stage Manager will assist in the safe and orderly exit of the Performance Company and the Audience.
• Regardless of whether you are involved in the performance or in the building for other reasons, follow the directions of the Alternative Emergency Evacuation Coordinator and the Student Stage Manager.

POWER FAILURE PROCEDURES FOR THE PHOENIX BUILDING
• The Phoenix Building is equipped with Emergency lighting, which will come on as soon as the emergency generator starts up, usually a matter of seconds.
• Stay where you are and ensure you are safe until the Emergency Lighting comes on.
• When it is safe to do so, assemble in the Front Lobby and await further instructions from
  ✓ If it is a performance evening, follow the directions of the Alternative Emergency Evacuation Coordinator and the Student Stage Manager, regardless of whether you are involved in the performance or in the building for other reasons.
  ✓ If it is NOT a performance evening, follow the instructions of the Senior Staff Member in the building.
• In the event there is no Senior Staff Member in the building, and the power failure lasts longer than 5 minutes, evacuate the building as quickly as possible.

DO NOT RE-ENTER THE BUILDING UNTIL SENIOR STAFF HAVE DECLARED THAT IT IS SAFE TO DO SO.

EARTHQUAKE PROCEDURES FOR THE PHOENIX BUILDING:

In the event of an earthquake shaking the building, the following policy and procedures are to be followed:

Irrespective of the magnitude of an earthquake the Phoenix Building is to be evacuated once the shaking has stopped.

PROCEDURES:
• When first you realize that it is an earthquake shout: EARTHQUAKE! TAKE COVER!
• Do NOT evacuate while the building is shaking: DUCK, COVER and HOLD.
• When shaking stops, evacuate building to Assembly Areas #1 or #2.
• Do **NOT** pull the fire alarm unless there is a fire.

• Emergency Floor Coordinators follow standard Emergency Evacuation Procedures.

• Building Emergency Coordinator (or their designate) reports evacuation to Campus Security from Pay Phone in Parking Lot 6 and requests the building be checked by the Facilities Management Damage Assessment team.

• **NO ONE** is to re-enter the building until the Facilities Management Damage Assessment team has assessed it safe to do so.

**See attached maps:**

1. Phoenix Building Emergency Assembly Point(s)
2. University of Victoria Campus Evacuation Map
### BUILDING EMERGENCY ASSEMBLY POINT(S)

**Legend:**
- **Y** Pumper Connection
- **FH** Fire Hydrant
- **W** Water Shut-off
- **G** Gas Shut-off
- **ANN** Annunciator Panel
- **AP** Assembly Point

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**IF YOU SEE A FIRE OR SMELL SMOKE:**
1. Activate the nearest fire alarm pull station.
2. Call 911 and Campus Security Services at 7599.
3. Follow the instructions of the Emergency Floor Coordinator(s).
4. Use only the EXIT STAIRS and EXIT DOORS to leave the building.
   NEVER USE THE ELEVATOR DURING AN EMERGENCY.
5. Report to Campus Security Service personnel or Fire Department personnel.

**IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL:**
1. Follow the instructions of the Emergency Floor Coordinator(s).
2. Use only the EXIT STAIRS and EXIT DOORS to leave the building. NEVER USE THE ELEVATOR DURING AN EMERGENCY.
3. Once outside the building, proceed to the designated EMERGENCY ASSEMBLY POINT.
4. DO NOT go back into the building for any reason until so instructed by security personnel or the fire department.

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**IN CASE OF EARTHQUAKE:**
1. At the first sign of shaking, DUCK, COVER and HOLD.
2. When shaking stops, follow BUILDING EMERGENCY PROCEDURE.

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**Emergency Assembly Point(s) Phoenix Building**
GENERAL POLICIES

• NO main stage or SATCo performances within the last two weeks of any term.

• NO Directed Studies or Performance Projects within the last two weeks of any term without the proper agreement of the Chair. All such projects, and the project requirements must be approved by the Department Chair, and scheduled through the Theatre Manager. This category includes all Directed Studies courses (other than BFA Projects) that have a performance or production component.

• NO photography or recording of any kind of any show from the house when an audience is in the house.

• Specialty make up is provided by the Department. All other make up is provided by the individual actor.

• Working on theatre, film, television or other media projects outside the Department:

  All Theatre students must consult the Chair before accepting any theatre, film, television or other media work outside the Department.

  (See Annual University Calendar-Dept. of Theatre - Theatre Programs)
ALCOHOL POLICY

Preamble
The Theatre Department is deeply concerned with the safety and security of theatre students in circumstances where alcohol may be consumed. The guidelines set out in this Alcohol Policy are intended to clarify the Department’s position on the consumption of alcohol at events that may be perceived as being sponsored by or held under the auspices of the Theatre Department.

Policy
1. The Theatre Department (the “Department”) acknowledges that alcohol may be served on the University of Victoria campus subject to the provisions of the Liquor Control and Licensing Act, and the Policy and Procedures as approved from time to time by the Board of Governors of the University of Victoria, and particularly as set out in Policy Guide Number 6445, approved July 13, 1994, as it may be amended from time to time (the “UVIC Liquor Policy”).

2. The Department acknowledges the circumstances set out in the UVIC Liquor Policy which recognize:
   
   "1.1 that alcohol is a legally controlled substance the use of which is regulated by statute of the Province of British Columbia and by the Criminal Code of Canada;
   
   1.2 that access to alcoholic beverages served on campus is a privilege;
   
   1.3 that many members of the University Community are either not of legal age to consume alcohol or do not choose to consume alcohol and that such members should have their rights and privileges of participation in campus activities protected; and
   
   1.4 that there is an obligation to recognize the risk associated with excessive consumption of alcoholic beverages and therefore to discourage immoderate consumption of such beverages."

3. The Department confirms that alcohol shall only be served in the Department in accordance with the terms of the UVIC Liquor Policy, a copy of which is attached and forms part of this Department policy.

4. No theatre faculty, staff member, theatre student, group of students, or theatre student organization (e.g. SATCo, Theatre Course Union or any other similar organization) shall allow alcohol to be served at any event held on campus purporting to be sponsored by or held under the auspices of the Department, whether formal or informal, without the approval of the Chair of the Department. Any approval which may be granted shall require full compliance with the UVIC Liquor Policy.

5. For the purposes of this policy, an event shall be considered to be “purporting to be sponsored by or held under the auspices of the Department”:
   
   5.1 if it is advertised as sponsored by, or as directed to, individual theatre students, a group of theatre students or any theatre student organization; or
   
   5.2 if the Chair of the Department, in his/her sole discretion, determines that the event is in any other way perceived as “purporting to be sponsored by or held under the auspices of the Department”.


The Department shall not sponsor any off campus event at which alcohol is to be served.

Any faculty or staff member or any individual theatre students, a group of theatre students or any theatre student organization who has obtained the approval of the Chair to host a Department event at which alcohol will be available shall apply for a Special Occasion Permit as required by the UVIC Liquor Policy through the Theatre Manager.

The Department in particular requires compliance with the provisions of the UVIC Liquor Policy which state:

2.6 No advertising of an event where a Special Occasion Permit applies shall highlight the availability of liquor or incorporate language which suggests the promotion or encouragement of liquor consumption such as “bash”, “wipeout”, “keg-party”, etc.

2.7 No on-campus advertising of an off-campus event shall promote or encourage the consumption of alcohol.

2.8 Drinking games or contests involving the consumption of alcoholic beverages at any on-campus or University-sponsored event are prohibited.

This policy applies to all student, staff and faculty members of the Department.

Notice of this policy shall be given to the members of the Department by posting the policy on the back hall Notice Board of the Phoenix Building.

Approved by the Department September 24, 1996

(SEE Current University of Victoria LIQUOR POLICY, June 2012, No.: AD 2400, and Associated Procedures and Appendices, attached.)
LIQUOR POLICY

University Policy No.: AD2400 Classification: Administration Approving Authorities: Vice-President Finance and Operations, Vice-President Academic and Provost Effective Date: June, 2012 Supersedes: January, 1997 Last Editorial Change: Mandated Review: June, 2019

Associated Procedures and Appendices:

Procedures Associated with the University Liquor Policy
Appendix „A” - Licensed Establishments on University Property

PURPOSE

1.0 The purpose of this policy is to:
   • set out requirements regarding the service and consumption of Liquor on university property in order to comply with the Liquor Control and Licensing Act;
   • promote an environment in which Liquor is served and consumed responsibly;
   • maintain an environment that minimizes the risks associated with the service and consumption of Liquor; and define responsibilities for the management of Liquor service on university property.

DEFINITIONS

For the purposes of this policy:

2.00 Liquor is as defined in the Liquor Control and Licensing Act. The terms „beverage alcohol“, „alcohol“ and „liquor“ are used interchangeably in this policy and its associated procedures.

3.00 Unit includes the university’s faculties, departments, divisions, schools, programs, institutes, offices, libraries and research centres.

SCOPE

4.00 This policy applies to the service and consumption of Liquor and to the advertising of events involving Liquor on the university’s Gordon Head campus.

POLICY

General Provisions

5.00 The service and consumption of Liquor on university property is a privilege subject to compliance with:

   (a) the Criminal Code of Canada;
   (b) the Liquor Control and Licensing Act (hereinafter referred to as “the Act”);
   (c) the Liquor Control and Licensing Regulation (hereinafter referred to as “the Regulation”); and
   (d) this policy and its associated procedures.

6.00 Liquor shall be served and consumed responsibly on university property. University community members are strongly encouraged to recognize the risks of Liquor consumption.

7.00 The university recognizes that numerous members of the university community are not of legal age to consume alcohol or choose not to consume alcohol and that these members should have their rights and
privileges of participation in university activities protected.

8.00 Liquor may only be served or consumed on university property:

(a) in a licensed establishment as defined in the Act;
(b) in a location deemed to be appropriate by the university pursuant to a Special Occasion License; or
(c) in accordance with applicable university policies and procedures.

8.01 Permissible Liquor consumption within the residence complex and family housing shall be in accordance with the Act, this policy and residence contracts and family housing agreements.

9.00 Drinking games or contests that focus on the consumption of alcoholic beverages on university property are prohibited.

10.00 Other than advertising permitted by the Act, no on-campus advertising of an event shall promote or encourage Liquor consumption. Liquor shall not be promoted as the focus of an event.

Liquor Licenses

11.00 Licensed establishments on university property are set out in Appendix „A”. In addition to the individuals or bodies specified on the liquor license, the Administrative Officers as set out in Appendix „A” are responsible for meeting all regulations and requirements relating to the service of Liquor in licensed establishments.

12.00 Liquor license renewals shall be coordinated by the Office of the Associate Vice-President Student Affairs.

13.00 Requests for a temporary change to an existing Liquor license shall be reviewed and endorsed by the Director of Campus Security (or designate) and the Office of the Associate Vice-President Student Affairs prior to the submission of the application to the Liquor Control and Licensing Branch for approval.

14.00 The Vice-President Finance and Operations and the Vice-President Academic and Provost, upon recommendation by the Associate Vice-President Student Affairs, shall review and endorse any application for a new Liquor license on university property prior to the submission to the Liquor Control and Licensing Branch for approval.

Special Occasion Licenses

15.00 A Special Occasion License is required for all events involving Liquor on university property outside of a licensed establishment.

15.01 Applications for Special Occasion Licenses shall be submitted in accordance with the procedures associated with this policy.

16.00 The safe and responsible execution of a Special Occasion License event managed by University Food Services, including compliance with the Act, the Regulation, university policies, and any other conditions associated with the Special Occasion License, is a shared responsibility between University Food Services, the applicant(s), event organizer(s) and Campus Security.

16.01 Where the Special Occasion License applies to an event hosted in the property administered by the University Club of Victoria, Graduate Students’ Society, or University of Victoria Students’ Society, the Administrative Officer (as set out in Appendix „A”) will assume responsibility for the safe and responsible execution of the event including compliance with the Act, the Regulation, university policies, and any other conditions associated with the Special Occasion License.
17.00 All university-related events for which a Special Occasion License is requested shall be under the sponsorship of at least one of the following:

(a) a recognized university Unit;
(b) a recognized university employee association;
(c) the University Club of Victoria;
(d) the University of Victoria Students’ Society; or
(e) the Graduate Students’ Society.

18.00 Special Occasion Licenses will normally be restricted to general areas not covered under an existing Liquor license such as lounges, defined foyers, meeting rooms and appropriate outdoor spaces.

19.00 A Special Occasion License on university property will normally only be authorized when the proposed event:

(a) is university related;
(b) is a non-recurring special occasion of short duration (normally less than four hours);
(c) involves a modest amount of Liquor consumption;
(d) is at a location deemed to be appropriate by the designated Administrative Officer;
(e) does not conflict with other university programs or activities; and
(f) will:
   • enhance collegial interactions of faculty and students or professional interactions related to the university; or
   • advance the university’s community relations goals.

20.00 All events held under a Special Occasion License must be covered by a liability insurance policy deemed appropriate by the university.

21.00 No advertising of an event in any form where a Special Occasion License applies shall indicate that Liquor will be sold or served at the event. Advertisements may promote the event by including:

(a) the name, description and location of the event;
(b) a description of any entertainment provided; and
(c) the hours for which food or refreshments will be available.

22.00 A variety of non-alcoholic beverages and food shall be made available for all events where a Special Occasion License is in effect.

23.00 Where a Special Occasion License is requested for a non-university event, the pertinent Vice-President, in consultation with the Associate Vice-President Student Affairs may act as the university’s sponsor, if the event so warrants.

24.00 Requests from a third-party to operate a Special Occasion License on university property shall be submitted to the Associate Vice-President Student Affairs (or designate) for review. The Associate Vice-President Student Affairs shall consult with the pertinent Vice-President(s) and others as appropriate and endorse the application prior to the submission of the application to the Liquor Control and Licensing Branch for approval.

AUTHORITIES AND OFFICERS

I. Approving Authority: Vice-President Finance and Operations; Vice-President Academic and Provost
II. Designated Executive Officers: Vice-President Finance and Operations; Vice-President Academic and Provost
III. Procedural Authorities: Vice-President Finance and Operations; Vice-President Academic and Provost
IV. Procedural Officer: Associate Vice-President Student Affairs
RELEVANT LEGISLATION

Criminal Code of Canada
Liquor Control and Licensing Act
Liquor Control and Licensing Regulations

RELATED POLICIES AND DOCUMENTS

Procedures Associated with the University Liquor Policy Appendix „A“ - Licensed Establishments on University Property Hospitality Expenditures Policy (FM5600) University Building Usage Policy (BP3105) Policy and Procedures for Conferences Supported by the University (AD2320) Resolution of Non-Academic Misconduct Allegations Policy (AC1300)

University Special Occasion License Application Form (contact University Food Services)

OTHER RESOURCES

British Columbia Special Occasion License Policy Manual

· http://www.eia.gov.bc.ca/lclb/docs-forms/LCLB208_PM-Special.pdf
CASTING POLICY

REVISED CASTING POLICY

1. 2nd year students intending to enter into acting are encouraged to audition for main stage and MFA shows with the understanding that they may be restricted in one semester or another in order to fulfill 205 assignments. Students are advised to read p. 30 of the current Calendar regarding attendance: “An academic unit may require a student to withdraw from a course if the student is registered in another course that occurs at the same time.” Therefore casting of students entering into 2nd year must be cleared with the Chair in consultation with the instructors for 205.

Students entering into 3rd and 4th year acting are expected to audition for all main stage shows and to play these roles as cast as part of their commitment to the acting program. Exemptions may be considered on an individual basis for academic, health, and financial or compassionate reasons. Exemptions must be raised with the Chair in consultation with the Performance faculty.

2. When the occasion arises, 1st year students may audition for the main stage shows, however, permission to cast them must be sought from both the Chair and the Performance faculty.

3. While all students in the Dept. of Theatre are encouraged to audition, it is understood that priority in casting for all main stage and MFA productions must be given to 3rd and 4th year acting students who have not yet met their requirements of 4.5 units.

4. Where there is a joint option for casting suggested by a director for casting of 3rd and 4th year acting students, that the 4th year student who has not achieved his/her required 4.5 units of credit must be given priority.

5. All cast lists must be cleared by both the Chair and the Performance faculty before being posted.

6. Normally casting will be first from the ranks of acting students, and then from the ranks of the general student body of the Dept. of Theatre. Prior approval of the Chair is required for all other casting; including faculty, visiting artists, and students not registered as Theatre Majors.

7. Any Theatre Major who is cast in an acting role is eligible for Theatre Performance Credits.

8. Students are advised to register for performance credits for shows in which they are cast in the term the production is to be performed. Credit will be given upon successful completion of the production. Students may not claim to have a shortage of performance credits as a criterion for future casting consideration when they have successfully completed a run but have delayed registering for performance credits.
DEPARTMENT GUIDELINES FOR THEATRE COURSES, PROJECTS AND PRODUCTIONS

Summary of Department Guidelines for the use of Costumes, and Properties for Theatre Courses, Course Projects, and Productions.

Major Department Productions during the Winter Session:

The use of costumes and props for these productions has priority over other courses, course projects, directed studies and Department events that may have a performance or production component. Students may not borrow props or costumes that are required for major Department productions. Some of the properties and costumes are very fragile, or expensive, and may be restricted for use to only our major productions.

Projects that take place in the Studio:

B.F.A. Directing Projects
Please see specific information pertaining to these projects.

S.A.T.Co. (Student Alternative Theatre Company)
Please see specific information pertaining to S.A.T.Co. projects.

Course projects performed or presented outside of regularly scheduled class time.

All such projects, and the project requirements must be approved by the Department Chair, and scheduled through the Theatre Manager. This category includes all Directed Studies courses (other than BFA Projects) that have a performance or production component.

Theatre Department courses that have class projects during the regularly scheduled class time.

Limited Access to properties stock, and the costume stock.

| Acting: | Theatre 218, 219, 221, 222, 223, 225, 321, 322, 323, 324, 325, 326, 421, 422, 423, 424, 425, 426 |
| Directing: | Theatre 331, 332, 431, 432 |

Limited access to Properties Stock only.

| Design: | Theatre 348, 349, 251, 252, 351, 352 |
The term “limited” means small manageable hand props, or costumes that do not require dry cleaning, and would not be damaged by students using them in scenes. There is no storage space in the building or means to handle large number of props or costumes. The limitation is there to protect the stock and to make it possible for students to use some stock items without causing difficulties for themselves, or for other courses and projects.

**These Guidelines are not intended to prevent instructors from using the Department stocks as teaching aids.** However, if an instructor wishes the students to have access to the properties or costume stock, then appropriate arrangements must be made in advance with the staff member responsible for that stock area.

Bert Timmermans  
Production Manager  
October, 2000  
Approved by the Department
DEPARTMENT PROJECT PUBLIC INFORMATION FORM

PROJECT INFORMATION: *(please check box that applies)*

☐ This event is a public performance and a media advisory should be sent to the media. Please submit this form 4 weeks prior to your event.

☐ This event should be included on internal department calendars. Please submit this form 2 days prior to the end of the month your event occurs.

☐ This is an internal event with no promotion. Submit form 1 week prior to your event.

Name of Event ______________________________________________________
Playwright ________________________________________________________
Organizer/Director _________________________________________________
Involved /Actors ___________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Short, concise description of event, project or play.
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------
--------------------------------------------------------------------------------------------------------------------

Show Dates _________________________________ _______________________
Performance Time ___________________________________________________
Length of Show ____________________________________________________
Location Phoenix Theatre

*Please promote location as Phoenix Theatre, not individual rooms or theatre spaces.*

Ticket Price ______________________________________________________

CONTACT INFORMATION:

Name ____________________________________________________________
Email/Phone ______________________________________________________
_________________________________________________________________

PLEASE CIRCULATE COMPLETED FORM TO:

Production Manager: btimmerm@uvic.ca  Dept. Secretary: theatre@uvic.ca
Communications: aholierh@uvic.ca  Box Office: sguerrei@uvic.ca
DEPARTMENT PRODUCTION REQUIREMENTS FORM

Proposed by / Supervisor: ____________________________________________

Contact Information: ________________________________________________

Course: __________________________

Play Title: __________________________________________________________

Playwright: _________________________________________________________

Performance Rights Required: ________________________________

Director: ___________________________________________________________

Intended Audience (public or in house) ______________________________

Performance space: ________________________________________________

Preferred dates: ____________________________ Performance start time:________

Number of performances: _________ Length of performance: ______________

Cast size: __________________________ Total rehearsal hours: ______________

Rehearsal schedule: ________________________________________________

**Technical requirements:**

Sets
______________________________________________________________

Props
______________________________________________________________

Costumes
______________________________________________________________

Lighting
______________________________________________________________

Sound
______________________________________________________________

Other comments / requirements:
______________________________________________________________

Please use the back of this sheet to elaborate if necessary: other people involved, cast list, etc.
EMERGENCY POLICIES
SEE SAFETY/EMERGENCY SECTION OF THIS GUIDE
# DEPARTMENT INCIDENT REPORT FORM

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time of incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Student/Empl.#</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

## Location of Incident:

**Description of Incident:**

---

**Nature of Injury:**

---

**Treatment Provided:**

---

**Assistance provided by:**

Name: Phone:  
Name: Phone:  
_Witness of incident:_  
Name: Phone:  
Name: Phone:  

Campus Security Called: Yes No  
911 Called: Yes No  
Theatre Manager called: Yes No

Complete this form for any injury or accident or illness that requires some form of assistance. Give the completed form to the Theatre Manager, or Department Secretary.
EQUITY POLICY

• The Department is committed to the principles of equity and human rights set out in the University of Victoria Policy on Human Rights, Equity and Fairness, May 2005, No. GV0200 and related Policies and Procedures, all as amended from time to time.

• The Department has an Equity Committee which can provide assistance with equity issues.

• The University of Victoria Equity and Human Rights Office is also available to assist with equity issues. Contact: Sedgwick Bldg. C Wing, Rm. C115, PH: 250-721-8488.

(See also Department Policy: Sexual Harassment Guidelines For Students following.)
KEY POLICY

Information Concerning New Departmental Key Policy
Sept. 1, 1993 to Present

A. University regulations limit two master keys per building.

B. Theatre Faculty:
   1. Front door
   2. Personal office
   3. All theatres/classrooms/photocopy and audio-visual cabinets and front office
   4. Keys to other areas as necessary

C. Theatre Staff
   1. Front door
   2. Personal office
   3. All theatres/classrooms/photocopy and audio visual cabinets and front office
   4. Keys to technical areas

D. Theatre Graduate Students
   1. Front door (if required)
   2. Key to MFA design room (MFA students only)
   3. Key to Grad Student Office, Room 105B
   4. Keys to other areas as authorized by an instructor

E. Theatre Undergraduate Students
   1. Keys to technical or admin areas as authorized by an instructor

F. Policy regarding issuing keys to students
   1. If you wish a student (grad and undergrad) to have a key to a room in the building, please email theatre@uvic.ca. This will help us regulate the number of keys issued. Please allow at least twenty-four hours notice, longer if possible.
   2. A key may be issued to an instructor’s office only with the written approval of the instructor.
   3. A $10 deposit (cash) per key is required to a maximum of $30. In the event of a key not being returned a $10 replacement fee will be charged for each key not returned. The deposit will be refunded only when all keys have been returned. A $2 penalty may be levied for any key not returned on time.
Part 1.

PHOENIX BUILDING HOURS: POLICY AND PROCEDURES

Preamble:
The Faculty of Fine Arts Building Hours Policy directs each Department to establish building hours within defined parameters. This Policy, developed by the Theatre Department Safety Committee, operates in conjunction with the Theatre Department Working Alone Policy & Procedure for Employees and Students.

1. BUILDING HOURS POLICY:

Opening Hours
• The Theatre Department will determine the opening hours for the Phoenix Building (the “Building”) in accordance with the Faculty of Fine Arts Building Hours Policy enacted on Feb. 9, 1998 (copy attached). The Theatre Manager will be responsible for ensuring that the Theatre Department complies with this Policy.

Exceptions to the Opening Hours
• In accordance with the Fine Arts Building Hours Policy, the Theatre Manager will obtain the approval of the Dean of Fine Arts for any exceptions to the opening hours that may be required for Theatre Department activities as the need arises.

After Hours Access
• Students, including Graduate and Work Study students, requiring access to the Building after hours must obtain permission from the Theatre Manager to remain in the Building in accordance with the procedures outlined in this Policy.

2. PROCEDURES FOR AFTER HOURS ACCESS TO THE PHOENIX BUILDING:

Passes and Waivers
• When work on a main stage production continues after 12 PM under an approved exception to the Fine Arts Building Hours Policy, students involved with the production are permitted to remain in the Building until they have completed their tasks. These students will be given information by their instructors regarding the conditions of access to the Building after hours. A Pass and Waiver will not be required by these students.
• A Pass and Waiver will not be required when a student is remaining in the Building after 12 PM (or any extended hours) under the direct supervision of an Instructor.
• In all other circumstances, in order to remain in the Building after 12 PM (or any extended hours) students must obtain a Pass from the Theatre Manager.
• Students shall not be allowed to work alone in the Building after hours.
• Passes may only be issued to students working on a Theatre Department (as compared to personal) project, who are at least 19 years of age, and who have:
  1. taken the Department’s Safety Workshops,
  2. a student to act as a Safety Contact to work with them in the same room at the same time,
  3. signed the Theatre Department Assumption of Risk and Waiver of Liability, and
  4. signed the Department Conditions of Access Agreement.
• Students who remain in the Building after hours without obtaining a Pass, or who have a Pass but have not complied with the conditions of the granting of the Pass, will not be permitted to obtain a Pass in the future.

Safety Workshop
• The Safety Workshops given to THEA 105 students at the start of each year satisfy the Fine Arts Building Hours Policy requirement that students who will be given permission to remain in the Building must have attended such workshops.
• A short refresher safety workshop will be given to THEA 205 students at the beginning of each year.
• Transfer students will be required to attend the appropriate Safety Workshops as the circumstances arise.
• The Theatre Manager will keep a record of the names of all students who attend the THEA 105 and 205 Safety Workshops, and forward a copy of this record to the Dean of Fine Arts.
I, (Name of Student)______________________________________________________, a student in the University of Victoria Theatre Department, in consideration of being permitted to have access to the Phoenix Building (hereinafter called the “Building”) during the periods specified below when the Building is closed, hereby agree:

1. I require after hours access to Room ___________ in the Building for the purpose of working on a Theatre Department project for (Name of Course)______________________________________________.

2. (Name of student)______________________________________________, who is authorized to be in Room _________ in the Building at the same time as I am, will be my Safety Contact (a person who is capable of summoning help in the case of an emergency). I will not remain in the Building unless my Safety Contact is present in the same Room.

3. I will exercise reasonable care in my use of the Building, its facilities, and materials with which I am working.

4. I will comply with all of the Theatre Department’s Policies, Procedures and Regulations during the time I am permitted access to the Building, in particular:
   a) the Phoenix Building Hours: Policy and Procedures.
   b) Working Alone Policy & Procedure for Employees and Students.
   c) Theatre Department Alcohol Policy.

5. When I am in the Building when the Building is closed:
   a) I will register with the Campus Alone Program.
   b) I will identify myself to Campus Security staff members upon their request.
   c) I will not grant entry to the Building to other persons who are not authorized by the University to be in the Building when it is closed.
   d) I will not remain in the Building after 2:00 am.

6. I will notify Campus Security immediately if I observe any unauthorized persons in the Building or any dangers to the Building or its occupants.

7. The specified period of access is (Date)__________________________________________________________

8. I understand that failure to comply with any of the conditions in this Agreement will result in the withdrawal of permission for access to the Building after hours.

I acknowledge that I am at least 19 years of age, and I have signed an Assumption of Risk and Waiver of Liability in connection with this Conditions of Access Agreement.

Dated at Victoria, British Columbia, this_______ day of ______________________, 20__.

__________________________________________________________
(Signature of Witness)  
__________________________________________________________
(Signature of Student)
Part 3. UNIVERSITY OF VICTORIA
Faculty of Fine Arts - Theatre Department
ASSUMPTION OF RISK AND WAIVER OF LIABILITY

I, ________________________________, a student at the University of Victoria (Name of Student)
in consideration of being permitted to have access to the Phoenix Theatre Building during the periods specified
below when the building is closed, hereby:

1. Acknowledge that I have been informed of the risks associated with remaining in or entering the building
when it is closed. Without restricting the generality of the foregoing, the risks include:
   a) Injuries or damages may be suffered when using equipment; and
   b) Fainting or falling due to exhaustion.

2. Acknowledge that I have informed the University of any physical or medical limitations, allergies, or other
   conditions that may affect my being in the building when it is closed.

3. Agree to assume all of the risks related to any bodily injuries, damage to property or loss of whatsoever
   nature or kind or howsoever arising out of my being in the building when it is closed.

4. Acknowledge that the specified period of access is _____________________________, 20
   (Date)

I HEREBY WAIVE, RELEASE, AND DISCHARGE THE UNIVERSITY OF VICTORIA, the members of the
University's Board of Governors and anyone employed by or acting on behalf of the University from any and all
claims, causes of action and any liability for bodily injury, death, damage to property or loss whatsoever nature or
kind and howsoever caused which I or my heirs, executors, administrators, or anyone else may have arising out of
my being in the building, on the date set out in 4 above, when it is closed.

I acknowledge that prior to signing this form, I have read and understood this agreement and waiver of liability in
its entirety and am aware that by signing this document, I am affecting the legal rights of myself, my heirs, next of
kin, executors, administrators and assigns.

Dated at Victoria, Province of British Columbia, this ___ day of _____________________________, 20____

_________________________________________  _____________________________
(Signature of Witness)                  (Signature of Student)
PHOTO/VIDEO/DIGITAL RECORDING SUBJECT RELEASE FORM

Date: ____________________________________________________________

Production / Activity: ____________________________________________

I authorize units of the University of Victoria to reproduce photos or video footage taken of me with regards to this production or activity in print or electronic media for educational, promotional or other university purposes. I understand that UVic units will contact me and obtain permission before agreeing to allow non-UVic publishers to reproduce any of these photographs with the exception of journalistic media.

Signature of Subject: ____________________________________________

Name (print): __________________________________________________

Contact information: _____________________________________________
(mail / phone / e-mail)

Internal use: ____________________________________________________

Respecting your privacy
The University of Victoria is committed to respecting your privacy and will abide by the restrictions indicated above in using your photograph and accompanying personal information. The personal contact information you provide above will not be published without your permission. It may be used to contact you to discuss matters pertaining to the use and reproduction of your photo and it may be shared with UVic employees for this purpose. Any personal information you provide is managed according to the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA). If you have questions regarding FOIPPA, please contact the Office of the University Secretary (250) 721-8100, which coordinates all formal FOI requests for the University.
STUDENT ALTERNATIVE THEATRE COMPANY (SATCo)

Part 1: Student Alternative Theatre Company (SATCo) Operating Policy

Our Mandate:
The Student Alternative Theatre Company is the prime outlet for Phoenix Theatre students to independently produce theatre with the safety and support of their peers. SATCo believes in the development of new works, as well as experimentation with existing ones. We also encourage students to experience all aspects of the production process. Above all, SATCo is theatre for students by students.

SATCo is directly responsible to the Chair of the Department, or their delegate. The Theatre Manager (hereafter referred to as 'the Manager') is the Chair's delegate.

Because the safety of students is of paramount importance, safety measures and responsible supervision of SATCo work is imperative.

The onus is on SATCo to identify a technical person for its operations. One, or preferably two, TD’s are to be contracted to cover all of SATCo’s technical requirements. These people must be approved by the Department of Theatre (the Department is ultimately responsible for all activities in the building and in the Department's name). If no suitable Technical Directors are found either as a work study or assigned from graduate students or undergraduate classes, SATCo will be limited to the floor and mezzanine level of the McIntyre Studio, and the use of the Matrix lighting system (without modification), or SATCo may prefer to produce in Room 136.

SATCo must also identify a Front of House Manager responsible for the safety of the audience during performances. This person must have completed, or be taking THEA 205, and must be well acquainted with the emergency procedures and evacuation policies of the department.

1. SATCo must communicate its Performance Schedule to the Manager for approval. This is to be done in two parts: the first half of the season to be submitted before the end April of the preceding academic year, the second half by the 15th of September. The schedule is to include the following details:

| Play Title                                      | .......................................................... | Copyright? | YES | NO |
| Performance Dates and times                     | .......................................................... |
| Playing Time                                     | .......................................................... |
| Director                                        | .......................................................... |
| Number of cast members                           | .......................................................... |
| SATCo Liaison                                    | .......................................................... |

2. There is to be no SATCo production activity during the last two weeks of any term.

3. Performance times are 12:45 to 1:45 p.m. Wednesday, Thursday and Friday. The length of any show is limited to 60 minutes. Start times may be adjusted if the length of the show and the set up and strike permit a later start. There is no admittance to the Mac until classes are no longer running (12:30 pm).

4. No show may exceed the above times or be scheduled at any alternate time.

5. Anyone cast in a department main stage must obtain permission from the Chair before accepting any involvement in SATCo projects. Tech, Wardrobe or Design students must obtain permission from their supervising faculty member. Actors must also ensure that their commitments to SATCo do not interfere with fittings, makeup trials or prep for main stages.

6. No show may have more than 10 cast members, including any non-speaking, chorus or movement-based roles.
7. Shows are restricted to 30 hours of rehearsal time, to be enforced by the stage manager and the designated SATCo Liaison for that show.

8. No SATCo event may be scheduled so it conflicts with a Departmental event. To avoid such conflicts the Manager will provide SATCo with schedules of all Departmental events in the building and classes in the Studio. Please note that although these schedules will be as comprehensive as possible the Department reserves the right to make changes and additions, but will provide SATCo with as much advance notice as possible.

9. One week before Opening (the preceding Wednesday) the Project Contact and the SATCo Liaison must have a Production Meeting with the Manager. **SATCo is solely responsible for calling this Meeting.** The following SATCo personnel should attend and provide the following:

<table>
<thead>
<tr>
<th>Personnel to attend</th>
<th>Information to provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATCo Technical Director</td>
<td>lighting design, any special effects.</td>
</tr>
<tr>
<td>The Set Designer</td>
<td>the final floor and seating plan.</td>
</tr>
<tr>
<td>The Lighting &amp; Sound Designers</td>
<td>the lighting hang, block diagram.</td>
</tr>
<tr>
<td>The Director</td>
<td>A short written P.S.A. and poster approved by the Marketing &amp; Communications Manager</td>
</tr>
</tbody>
</table>

The Stage Manager
FOH Manager
SATCo Liaison
The Manager

Approval for what is planned may or may not be given dependent upon whether it complies with these guidelines and is considered ‘safe’ by the Manager.

10. It is SATCo’s responsibility to inform the Manager of their intent to produce a copyrighted play. This must be done before rehearsals begin in order to provide the Manager with reasonable time to secure and pay the royalties. Acquiring the rights includes the purchase of one script per cast member plus one for the director. SATCo agrees to reimburse the Department for all costs related to copyright. This should be included with the season order submitted to the Manager at the end of April and mid September.

11. The maximum occupancy of the McIntyre Studio must not exceed **eighty (80).** The Control Level is restricted to those crewing the show. The assigned FOH Manager for the SATCo Season (who must be have completed a 205 FOH assignment) and either a faculty or staff member MUST be on duty whenever an audience is present.

12. The SATCo season is to consist of 4 shows in the Fall Semester and 4 shows in the Spring Semester, spaced so that a strike of all set, costume and lighting instruments can be properly carried out. The department Technical Director will inspect and approve the space for use after each strike and then the next show can begin their tech integration.

13. Department policy is that the building be locked every night at 12 p.m. and opened at 8 a.m.

14. All fundraising that uses the SATCo name must receive the prior approval of the Manager.

15. Approval of the Manager is required for any SATCo purchase of equipment.

16. SATCo is responsible for any damage to the building or equipment that occurs during a SATCo activity.

17. SATCo shall appoint a SATCo Liaison Officer to be ultimately responsible to the Department and to be the liaison between SATCo and the Manager. In addition SATCo shall appoint a Liaison to each show and each show will assign a Costume Contact and a Props Contact who will be solely responsible for their production’s requirements.
18. SATCo shall also appoint a qualified Technical Director or Directors and a FOH Manager or Managers who shall be approved by the Manager.

19. All Department policies apply to SATCo productions, including the Sexual Harassment policy. Anyone wishing to have nudity on their show must have it approved in a meeting with their SATCo liaison and the Department Chair.

20. Failure to comply with any of the above may result in a suspension of production privileges for SATCo for the remainder of the term.

Part 2. SATCo PROCEDURAL GUIDE FOR DIRECTORS
(See also SATCo Directors Info Package at website: www.satco.weebly.com in process of being updated.)

1. SATCo Liaison Officer:
Your show will be assigned a SATCo liaison from the SATCo board, which basically means that they are the member of the board responsible for your show in terms of enforcing policy and ensuring a smooth production and run of your show. Any questions you have about anything related to your show and department resources, policies, tech requirements, nudity (in your show) etc., can be directed to your liaison.

2. Production/Rehearsals:
- Rehearsal time for SATCos has been limited by the Department to 30 hrs per show.
- You will be asked to designate a costume contact and a props contact who will be the only ones able to sign out resources from these departments for your show. Generally these roles would be assigned to your costume and set designers. This is to avoid excessive and contradictory visits to stock.
- Meetings: You will be required to attend a mandatory Production Meeting the Wednesday prior to the opening of your show at 12:30 in the lobby to discuss logistics. The following people must be present:

<table>
<thead>
<tr>
<th>Person</th>
<th>Need to Bring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Contact</td>
<td>Poster approved by Marketing &amp; Communications Manager</td>
</tr>
<tr>
<td>SATCo Liaison</td>
<td></td>
</tr>
<tr>
<td>SATCo TD</td>
<td>Any rigging, special FX etc.</td>
</tr>
<tr>
<td>SATCo FOH manager</td>
<td></td>
</tr>
<tr>
<td>Theatre Manager</td>
<td></td>
</tr>
<tr>
<td>Stage Manager</td>
<td></td>
</tr>
<tr>
<td>Lighting &amp; sound designer</td>
<td>Lighting plot</td>
</tr>
<tr>
<td>Set designer</td>
<td>Ground plan and seating arrangement</td>
</tr>
<tr>
<td>Director</td>
<td>Public Announcement approved by Marketing &amp; Communications Manager</td>
</tr>
</tbody>
</table>

**failure to attend this meeting will result in the cancellation of your show.

NOTE: Your hang, focus and tech must be conducted according to the Technical Director Policy included here. Your SATCo liaison must be allowed to sit in on rehearsals at any time.

Performance/Strike:
- The McIntyre is available from 12:30 to 1:50 on Wednesday, Thursday and Friday for SATCo performance. The show must start at its scheduled time, although if your show is short, it does not have to start until later in the time frame.
- Your show cannot exceed 60 minutes in run time so that set up and strike can be incorporated into the 1 hour and 30 minutes available. Failure to adhere to the time limit will result in the cashing of the deposit cheque.
- The McIntyre is not available before 12:30 to allow for classes held there. Do not enter the room until the class has left the room. Most shows this season are expected to start at about 12:45 pm to accommodate for this.
- On the final day of your show, you must strike all your sets, props and costumes from the Mac so that it is left in a clean and functional state for the next show.
**SATCo Technical Director Policy**

The following rules have been created to ensure the safest working environment possible. Fatigue and stress are major contributors to an unsafe working environment so please be aware of your own limitations in terms of sleep and hunger.

- Each show is budgeted with 8 hours of time with the SATCo Technical Director. If you require more time than this, the SATCo Liaison will advise you of the cost per hour, to an overall total of 12 hours. These hours can be spread over a weekend (Friday-Sunday) but can only happen on two of the three days.

- The TD must be present for your hang and focus, and when you set up any sound equipment. They are also responsible for hanging any practicals needed for your production, including hanging blacks.

- The TD must also approve of any dangerous choreography used in your SATCo. If necessary, they will insist that you remove anything that they feel is hazardous to the safety of the cast or the audience.

- No one is permitted in the catwalks when the TD is not present.

- You may move your props, costumes and set pieces into SATCo storage after the previous show closes Friday afternoon and not before. You are welcome to keep them in SATCo storage until the Monday after your show closes.

***After your show closes, the SATCo TD will sign off on how many hours he/she worked and when, and then inform the SATCo board of any concerns or issues that arose. They will also keep track of which shows still have items in SATCo storage.

**SATCo Production Support Policy:**

1. **COSTUMES:**
   1) SATCo Costume Designers, Coordinators and Contacts must comply with the provisions of the Department Sexual Harassment Guidelines.

2) SATCo may have access to costumes from Costume Storage for its productions on the following conditions:
   a) Access to Costume Storage is during regularly scheduled Stock hours ONLY.
   b) Visits to Costume Storage are limited to four:
      i) 1st visit to see what is available
      ii) 2nd and 3rd visits fittings
      iii) 4th visit to return costumes.
      iv) Further visits, if required, must be arranged IN ADVANCE with the Head of Wardrobe.
   c) The SATCo Costume Contact for each show must attend in order to sign costumes out/in.
   d) Following the run, costumes pieces must be returned promptly to the Costume Storage.

3) **No show may have more than 10 cast members.** Large cast shows, i.e. ten actors, cause difficulties even if the actors provide their own costumes. For example, they require more visits to Costume Storage than permitted under #2 above. In addition there are dressing room issues, costume maintenance/storage problems, and possible conflicts with Mainstage shows and other academic events. The practicality of costuming such shows is to be discussed with the Head of Wardrobe PRIOR TO the final show selection.

4) Costume alterations shall only be made with the express approval of the Head of Wardrobe who will require a detailed list of the costume pieces, planned alterations, and who will be performing these alterations.

5) All special requirements for the use on stage of food, drink, herbal ‘tobacco’ products, blood, water, extreme physical activity, or anything else that may damage, stain or permanently affect a costume must first be discussed with the Head of Wardrobe.
6) SATCo must comply with Departmental rules regarding the wearing of costumes:
   a) No eating, drinking or smoking in costume other than on stage.
   b) Makeup goes on before the costume.
   c) Hang up your costume as you take it off.
   d) Do not sit around in costume.
   e) Don’t leave costumes on the dressing room floor.

7) Costumes are to be stored in the locked Studio Storage during rehearsals and throughout the run. Costume Shop racks are not normally available to SATCo.

8) Following the run, all costumes are to be returned promptly to Costume storage in the same or better condition than when they were borrowed. Restoring altered costumes to their original state must be discussed with the Head of Wardrobe.

9) All costumes are to be cleaned before being returned as per the instructions given when borrowed.

10) The Costume Shop facilities, materials and equipment, laundry room facilities and equipment, including dyeing equipment, are generally not available to SATCo. Nothing is to be built or dyed in the Costume Shop, or the Dressing Rooms, without the express permission of the Head of Wardrobe. NO EVENING OR WEEKEND WORK WITHOUT EXPRESS PERMISSION OF THE HEAD OF WARDROBE AND PRODUCTION MANAGER.

11) If, in an extraordinary situation, SATCo would like to propose building a costume in the Shop, the express permission of the Head of Wardrobe is required. Any such construction may not conflict with the requirements of main stage productions. Detailed drawings, proposed building schedules, details of what will be built, and who will build it, will be required in order to consider the practicality of the costumes being built in the Costume Shop.

2. PROPS/FURNITURE:
1) Visits to Props Storage are normally limited to four:
   a) 1st visit; to see what is available.
   b) 2nd and 3rd visit; to pull stock.
   c) 4th visit; to return stock.
   d) The SATCo LIAISON must attend in order to sign props out/in.
   e) All visits to be at times when Props Storage is open.

2) No alterations to props may be made.

3) Following the run, all props to be returned promptly to Storage in the same or better condition in which they were borrowed.

4) If a Project needs to build a prop, the Head of Props will require detailed drawings, proposed building schedule, what it will be built with, and who will build it.

5) Props to be stored in the locked Studio Storage during rehearsals and throughout the run.

6) When there is no Head of Props all alterations and building requests to be directed to the Production Manager or Head of Scenic Construction.

3. SCENERY:
1) SATCo Liaisons wishing to borrow stock scenery to first contact the Head of Scenic Construction and complete the relevant form detailing the item and its use. Visits should be kept to a minimum.

2) Structural alterations to stock may only be made with the Head of Scenic Constructions permission. Following the run, items to be returned promptly and in their original condition.
3) Nothing to be built in the shop without the Head of Scenic Construction’s permission. If anything is to be built he will need a Designer's blueprint, a list of construction personnel, materials and tools required, and a proposed work schedule. No evenings or weekend work without express permission.

4) Set pieces to be stored in the locked Studio Storage throughout the rehearsal period and performance run.

4. LIGHTING EQUIPMENT:

1 ETC Express control console
6 Strand 6 x 12’s
12 Strand 6 x 16’s
8 ETC Source 4 PARS
4 4.5 Inch Acclaim Fresnels

Miscellaneous cable and equipment for the above twenty instruments.
Miscellaneous colour and gobo from stock upon request.

5. SOUND EQUIPMENT:

1 TASCAM M308 Mixing Console
1 CD Player
1 TASCAM cassette deck
2 Yamaha speakers
4 ALTEC speakers
1 BGW stereo power amplifier

Miscellaneous cable and equipment for the above upon request.

6. SOFT GOODS:

9 Black velours i.e.
6 13’ x 16’ blacks
3 6’ x 9’ blacks

7. FRONT OF HOUSE & BOX OFFICE:

1) Box Office and Front of House support will not be available.
2) QUIET signs may be borrowed but must be returned to their storage closet immediately after each performance.

8. COMMUNICATIONS:

1) A Department Project Public Information Form is required for each show for internal communications purposes. See Form in POLICIES Section of the Guide.
2) All promotional materials (PSA and media release copy, poster graphics, etc.) must be approved by the Marketing and Communications Manager before distribution. Please note: Location should be identified as "Phoenix Theatre". Also, any external media materials should be distributed at least three weeks before your show. Communications support is not available however the Marketing and Communications Manager is available to offer advice with deadlines, etc..

SATCo SAFETY AND LICENSING:

1) In order for the Department to conform to the Building Licensing Regulations all seating plans need to be approved in advance by the Manager. Audience seating is limited to the floor i.e. no audience are allowed on the catwalks or control levels etc.
2) No special effects e.g. rigging, pyro, open flame etc.
3) No actors are permitted above the control-level during a performance.
4) No smoking of tobacco products.
5) Rights to a show must be secured by the Manager before rehearsals for that show begin.
Part 3:  

SAMPLE SATCo PRODUCTION MEETING QUESTIONS

DATE..............

SHOW  

Personnel to attend:  

<table>
<thead>
<tr>
<th>Name</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATCo Technical Director</td>
<td>..........</td>
</tr>
<tr>
<td>Director</td>
<td>..........</td>
</tr>
<tr>
<td>Stage Manager</td>
<td>..........</td>
</tr>
<tr>
<td>FOH Manager with 205 experience</td>
<td>..........</td>
</tr>
<tr>
<td>Set Designer</td>
<td>..........</td>
</tr>
<tr>
<td>Lighting Designer</td>
<td>..........</td>
</tr>
<tr>
<td>Sound Designer</td>
<td>..........</td>
</tr>
<tr>
<td>SATCo Liaison</td>
<td>..........</td>
</tr>
<tr>
<td>Copyright</td>
<td>YES / NO</td>
</tr>
<tr>
<td>Rights obtained</td>
<td>YES / NO / N/A</td>
</tr>
<tr>
<td>Performance Dates</td>
<td>..........</td>
</tr>
<tr>
<td>Performance Start Time</td>
<td>4:45 p.m.</td>
</tr>
<tr>
<td>Playing Time (Length)</td>
<td>..........</td>
</tr>
<tr>
<td>Final floor and seating plan.</td>
<td>..........</td>
</tr>
<tr>
<td>Lights other than from SATCo stock?</td>
<td>..........</td>
</tr>
<tr>
<td>Any flown scenery/props/special effects etc.</td>
<td>..........</td>
</tr>
<tr>
<td>P.S.A.</td>
<td>..........</td>
</tr>
<tr>
<td>Poster approved by Marketing &amp; Communications?</td>
<td>..........</td>
</tr>
<tr>
<td>Audience Advisory i.e. Nudity/ Coarse Language/ loud noises</td>
<td>..........</td>
</tr>
</tbody>
</table>

Return all chairs, tables and lecterns after rehearsals/performances.

Do not block hallways.

Empty Storage Closet after final performance.
SEXUAL HARASSMENT POLICY (Includes Nudity)

UNIVERSITY OF VICTORIA THEATRE DEPARTMENT
SEXUAL HARASSMENT GUIDELINES
FOR STUDENTS

Sexual harassment isn't anyone's favorite topic, but we ask that you take a few minutes to read this and the attached brochure, SEXUAL HARASSMENT (brochure being updated). The following guidelines explain what sexual harassment is, and what it is not, in the context of our department. Through information and discussion we hope to reduce any possibility for its occurrence here.

We also hope to decrease any chance for misunderstandings surrounding activities, such as a costume fitting, that are absolutely essential to the teaching and craft of theatre. What should you expect?

General Definition

The University of Victoria defines sexual harassment as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:

a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or of educational progress; or

b) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that employee or student; or

c) such conduct has the effect or purpose of unreasonably interfering with an employee's work performance or a student's academic performance or creating an intimidating, hostile, or offensive working or educational environment.

It can appear to be, at first, an innocent friendship or a sincere romantic relationship. Or, it could be a grab or an insult -- an unpleasant experience from the outset. Let's look at this topic in the context of the theatre in general and the Theatre Department in particular.

Theatre and the Theatre Department

As we know, theatre reflects life; life is full of sex, violence, murder, insanity, cruelty, and terror, as well as romance and hilarity. To teach students to evoke an empathetic response in audiences involves the simulation of physical violence and dealing with strong emotions in the classroom, in rehearsals, and performances. For example, students participating in improvisation or scene work, in other words students who are interacting in character, will not normally be viewed as personally committing harassing behavior when such behavior is directed toward other participants in character, or where a student engaged in character exploration intends to portray a character involved in harassing behavior (e.g. uttering racial slurs, making sexually aggressive gestures, behaving in a physically violent manner, etc.). When such behavior is to be directed toward non-participating class members, he/she must inform the class of this intention prior to the start of the work. Clearly, we can't avoid these topics, so we meet them head-on in the classroom -- and in these guidelines.
Physical Contact

The University of Victoria policy lists "unwanted touching, patting or pinching" as behavior indicative of sexual harassment. However, in the Theatre Department touching happens in most teaching areas, and during costume fittings in particular.

For example, in acting, voice, and movement classes, students will be touched on the abdomen, diaphragm area, rib cage, chest, spine, back, shoulders, limbs, neck, and head to assist the student in proper breathing, relaxation of tensions, alignment, or similar instruction. At no time should an instructor, without the student's permission, touch those parts of a student's body that would normally be covered by a two-piece bathing suit.

Removal of clothing is integral to a costume fitting. Getting changed into or out of a costume is done in the privacy of a closed fitting room, but then the costume designer and/or the cutter building the costume will have to touch the costume (and therefore the student in the costume) anywhere that it needs fitting. The costume may also include undergarments that are not the student's (e.g. corsets for women), that require the removal of the student's own undergarments, and costume undergarments also require fittings.

A danger signal in physical contact could, for example, be unnecessarily prolonged touching, or touching body parts not involved with the current teaching. Students who feel uncomfortable about touch from their instructor, a staff member, or another student, have a responsibility to speak to the instructor about opting out, or to discuss the problem further with the Equity and Human Rights Director.

Nudity
REVISED 2006/07

For the purpose of these Guidelines,

i) “nudity” is defined as ‘the exposure of genitals, female breasts and/or male/female buttocks’ and “nude” has a corresponding meaning;

ii) the exposure of the buttocks by wearing a thong is considered nudity as defined above: AND

iii) the age of majority is nineteen (19).

The following Guidelines apply to all Departmental productions, and include SATCo and all class work.

No student will be required to disrobe completely in front of another person. Nudity in rehearsal or performance is permissible, provided it is voluntary on the part of the student who must be of the age of majority, and approved as artistically and educationally appropriate by the Chair of the Department. The Department's Policy on Nudity is stated below:

• A student not wishing to appear nude or to expose any part of their body personally embarrassing to them will not be required to do so and will not be penalized academically for this decision.

• Any proposal to incorporate nudity in performance work must be approved by the Chair of the Department, in consultation with the supervising faculty member, prior to auditions.

• The Department’s normal casting policy will be waived for a production requiring nudity.

• A Director and/or Costume Designer wishing to incorporate nudity into costume designs must discuss the designs with the Chair and have the Chair’s approval prior to auditions.

• No photographs or visual recording of any kind (departmental or private) may be taken of any student appearing nude.
• Students must legally be the age of majority on the date of auditions to audition for a role that may require nudity in any production for which nudity has been approved.
• The attached Auditions and Nudity form must be posted with the Audition Notice for any approved production or project that may require nudity.
• The Contact Sheet used at the auditions for any approved production or project that may require nudity shall include the following questions to be answered by the student auditioning:
  Are you auditioning for a role that may require nudity? Yes/No
  If yes, what is your date of birth?

AUDITIONS AND NUDITY FORM

Auditions for .................. will be held on ..................

Please be advised that the script and the production may require some male and/or female nudity, and that this has been approved by the Chair of the Department. It is mandatory that everyone considering auditioning read the play before auditioning. It should be noted that under no circumstances will requests for nudity be allowed to contravene the Department's or University's Sexual Harassment Guidelines attached to this notice.

It is also important that, due to the sensitive nature of this production, the Department's casting policy requiring all performance students to audition for main stage productions will be waived.

N. B. NO ONE UNDER THE AGE OF 19 ON THE DAY OF AUDITIONS MAY AUDITION FOR A ROLE THAT MAY REQUIRE NUDITY IN THIS PRODUCTION.

If you have any questions or concerns, please talk to either the Chair or Equity Representative.

................................. .................................
Chair, Dept. of Theatre  Equity Representative

Psychological Contact

Sexual harassment can occur without any physical contact at all: psychological contact therefore can be a more difficult area to ascertain since it involves words, intonations, or body language.

Part of theatre training involves dealing with sex. For example, some of the discussions in acting classes will be of a sexually explicit nature. As an area that could have the potential for harassment, these issues will be discussed by your theatre instructors in a sensitive, safe manner. At all times it is acceptable for you to choose what you disclose.

A theatre instructor is a professional. Just as a doctor is supposed to be interested only in the bodily health of a patient, a theatre instructor is interested in encouraging the student to learn, explore, and develop a talent or skill. If, however, you're in a situation that makes you feel uncomfortable, your theatre instructors will urge you to explore why you feel this way. Sexual harassment can happen to anyone.

Working Together

Faculty, staff, and students work long hours together, evening after evening. The atmosphere is disciplined, but friendly and informal. First-name use is often the case. Students are asked to work with and trust their
instructors, similar to relationships in the professional theatre; but be aware that, here as elsewhere, trust must be earned and merited on a continuing basis.

**Gender Harassment**
Gender harassment consists of derogatory or degrading remarks directed toward members of one gender or sexual preference group. These are most often directed at a woman, women in general, or homosexuals. Gender harassment is definitely sexual harassment.

**What to Do**
If you feel that sexual harassment may have occurred, speak to your instructor, your faculty advisor, or to the Equity and Human Rights Director. *You shouldn't ever feel guilty or be made to feel guilty about reporting a problem.* The University of Victoria's Equity and Human Rights Office is there to help anyone who needs it. *It operates in a completely confidential manner, and no action is taken by the Office unless the concerned person wishes it.*

The telephone number of the University of Victoria’s Equity and Human Rights Office is 250-721-8488 *(Director: 250-721-7007).*

Note: This document is based upon and adapted from "The York University Theatre Department Sexual Harassment Guidelines: September 1989" and "The Ryerson Theatre School Harassment Guidelines: February 1995". The Equity Committee of the Theatre Department of the University of Victoria is indebted to our colleagues at these institutions.

March 1995.
Updated 2007
TICKET POLICIES FOR MAINSTAGE PRODUCTIONS

PREVIEWS
All theatre majors are entitled to one complimentary ticket to any preview performance. Preview performances are Tuesday and Wednesday before opening night for main stage productions. All tickets for Previews are only available on the same day as the performance. Theatre majors can:

• Claim their free ticket in person from 12:00 to 3:30pm on the day of the preview for advanced preview sales (before public sales). N.B. - Theatre majors can purchase up to 4 additional tickets for friends and family at this advance box office time at the regular preview price of $7.
• In person anytime during public sales on the same day. Public Box Office sales begin at 5:00pm on the day of the preview. $7 preview tickets can be purchased over the phone or in person during these times. Please note: Latecomers will NOT be seated at Previews.

CAST & CREW ADVANCE SALES
Advanced ticket sales are made available to cast and crew on a production one day prior to the Box Office opening to public sales (usually the Monday of the week before the show opens).

• Ticket sales are in person only.
• Reservations must be paid for at the time of booking with cash, debit, cheques, MasterCard or Visa.
• Please note that performances have been pre-sold to subscribers and some nights have limited availability.
• The Box Office will assist cast or crew members in accommodating their needs on sold out evenings, if this request is given at this advance box office. Their request will be given top priority on waiting lists.

FIVE-MINUTE COMPS
Any theatre major is entitled to see any department performance for free providing there are remaining available tickets that cannot be sold 5 minutes before the performance is scheduled to begin. Reservations cannot be made for this privilege. Interested students should arrive in person at the Box Office to put their name on a first-come, first-served list, which opens one hour before the performance time.

CREDIT AND COMPLIMENTARY TICKET GUIDELINES
Members of the department and each production’s creative team are allocated credit in print materials and complimentary tickets for main stage productions as per the following guidelines.

Director:
• Credit: poster, advertising and media release credit, title page credit, 250-word bio and photo, wall display photo.
• Tickets: 2 complimentary tickets per production and admittance for any night they need to see the production.

Designers/Creative: (including: Set, Costume, Lighting, Sound, Choreographer, Music Director, Movement Director, Fight Director, Stage Manager*)
• Credit: Poster and media release credit (advertising where space allows), title page credit, 100-word bio and photo, wall display photo.
• Tickets: 2 complimentary tickets per show and admittance for any night they need to see the production.
(* except Stage Managers: See undergraduate student ticket policy below.)
Cast: (Including Musicians)
• Credit: Title page credit, 50-word bio and photo, wall display photo.
• Tickets: See undergraduate student policy below.

Assistant Designers and Directors: (including Vocal Coach, Dramaturge, Language Consultant, Video Projection Designer,)
• Credit: Title page credit only
• Tickets: 1 complimentary ticket per production. Also see graduate or undergraduate student policy below.

Assistants to Designers and Directors:
• Credit: Production page credit.
• Tickets: 1 complimentary ticket per production. Also see graduate or undergraduate student policy below.

Production Team: (including: Assistant Stage Managers, Board Ops, Stage Crew, etc.)
• Credit: - Production page credit.
• Tickets: See undergraduate student policy below.

Faculty and Staff:
• Credit: All faculty and staff are listed on a separate page in the programme by name and title.
• Tickets: 2 complimentary tickets per production.

Other Ticket Policies: (Policies approved by the Chair, 11th March 1997)
• Supervising Faculty or Staff: 1 complimentary ticket for the night that they are supervising.
• Graduate students: 1 complimentary ticket per production.
• Undergraduate students: 1 complimentary ticket for a preview.
• Any complimentary tickets required over and above the current policy need to be approved by the Chair in writing.
• Any member of the department can see any show for free providing there are tickets available at 7:55. Reservations cannot be made for this privilege.
WORKING ALONE POLICY

THEATRE DEPARTMENT
WORKING ALONE POLICY & PROCEDURE
FOR EMPLOYEES AND STUDENTS

Preamble:
The Occupational Health and Safety Regulation under the Workers’ Compensation Act requires that the Department develop and implement a written procedure for checking the well-being of employees of the University of Victoria who might be “working alone or in isolation under conditions which may present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune”. The mandate of the Theatre Department Safety Committee is to encourage a safe and healthy environment in the Phoenix Building for all of the members of the Department. This Policy, developed by the Theatre Department Safety Committee, operates in conjunction with the Phoenix Building Hours: Policy and Procedures.

WORKING ALONE POLICY
Recognizing that working in the theatre environment requires a heightened awareness of, and attention to, matters of safety and security, it is the policy of the Theatre Department that no member of the Department shall work alone in the Phoenix Building (the “Building”) without complying with the Safe Working Practices set out below.

6. **DEFINITIONS:**
For the purposes of this Policy:
- **Hazardous Areas** in the Building include the Roger Bishop and Dan George Theatres, and the McIntyre Studio, (including all catwalks and trap rooms), the Scene, Props and Costume Shops and related storage areas, the Movement Room, and the Lighting Classroom.

- **Students** includes Paid Graduate Students and Work Study Students.

- **Working Alone** means working without some contact with another member of the Department for a period of 30 minutes or longer.

7. **SAFE WORKING PRACTICES**
**DURING OPENING HOURS**

   i) **Non-Hazardous Areas**
   - Students may work alone in non-hazardous areas of the Building.
   - Employees may work alone in non-hazardous areas of the Building.

   ii) **Hazardous Areas**
   - Students shall not work **alone** in hazardous areas.
   - Employees working alone or in isolation in hazardous areas, when the nature of the work may present a risk of disabling injury, are responsible for arranging for a Safety Contact (another employee) to check on his/her well-being at appropriate regular intervals. As required by the Workers’ Compensation Act, the method of checking will include
     - A visual or two-way voice contact,
     - A written notation of the results of the contact, and
     - An agreement to call Campus Security immediately in case the working employee cannot be contacted.
AFTER HOURS

i) Non-Hazardous Areas
• Students shall not work alone in the Building.
• Students may request permission from the Theatre Manager to access the Building to work together in non-hazardous areas in accordance with the Phoenix Building Hours: Policy and Procedures.
• Employees may work alone in non-hazardous areas of the Building. They are encouraged to register with the Campus Alone Program (see below).

ii) Hazardous Areas
• Students shall not work alone in the Building.
• Students may request permission from the Theatre Manager to access the Building to work together in hazardous areas in accordance with the Phoenix Building Hours: Policy and Procedures.
• Employees may work alone in hazardous areas provided they register with the Campus Alone Program (see below).

8. HOW TO USE THE “CAMPUS ALONE PROGRAM”
1. Upon arrival at the workplace, contact Campus Security at 250-721-7599. Give the Dispatcher your name, Building location and room number, phone number, the length of time of the work period, and an off campus phone number.
2. Campus Security will come to your location to check on you at some point during the work period.
3. You may request more frequent checks by Campus Security if warranted by the nature of the work and the environment in which you are working.
4. At the end of the work period, contact Campus Security at 250-721-7599 to inform them that you are leaving.

PLEASE NOTE: Anyone who fails to notify Campus Security at the end of the work period will be denied the use of the Campus Alone Program by Campus Security. This will result in a withdrawal of the privilege of working alone in the Building.

5. The Campus Alone Program may be used by anyone at any time they are working in the Building, whether or not required under this Policy.

Approved May 14, 2001
# Theatre Department Committees

## 2014/2015 Department of Theatre Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Faculty Member</th>
<th>PEA Member</th>
<th>Grad/Undrg PEA Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
<td>A. Lindgren</td>
<td>No</td>
<td>B. Timmermans</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S. Guerreiro</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>A. Holierhoek</td>
<td></td>
</tr>
<tr>
<td>Performance</td>
<td>J. Wood</td>
<td>P. McGuire</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>C. Alexandrowicz</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>B. Richmond</td>
<td></td>
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<td>F. Gebhard</td>
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<td>Directing</td>
<td>B. Richmond</td>
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