

SATCo Policy

2023 November

Revision 1.2 - Minor wording changes

Preamble

The Student Alternative Theatre Company (SATCo) is a student driven theatre company that works to reinforce the teachings of the University of Victoria Theatre Department, assist in the development of new work, and provide quality opportunities to emerging artists while upholding a strong artistic vision.

This document contains all active SATCo Policy, superseding various loose documents that together formed the SATCo Policy. Policy acts as the “laws” of SATCo, while other documents such as Position Packages act as guides.

Table of Contents

Table is interactive. Click to jump to the page.



Show Document Outline button on top-left of screen (on desktop) will open a fixed Table of Contents.

When printing this document, consider printing *only* revised pages and posting an updated Table of Contents, rather than reprinting the entire document.

Table must be refreshed + fonts changed when updated.

Cover Page			
Preamble	0	Nominations	10
Table of Contents	1	Campaigning	10
Format Guide	3	Voting Rights	11
1. Section & Page Breaks	3	Voting Method	11
2. Font Kit	3	Post-election	12
3. Revisions + Watermark	4	Examination of ballots	13
4. Archival	4	Protocol for challenging Year Reps	13
5. General Notes	4	Rehiring of General Manager	13
6. Table of Contents	4	Rehiring of Asst. General Manager	14
Info + Links	5	Board Involvement With Productions	14
Position Packages vs Policy	5	Confidentiality	15
Position Package Links by Department	5	Ladder of Accountability	16
Public/Private Policy Matrix	6	General Management	18
Staff and Board Policy	7	GM Selection Procedures	18
Definitions	7	Covid-19 Policy	19
Year Reps: Responsibilities & Expectations	7	Code of Conduct	21
Addressing Student Concerns	8	Confidentiality	22
Hiring	8	Sustainability Policy	23
Strike and Termination	9	Tape Usage	24
In the case of a strike	9	Scenic construction and Props	25
In the case of a termination	10	Material choices	25
Rep Elections	10	Further Reading	26

Season Policy	27
Positions	27
Scripts	28
Rehearsal	28
Tech	29
Performance	29
Content Notes and Trigger Warnings	29
Submission Policy	31
Submissions	31
Play Selection	32
Selection Meeting	33
Front of House Policy	35
Technical Policy	37
Deadline calendar:	39
Scheduling	40
Example tech schedules	41
Who can work shows	41
Basic Tech Safety	42
Clothing regulations	42
Role of Mac Technician/Phoenix TDs	43
105 policy	44
Marketing Policy	45
Financial Policy	47
General Financial Policy	47
Box Office Revenue	47
Season Budget	48
SATCo Events	49
Playwright/Photography Honorariums	49
Financial System	50
Staged Violence and Intimacy Policy	52
Staged Violence and Intimacy	52
Staged Violence	53
Staged Intimacy	53

Format Guide

If you care about keeping this document format clean and consistent, here's how it was built!

1. Section & Page Breaks

Each section of the policy is divided with a Section Break (New Page) which allows for this funky banner to appear on the left of each section. While adding or editing sections, start with the non-print characters view open by pressing Ctrl+Shift+P. This is especially useful for fixing weird gaps, overflows, and white spaces.

To insert a section break, go to Insert > Break > Section break (next page). This essentially creates a mini document inside the document, where global properties like columns can be controlled per-section.

To insert a page break, press Ctrl+Enter. Start off new pages with one of these so that your formatting doesn't get thrown around when prior text grows or shrinks.

Additionally, line breaks can be added with Shift+Enter, without adding additional bullet points or creating a new paragraph.

2. Font Kit

Title and Subtitle - Work Sans Bold

Headings - Bitter Bold

Normal text - Bitter Normal 12pt, 1.5 line spacing

3. Revisions + Watermark

Because policy is voted on and ratified, revisions numbers and watermarks can be used to keep track of these before they are voted on and after, plus minor updates throughout the season.

4. Archival

Policy documents, like other documents, should not be deleted but rather moved to an archival folder for future reference. At the very least, keep documents for 7 years but ideally as long as your drive space holds up.

Copy this document before editing, or use the Comment and Suggest features.

5. General Notes

This document was specifically formatted for Google Docs, but can be downloaded and edited elsewhere. Downloading this document may break the smart chips which are used to link to other documents, like [MINUTES Nov 7 Meeting](#) Can you imagine the chaos if someone can't find MINUTES Nov 7 Meeting!?!?

1. Numbered lists generally have a Left Indent of 0.00" and First Line Indent of -0.25" to act as reference numbers for clarity only.
 2. When nested like this, lists fall "under" the heading above it. These are used for more *actionable* to-dos.

6. Table of Contents

The table of contents on page 1 references the section headings, and sorts them in hierarchical order. It does not update as you work, and must be refreshed manually.

Info + Links

Position Packages vs Policy

Position Packages: Fluid, living documents designed as quick-start guides. Start here.

Policy: Fixed rules regarding SATCo, ratified by vote of the entire Staff and Board.

Need clarification on something specific? Find it here. Don't edit this unless it's going to be voted on.

Oh, and this isn't a Linktree. Just the most important packages.

Position Package Links by Department

Company-Wide	☰ Company-Wide Information 2023-Nov
General Management	☰ General Manager Position Package 2023-Nov ☰ Assistant General Manager Position Package 2023-Dec
Year Reps	☰ Year Rep Position Package 2023-Dec
Technical	☰ Technical Directing Guide to the Galaxy....But only SATCo ☰ Technical Director (TD) Position Package 2023-Dec ☰ Assistant Technical Director (ATD) Position Package 2023-... 📄 2023-24 Example Tech Schedule.pdf
Marketing	☰ Co-Marketer Position Package 2023-Dec
Front of House	☰ FOH Manager Position Package 2023-Dec ☰ Asst. FOH Manager Position Package 2023-Dec
Financial	☰ Financial Manager Position Package 2023-Dec
Liaison	☰ Liaison Position Package 2023-Dec

Mentors	☰ Mentor List
Show Teams	<ul style="list-style-type: none"> ☰ SATCo Stage Manager's Package (Policy Meeting 23-24 edi... ☰ SATCo's Declassified Stage Management Survival Guide ☰ SATCo Director's Package - Fall 2023 ☰ SATCo Designers Package - 2023 Fall [Last Upd. Oct.10/23] 📄 Costume Design Package KT Fall 2023 SATCo.docx

Public/Private Policy Matrix

Section	Public?
Preamble/Cover	Yes
Format Guide	No
Info + Links	No
Staff and Board	Yes
Ladder of Accountability	Yes
General Management	Yes
Covid-19	Yes
Code of Conduct	Yes
Sustainability	Yes
Season	Yes
Submission	Yes
Front of House	No
Technical	No
Marketing	No
Financial	No
Staged Violence & Intimacy	Yes

Staff and Board Policy

Revised Nov 14, 2023 - Ratified

Definitions

1. **Staff members:** all non-elected members of SATCo including the GM, AGM, Liaison, TD, Marketer(s), Financial Manager, and FOH Manager, including any assistants. This also includes any further positions created on an as-needed basis; such as the Stage Management Mentor 2022-Current
2. **Board members:** all members of SATCo which are elected by the student body; 1st, 2nd, 3rd, and 4th year representatives.

Year Reps: Responsibilities & Expectations

1. Address questions and concerns from the student body that may apply to the SATCo Board or the SATCo Season.
2. Represent the students of their elected year on the SATCo board and staff.
3. Relay information to the SATCo staff about the student body.
4. Strategically engage with their elected year to inform their vote before each season selection.
5. Relay information about submission information, promotion of events, job postings, new opportunities, etc to their respective year's student body both in person and online.
6. When representing their year, the representative must uphold SATCo's mandate and abide by SATCo's policy.
7. Exercise their elected voting power in the play selection process and hiring.
8. Year Representatives are responsible for attending all SATCo meetings.

9. The term for a Year Representative will last 2 years with a possibility of re-election for a third year, unless they choose to resign or are terminated.
10. At the beginning of the school year, the second-Year Representative must be the acting first-Year Representative until elections, taking on all responsibilities for both years.
11. The Fourth Year Representative is responsible for representing any student of fifth year and above in addition to fourth year students.

Addressing Student Concerns

1. Board members must maintain anonymity based on the discretion of the concerned party.
2. Every concern needs to be handled with professionalism and objectivity.
3. If a major concern is brought to a board member's attention; a meeting may be arranged with the concerned party and pertinent individuals (including GM).
4. Be prepared to follow up with the concerned party in regards to SATCo's response and/or action.

Hiring

1. The SATCo Marketer will post an open hiring call to the student body outlining any open positions or opportunities accompanied by a clear description of the position and requirements.
2. After the application period closes, the board will review all applications and discuss them in a meeting maintaining an unbiased position and make a judgement that best serves the function of the board.
3. After a thorough discussion, the board will vote on their choices for the position and proceed with the hiring process of that individual.

4. After a 24-hour period for members to anonymously raise concerns, the GM/AGM will contact the selected applicant and arrange their integration into the company.
5. The GM will ensure that the new hire reads all SATCo policy and that they are adequately trained. This should include a meeting between the new hire, the GM, and the previous position holder (if possible).
6. All board and staff members must keep any information pertaining to applicants confidential and may not communicate with applicants regarding their hiring status until they have received SATCo's official correspondence.

Strike and Termination

A staff or board member will be evaluated for termination, at the discretion of the General Manager or if they actively act against policy three times (“3-strike rule”).

In the case of special circumstances or severe breaches of conduct, it is up to the General Manager’s discretion to terminate a staff or board member regardless of the “3-strike” rule.

In case of the termination of a staff/board member, the incident must be documented.

In the case of a strike

The General Manager must provide a valid reason to the board and to the affected member as to why the member is being given a strike. The identity of the person given the strike should be kept anonymous from the staff

In the case of a termination

The General Manager must meet with board (excluding the person to be terminated, if they are a part of the) to discuss the possibility of a termination and must give a valid reason for the proposed termination

Rep Elections

1. SATCo has Year Representatives for each year of the undergraduate degree (1st, 2nd, 3rd, 4th).
2. The election process will happen within a reasonable amount of time

Nominations

1. SATCo will post a sign-up sheet or digital form at least 7 days prior to the commencement of voting.
2. Candidates will nominate themselves on the sheet.
3. The end of the nomination period will be clearly indicated on the sign-up sheet.

Campaigning

1. The campaign period shall be from the posting of the sign up sheets to the final day of the voting period.
2. Campaign materials may not be attached to the cinder block walls of the Phoenix Building. Candidates are restricted to the Department's notice boards.
3. Campaign materials may not be posted outside of the Phoenix Building.
4. Campaigning must be done in a respectful manner. Candidates may engage with and criticize ideas and platforms of other candidates, but under no circumstances are permitted to make personal attacks.

5. Candidates wishing to address a class must speak with the instructor prior to doing so.
6. Any campaign material considered slanderous, discriminatory, or otherwise disrespectful may be removed at the discretion of the GM.
7. Any campaign material is not representative of the SATCo board and SATCo is not liable for any of this material.
8. All campaign materials must be removed no later than seven (7) days after the end of the election.

Voting Rights

1. The board or staff member presiding over elections should ensure that each student who casts a vote is a Theatre Major or Minor and voting only once for their appropriate year. If there are concerns about the eligibility of any persons voting, the board or staff member can investigate further.
2. Theatre Majors and Theatre Minors have the right to vote for the Year Representative position of the year they are in. This is determined not by the academic year in which they are enrolled (which is determined by the number of units awarded) but by the year within the Department. If there is confusion around what year a student should qualify as, the Board shall have the final ruling.

Voting Method

1. Election shall be by confidential paper ballot or confidential digital vote.
2. At least one staff/board member of SATCo shall operate the election table as the Election Official.
3. The Election Official shall verify that the voter is on the list provided.
4. The Election Official may request to see the voter's ONECard as proof of identity.

In the case of a paper ballot:

1. The voter shall sign next to their name on the list to indicate they have voted.
2. The Election Official shall issue the voter a ballot with the names of all candidates for the Year Representative the voter is eligible to vote for.
3. The voter shall mark one of the boxes on the ballot. The voter shall deposit the ballot into the ballot box provided at the election table.

In the case of a digital vote:

1. **Format:** The Election Official shall create an anonymous poll only viewable by the AGM, which lists the names of all candidates for the Year Representative the voter is eligible to vote for. The voter shall provide their email to verify they have only voted once.
2. **Time:** Elections shall be held from 12:30-1:30 PM for five (5) consecutive school days, preferably Monday to Friday.
3. **Location:** Elections shall be held in the lobby of the Phoenix building.

Post-election

1. The GM/AGM shall be responsible for counting ballots.
2. Any ballot with more than one box marked shall be considered spoiled, and will not be counted. A ballot which has had a name written on it shall also be considered spoiled.
3. The GM/AGM shall email the winners to confirm that they accept the position. Once confirmation for a position has been attained, the GM shall email those candidates who did not win the position and notify them.
4. Results shall be announced at the next meeting following the close of elections.

Examination of ballots

1. If any person takes issue with the results of the election, they (hereafter “the Challenger”) may ask to see the ballots within a period of seven (7) days after the election.
2. The board is required to present the ballots for viewing to the Challenger.
3. The Challenger and the GM shall recount the ballots together.
4. If the re-counting changes the results of the Election, the board shall communicate those changes to all parties involved.

Protocol for challenging Year Reps

1. A student may email the SATCo Staff and Board to challenge their Year Representative, resulting in an election. In order to successfully challenge a Year Representative, a student must have collected the signatures of 15 students in their year who would support their bid for an election.
2. For sake of transparency and accountability, the option to challenge a Year Representative must be made public through the current elected Year Representative.

Rehiring of General Manager

1. If the Year Representatives come to a majority vote that the General Manager has broken a rule, breached the code of conduct, or has failed to represent SATCo’s mandate within the functioning of the staff and board, the department, or the student body, they can issue a strike or a termination based on the severity of the offence.

2. Every year, by the 31st of March, the internal hiring process for General Manager should be completed. Under the current model, the serving GM may apply to be rehired.
3. This process is done through majority rule by the staff and board.
4. This election is held internally–only current members of the staff and board can be elected as the General Manager*.
5. In the case of no suitable applicants, a student outside of the staff and board may be hired following hiring protocols.
6. If the GM resigns in the middle of their term, the AGM becomes acting GM until re-election. In this case, re-election can happen before March 31st.

Rehiring of Asst. General Manager

1. Every year after the hiring of the General Manager, the Assistant General Manager of SATCo will be rehired by the board. Under the current model, the serving AGM may be rehired.
2. The Assistant General Manager can be elected to help and assist the General Manager in the internal affairs, as well as act as a mentee under the GM position.
3. The election for the Assistant General Manager is held internally– only current members of the board can be elected.
4. In the case of no suitable applicants, a student outside of the board may be hired following hiring protocols. Being AGM does not guarantee that you will be elected as GM.

Board Involvement With Productions

1. If a SATCo staff or board member is a playwright or submitter, they must prioritise the mandate over their own personal gain.

2. If a member of the SATCo staff or board wants to participate on a show, they must apply to an open call in the same manner as any other student. They should only be chosen for the position if the creative team of the show decides they are the best person suited for that position.
3. A SATCo staff or board member may not directly approach the creative team of a chosen play in the season to express their interest in involvement until after the open call is posted. They may not use their position within SATCo to influence the creation of show teams.

Confidentiality

1. All SATCo board and staff members must keep all private SATCo information confidential. This includes:
 - a. All voting for Year Representatives must stay confidential. The only information that can be released is who won, not specifying by how many votes.
 - b. All discussion of the season must stay confidential, and only in the SATCo forum and in the SATCo season announcement can the season be announced or discussed. If disputed, Year Representatives are allowed to disclose further information, using their own judgement.
 - c. Identifiable information about students that have brought forward questions or concerns
 - d. Hiring or termination of SATCo staff and board
 - e. Job postings/time specific announcements (ie. submissions, voting, etc.) that have not been publicly posted
 - f. Interpersonal conflicts within the board

Ladder of Accountability

Revised Nov 14, 2023 - Ratified

The Ladder of Accountability is the basic framework through which we escalate issues, particularly between people



Our Year Representatives are often the first point of contact for student concerns. When they are faced with something that they aren't equipped to deal with, they should escalate it first to the Student Liaison if applicable. If it is a question best answered by a certain Staff member, they should address it with that staff member.

If it's not possible to speak with the Student Liaison due to the nature of the incident (i.e. the Student Liaison is implicated in the incident), then the issue might be brought to the AGM or GM(s). This would apply vice-versa as well.

You will notice that the Year Reps are listed twice on the ladder. Year Reps are the only board positions elected by the student body, and as such are responsible for keeping the SATCo Staff on the up-and-up. Year Reps can issue strikes against current GM(s) according to our three-strike rule (See “Staff and Board Policy”), or outright fire them if need be.

Year Reps are both the first point of contact for students and the top of our Ladder of Accountability within the Staff and Board.

If it is not an incident which can be resolved by the Staff and Board, then the next person on the Ladder of Accountability would be our Department Liaison. This is a faculty member who serves as a point of contact for us with the rest of the faculty.

As a note: While all conflicts should be documented in some way within the SATCo Drive, they should always be kept confidential and anonymous unless otherwise requested by the person(s) reporting the conflict. Refer to the “Year Rep - Position Package” or the “Liaison Package” for details.

General Management

GM Selection Procedures

Revised Nov 14, 2023 - Ratified

1. The General Manager (GM) of SATCo is responsible for the general running of the company.
2. The GM cannot serve as a Year Representative on the board. If the GM is a Year Rep, they must give up their position before running for the role of GM and re-elections for that position should be held as soon as possible.
3. Any student of the UVic Phoenix Theatre may put their name forward for the position of GM. Anyone seeking the position must submit a resume and cover letter. The position of GM can be divided between two people, but they must run as co-GM's during the election process.
4. The GM will be voted in by a majority of all Staff and Board members.
5. The GM will be chosen yearly. If a GM does not graduate out of the position, they may seek another term. No person may be GM of SATCo for longer than two years.
6. The outgoing GM may give their opinion to the elected representatives about the potential candidates, but does not receive a vote in the selection procedure.
7. Each Year Rep must seek the opinions and concerns of their year regarding the selection of the GM.
8. Each elected representative receives two votes in the selection of the GM, where one vote represents their personal vote and the other vote represents their year. They may choose to give both of their votes to the same candidate, or different candidates.

Covid-19 Policy

Revised Nov 14, 2023 - Ratified

1. SATCo will follow all Public Health Office Orders as issued by the Government of British Columbia.
2. SATCo will adhere to the University of Victoria's policy surrounding Covid-19.
3. The following guidelines are subject to change, as per PHO orders and developments in the pandemic.

Current as of November 2023:

4. If an actor/show team member gets sick, their return to the production will follow BC health protocols. Current protocol: once fever has subsided and the member feels well enough to return to their activities.
5. As per PHO orders, no proof of vaccination or booster shot is required to be involved with SATCo.

In the event that vaccinations do become required again:

6. SATCo's Faculty Liaison will check vaccine passports for SATCo. In extenuating circumstances, vaccine passport checks can be conducted by a different Phoenix faculty member.
7. If needed, SATCo will designate a specific board member to organize vaccine passport checks.
8. Vaccine passports must be checked via scanner.
9. SATCo will keep track of vaccine status for one (1) year for staff and board members and one (1) semester for show teams.

Acceptable proof of vaccine:

BC residents

10. Personnel must show a valid BC vaccine card that contains a QR code that will be scanned upon entry. Personnel are also expected to show a valid form of ID.

This includes:

- a. BC drivers license or service card
- b. Passport
- c. A Uvic OneCard is also accepted if you are a current Uvic student

Out of province residents

11. Out of province personnel must show a provincial/territorial officially-recognized vaccine record, AND

12. A valid Driver's License, Passport, or OneCard if applicable.

Code of Conduct

Revised Nov 14, 2023 - Ratified

1. Use professional language.
2. Don't interrupt people.
3. Maintain a democratic dialogue.
4. Ensure that the way you conduct yourself on the board is relevant to your specific role in the company.
5. Take minutes on all formal meetings regarding SATCo. (including those with external entities such as TCU/Department/etc).
6. No official SATCo document should be deleted, but rather archived, with the approval of the board and staff. (This includes emails) (Excludes duplicates of documents).
7. All communication should be done through email, and cc SATCo (other than time-sensitive issues, in which case text or messenger is acceptable, but must be then transcribed and sent to the email if relevant to the board and staff).
8. Direct any concerns from the student body to the Year Reps. They can then forward it to the appropriate person on the board.
9. No personal information should be discussed on SATCo time.
10. When relaying any information on behalf of SATCo, be sure that it is accurate and up to date.
11. All SATCo board members must follow the University of Victoria Department of Theatre Discrimination, Harassment, & Sexual Violence Guidelines for a Respectful Learning Environment.
12. Physical, verbal, sexual and emotional harassment, violence, and threats are unacceptable.

13. If there are conflicts within the board or staff, bring them forward to the GM. If the issue is with the GM, bring them to the Faculty Liaison or the Production Manager of the Phoenix Theatre. Refer to [☰ The Ladder of Accountability](#) document for further guidance.
14. Document any incidents immediately, preferably in a digital format in the SATCo Drive.

Confidentiality

Keep all private SATCo information confidential. This includes:

1. Year Reps vote counts must stay confidential. The only information that can be released is who won, not specifying by how many votes
 - a. This information can be audited at the request of students who were eligible to vote for said candidate(s).
2. Confidential details about SATCo seasons and productions should remain confidential, and should not be shared with the public.
3. Identifiable information about students that have brought forward questions or concerns.
4. Hiring or termination of SATCo staff and board while in progress.
5. Job postings/time-specific announcements (ie. submissions, voting, etc.) that have not been publicly posted.
6. Interpersonal conflicts within the staff and board.
7. Do not discuss SATCo's financials unless in an official capacity - such as at the annual SATCo BAM.

Sustainability Policy

Revised Nov 14, 2023 - Ratified

Guidelines for Creating Sustainable Theatre

As the world around us changes, SATCo has begun examining our relationship and responsibility to our environment. This includes seeing how we as a company can promote sustainable practices. In this document, you will find suggestions for creating more sustainable theatre, which we hope will help contribute to the growing dialogue regarding the importance of sustainability. While this is part of SATCo's policy, we are encouraging students to consider sustainable theatre practices rather than dictate exactly how they want to go about putting up their work.

While we will not, at this time, prescribe specific guidelines that our shows *must* use, we want to encourage our shows to think about their impacts on the environment. This can include, but isn't limited to, conservation of resources, consideration of the type and amount of materials used, investing in people rather than things, and considering where materials come from and where they go after a show. Below you'll find some starting points for considering practical ways to minimize a show's ecological footprint. We will provide a link to this policy in our creative team's packages to encourage our shows to take these suggestions into account.

Think about what you are purchasing for your show

Can it be reused? Or will it be used once and then thrown away? Can you borrow or rent an item instead? Is something similar available through department stock?

Recycle your materials properly

This means properly separating plastics, paper, green waste, etc

Make sure all plastic is clean so as not to be a contaminate the batch

Follow all City and/or University recycling protocols

[Plastics recycling - University of Victoria](#)

[Expanded Recycling Bins on Campus](#)

[Recycling Practices - CRD](#)

[Recycling Practices - Oak Bay](#)

Reusable items

Rather than buying single-use items for a show, consider lighting or sound rentals, or costumes, sets, or props that may be donated to the Phoenix's stocks or taken home and used by a team member after the show.

Tape Usage

The Mac's Gaff and Spike Tape is often used to mark set pieces or to cover cables

Consider using the smallest amount of tape possible or, if practical, reusing tape

In consultation with the Scenic Carpenter, could you use Phoenix tape for small amounts?

Hockey Tape and Medical Tape can be great alternatives to Gaff.

Store Glow Tape in a labelled, light-proof container will greatly extend its lifespan.

Use it sparingly - often fluorescent tape will work the same or better.

Scenic construction and Props

Consider creating sets with scrap wood from the scene shop, in consultation with the Phoenix Scenic Carpenter.

Consider altering existing props and set pieces in consultation with the Phoenix Head of Props.

Use scenic elements, hardware, and treatments in multiple shows per season, or add it to a SATCo stock when appropriate.

Fasten scenery with reusable hardware such as rope, tie line, wire, and/or fastening hardware rather than using zap straps.

Open up your 105 textbook for more tips on fastening and finishing sets.

Significant portions of these sets will be disposed of. Consider timelines, vehicle access, intermediate storage, extended lifecycle, and long-term storage.

Material choices

Keep use of toxic/poisonous epoxies, resins, adhesives, and paints to a minimum.

PLEASE wear appropriate PPE while using anything with a warning label. It's there for a reason.

Spray paint is toxic and releases Volatile Organic Compounds. Consider other options. These are harmful to your health and the environment.

Leverage your connections and reach out to mentors within the department, including staff and faculty. These folks have been constructing for longer than you've been alive and they are happy to make suggestions if you ask at the right time.

Further Reading

Goldmark, Sandra, and Katharine Purdum. "In Words and Chairs: Making Meaning of Sustainability, Equity and Circularity in American Theatrical Design and Production." *Theatre and Performance Design*, vol. 7, no. 3-4, 2021, pp. 152-162.
<https://go.exlibris.link/cs5cQdXv>

Season Policy

Revised Nov 14, 2023 - **NOT Ratified**

Positions

1. The positions of both Playwright and Director cannot be held by the same one (1) person on any one (1) show, unless under special circumstances and with approval from the SATCo staff and board.
2. No one (1) person may hold the same position (for example, Director, Stage Manager, Set Designer, Actor, Playwright, etc.) on more than one (1) show in the same season, unless under special circumstances and with approval from the SATCo Staff and Board. One (1) person may hold multiple different positions on one (1) show or more in the season, with approval from the SATCo Staff and Board. For example, one (1) person may perform in one (1) show and costume design for a different show.
3. The maximum number of performers (including musicians) in a SATCo production is ten (10).
4. The SATCo Staff and Board must be sent a potential cast list within 24 hours of the completion of auditions. The SATCo Liaison will then seek approval of that cast list from the Faculty Liaison. No roles may be offered until the SATCo Liaison and the Faculty Liaison have approved of the cast list.
5. SATCo productions are not permitted to cast students or hire crew/creative who are actively involved in a mainstage at the same time without approval from the department.
 - a. Mainstage productions and class always take precedence over SATCo.
 - b. Levels sessions, meetings, class activities, and work study take precedence over SATCo and may be grounds for conflict.

6. SATCo productions are not permitted to hire students for show creative teams who are actively involved in a mainstage at the same time without approval from the department.
 - a. See 5a and 5b.
7. All Designers of a SATCo production must be approved by the SATCo Technical Director.

Scripts

1. The final draft of a show's script must be submitted to SATCo for approval on a date determined by SATCo's General Manager(s), to be communicated to the playwright upon acceptance of their production offer. This final draft must be approved by the SATCo Liaison.
2. Minor edits to the script may be made by the playwright after this deadline, in collaboration with the director, with approval by the SATCo Liaison.
 - a. Interpretation of stage directions, historically, have not required re-approval by the SATCo Liaison.
3. In the event of an unscripted show, the intended performance must be approved by the SATCo Liaison prior to releasing it to an audience.

Rehearsal

4. All SATCo productions must abide by the Theatre Department's Phoenix Building Hours Policy, found on the back board.
5. The maximum number of hours that any SATCo production may rehearse is thirty (30). This does not include technical rehearsals, including levels, cue to cue, tech dress and dress rehearsals.
6. A rehearsal report must be sent to SATCo by the Stage Manager within 24 hours following the end of each rehearsal.

7. There must be twelve (12) hours between the end of each rehearsal and the beginning of the next rehearsal, including technical rehearsals.

Tech

1. Lighting hangs will take place on the Friday evening before show week.
2. Technical rehearsals, including levels, cue to cue, and tech dress, are to take place on the weekend prior to show week.
3. Dress rehearsals are to take place on the Monday evening prior to show week. They are to take no more than a combined total of 25 hours to complete.

Performance

1. No SATCo production may exceed fifty (50) minutes in length.
2. The McIntyre Studio is officially available from 12:30 pm – 1:50 pm on Tuesday, Wednesday, and Friday for SATCo productions. Before this time there will be class held in the space; please wait until the class has fully exited the room before beginning to set up.
3. Each show will start at 12:45 pm unless a special arrangement has been made with approval from the SATCo staff and board.
4. The show cannot exceed fifty (50) minutes, to accommodate for set-up and strike within the 1hr 30min available.

Content Notes and Trigger Warnings

1. SATCo is required to provide a list of content notes and trigger warnings for audience safety. These content notes and trigger warnings will be determined in communication with the Director, Front of House Manager, Liaison and Marketing Team. SATCo has the final say on what the warnings are and how they are

communicated. The responsibility falls on each audience member to inquire further about the given warnings.

Submission Policy

Revised Nov 14, 2023 - Ratified

Submissions

1. The SATCo board will open submissions for two weeks. This will be announced at least one week prior to the start of the submission period.
2. SATCo may extend the submission deadline according to their discretion.
3. In order to be considered for a slot in the season, submissions must adhere to:
 - a. Submission Guidelines
 - b. SATCo's Mandate
 - c. The Phoenix Theatre's Performance Policy
 - d. The University of Victoria's Policies & Guidelines
4. SATCo will ensure through the promotion of submissions that the public is aware of the blind submission process.
5. SATCo will ensure through the promotion of submissions that the public is aware of what materials to submit and how to submit them for their submission. Such materials may include some or all of:
 - a. A script
 - b. A written proposal
 - c. An artistic statement/cover letter
6. Staff and board members are not permitted to discuss identifying details of play submissions to ensure this blind process.
7. The SATCo board will not consider incomplete applications. These are applications which are missing some or all of the necessary submission materials.

8. SATCo will not accept submissions received past the deadline unless under extraneous circumstances.
9. Staff and Board members will receive submissions with no identifying features, in order to ensure a blind submission process. The exception is the Assistant General Manager, who is responsible for redacting identifying information from scripts and cover letters before making them available to the staff and board.
10. SATCo operates as a company producing plays, and does not operate as a workshopping environment for scripts that are still under development.
 - a. This was briefly suspended during Covid, as SATCo was unable to produce the plays originally selected to be produced.
11. Plays that have not been chosen will not receive feedback detailing the reason for their rejection.

Play Selection

1. If a SATCo board/staff member is a playwright or submitter, they must prioritize the mandate over their own personal gain. They must refrain from being especially active in conversations about their submission, not indicate to any other staff/board member that it might be their submission, and abstain from votes and scoring concerning their application when possible. Playwrights/submitters will abstain from votes concerning cutting their submission, but will not be able to abstain from votes concerning their top choices for the season.
2. Staff and board members should consider ALL aspects and merits of a particular submission (including, but not limited to: opportunities for student development, use of space and resources, quality of written work, etc) in fulfillment of our mandate.
3. Year Representatives must maintain objectivity and respect for the voting process in order to best serve their year.

4. Year Representatives will receive two votes in order to adequately reflect the student body (one for themselves and one for their year).
5. Play Selection must be a completely blind process. No outside information may be sought out or considered when selecting the season.

Selection Meeting

1. When submissions close, the Assistant General Manager will provide access to all submitted material. The SATCo staff and board will have at least one (1) week to review submissions and provide adequate scoring. The Assistant General Manager will average the scoring and order the submissions accordingly.
2. A meeting will be held at least one (1) week prior to the planned season announcement date.
3. Sequence of meeting events:
 - a. The staff and board discuss each play and review each member's notes while avoiding repetition.
 - b. The Assistant General Manager reveals the average scores and ranking of the submissions. The staff and board determine the top 6 plays that advance into the next round. In the case of a tie in ranking, more than 6 plays may move forward.
 - c. Based on the discussion, the staff and board may decide to rearrange ranking, if scoring appears inaccurate. Members may request that a play be included for consideration, even if it does not make the top 6.
 - d. The staff and board revisit the top 6 submissions to further evaluate their place in the season.
 - e. Each person anonymously submits their choices for the three (3) submissions they think should be in the season (1st = 3 points, 2nd = 2 points, 3rd = 1 point).

- f. Once the top three (3) plays have been determined, the Assistant General Manager reveals playwright information and any identifying factors in their application.
 - g. SATCo reserves the right not to produce the work of a playwright for any reason. For example, if a playwright has been produced recently by SATCo, they may not be selected in order to provide opportunities for other students.
 - h. Finally, the staff and board decide on the appropriate order of the season, and an alternate show in case a playwright has decided they no longer want their play produced.
4. The General Manager will communicate with selected playwrights after a 24-hour veto period (including any issues that may need to be sorted out before a season announcement).
 5. The Assistant General Manager will communicate with all unselected playwrights after selected playwrights have accepted the offer and at least one (1) week prior to season announcement.

Front of House Policy

Revised Nov 14, 2023 - Ratified

1. There must be a Front of House manager and one in-house usher present for every SATCo performance. The Front of House Manager is responsible for the safety of the patrons and is in charge of evacuation in the event of an emergency. The Front of House manager must have completed THEA 205 in the Front of House section and be acquainted with the emergency procedures and evacuation policies of the department.
2. The Front of House Manager is responsible for giving a front of house speech before the start of each show to inform the audience of land acknowledgment, length of the show, cast, crew and designer credits, and audience restrictions. This speech is to be approved by the SATCo GMs before each production. The Front of House Manager will make content notes and trigger warnings available before the top of the show severe content and trigger warnings will be announced in the front of house speech, but it is the patron's responsibility to inform themselves with all other warnings if they wish to do so.
3. The Front of House Manager is responsible for attending at least one production meeting for each show of the season and attending every dress rehearsal and show of the SATCo season. Before opening the house doors the Stage Manager must pass the house to the Front of House Manager. The Stage Manager must wait to begin the show until the house is passed back to them from the Front of House Manager (with a thumbs up).
4. The Front of House Manager is responsible for handling box office donations and writing a Front of House report after every show. Responsibility of box office sales will then be handed to the Financial Manager to deposit at their discretion.

5. Latecomers will not be seated later than 10 minutes, or not at all based on Front of House Manager's discretion. Late patrons must wait for the Front of House manager to escort them into the theatre to minimize disruptions.

Technical Policy

Revised Nov 14, 2023 - Ratified

1. All shows must have at least 2 production meetings.
2. The Technical Director(s) may request to add a preliminary meeting prior to the two production meetings. This can be done if the show has a potentially tech-heavy process. A third meeting, the week before the first production meeting, may be held as a designers meeting. This is a meeting to get the show team into the room together, chat about the show, get a director's vision if there is one, get the initial plans, and go over the designer's package. It is known as the Meeting of Dreams.
3. There should be a method of communication between all members of the production teams for shows, whether an email list, Facebook Messenger Group, MS Teams channel, or otherwise.
4. The following people must be present at the first production meeting:
 - All designers, Directors, and SMs
 - GMs
 - TDs
 - Marketers
 - Liaison
 - Financial Manager
 - Mac Resident Tech (RT).

5. The following people must be present at the second production meeting:
 - All designers, directors, and SMs
 - GMs
 - TDs
 - Liaison
 - Mac Resident Tech (RT)
 - A Marketer
 - An FOH Manager.
6. The first production meeting, the “Prelim Production Meeting”, occurs 2 weeks before the show. This is a meeting to make sure everyone is on the same page as far as technical and design elements are concerned. This meeting is mandatory. In the event of a season with overlapping production schedules, an alternate meeting time will be found.
7. The second meeting, the “Department Finals Production Meeting”, occurs 1 week before the show and allows the Phoenix Production Manager to approve designs before the LX Hang.
8. Meetings usually occur on Wednesdays and are run by the Technical Director(s).
9. LX designers can use a maximum of 50 lighting instruments, including a max of 5 on any combination of the gallery booms.

Deadline calendar:

1. Rough ground plan on notebook paper is required at the first production meeting.
2. All design updates must be reflected in rehearsal reports or written messages AND discussed with the Technical Director(s) directly.

Example Production Schedule per Show

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Designers meeting OPTIONAL			
		Prelim production meeting Rough ground plan due		Speaker and projection request deadline	
Prelim scale ground plan due		Department Finals Meeting (subject to change)* Final scale set ground plan	Final LX plot/paperwork due at noon	LX hang 18:00-22:00	Levels/Q2Q
Final Dress	Opening	Show		Closing Strike	
	Lockup handover to next show				

1. SM and Director packages are distributed online by the General Manager.
2. Design packages are distributed online by the Technical Director(s).
3. SMs are responsible for sending in incident reports if needed.

Scheduling

1. Minimum 12 hour breaks between calls. In the event that a call runs long the following calls must be adjusted.
2. The TD block books the Mac for tech weekends (Max time available is Friday evening, Saturday, and Sunday all day. This must cover hang, focus, levels, Q2Q, and tech dress.)
3. Tech week schedules are drafted by the SM and approved by the TD and Resident Technician(s). Maximum 10/12 days (10 hours worked out of 12).
4. The entire rehearsal and tech process may not exceed **45** hours, as determined by department policy.
5. Tech week schedule must be sent to Resident Technician for additional approval a minimum of one week before the LX hang to allow for 105 calls to be posted.

Example tech schedules

The TD team should be notified of any changes as soon as possible.

Show light on tech

Friday	Saturday	Sunday
18:00-21:00 Lx Hang 21:00-22:00 Lx Focus <i>Dinner break halfway through</i>	10:00-12:00 Lx Focus 12:00-14:00 Levels <i>14:00-15:00 Lunch</i> 15:00-16:00 Levels 16:00-19:00 Q2Q <i>19:00-19:30 Dinner</i> 19:30-22:00 Finish Q2Q and Tech Dress	<i>Dark Day</i>

Show with Heavy tech

Friday	Saturday	Sunday
18:00-22:00 Lx Hang <i>Dinner break halfway through</i>	10:00-14:00 Lx Focus <i>14:00-15:00 Lunch</i> 15:00-18:00 Levels	10:00-14:00 Q2Q <i>14:00-15:00 Lunch</i> 15:00-17:00 Tech Dress

Who can work shows

1. Actors: They can not work on a show if it overlaps with their rehearsal and/or performance period of their assigned mainstage
2. Running crew for a mainstage: You can not work on a SATCo show from the time your mainstage responsibilities begin.
3. 205s: (Need to discuss with your instructor as well)
4. All 205 students can work on SATCo productions as long as it does not conflict with work required from them on their assigned mainstage(s)
5. 305/405s: Handled on a case by case basis

6. Priority for board ops and tech personnel
7. Go down the back board list first years first. Then 2nd, 3rd, 4th
8. Don't repeat the same crew in a season, unless necessary to meet show requirements
9. Posting on the Phoenix Phacebook page for board ops is to go up a minimum of one (1) week prior to the hang.

Basic Tech Safety

1. Zero tolerance policy on drugs and alcohol while working
2. Never work alone
3. Out of the building by 23:00. Unison automatically switches off at 01:00 PDT.
4. You must have a wrench lanyard
5. Hard hats on the deck while overhead work is being conducted
6. No phones on the catwalk

Clothing regulations

1. Close-toed shoes
2. No high-heeled shoes
3. No skirts/dresses/kilts
4. No loose clothing
5. Ankle-length pants recommended
6. Follow Standard Phoenix Hang procedures

Role of Mac Technician/Phoenix TDs

1. Mac Technician
 - a. They are in charge of the space
 - b. All technical documentation of shows needs to get to them as soon as possible.
 - c. They are in charge of gathering and running crew during hang and focus (post calls on 105 board)
2. Phoenix TD
 - a. We give them notice when we want to borrow equipment as soon as possible.
 - b. All equipment must be returned in a timely fashion. i.e Any cables borrowed should be labeled with what theatre they are from etc...
3. TD/ATD relationship
 - a. The TD is here to train ATDs in a mentor capacity.
 - b. Both TD and ATD help run the crew and make sure that the show's technical elements work well.
 - c. ATDs should be filled in and CCd on all TD correspondence so that they are in the loop and they can feasibly take over in the event of the TD becoming unavailable or ill.

105 policy

1. Create a positive learning environment
2. Be sure they understand basic safety procedures
3. Do not leave 105's unattended, CHECK OVER THEIR WORK.
4. Review Current Technical Documentation (TD's go over this annually)
5. This includes the SATCo Technical/Design Operating Policies (AKA the Designers Package,) Mac House Plot, and associated paperwork
6. All designers must be approved by the Technical Director(s).

Marketing Policy

Revised Nov 14, 2023 - Ratified

1. All marketing of shows in the SATCo season is to be done by the Marketing Team of SATCo, including (but not limited to):
 - a. Promotional material
 - b. Print and social media
 - c. Marketing communications
2. SATCo has the final say on all marketing decisions in consultation with creative teams.
3. Media release forms, found in the Stage Manager's Package, will be distributed by the Stage Manager to the cast and crew of each show at the first read-through and are to be returned as soon as possible.
4. If a party declines permission to use their image for promotional purposes this request must be upheld without question.
5. Stage Managers must provide a preliminary creative team list to the marketer at the first production meeting (ensuring all spelling is correct), and a final creative team list by the second production meeting. Any team members added or roles changed after 1 week prior to opening might not make it onto the final poster.
6. Any photos intended to be used as promotional material taken during the production process must be sent to and approved by the Head of SATCo Marketing before posting.
7. All images posted on social media or otherwise must credit SATCo and the photographer and only include members of the cast and crew who have signed and submitted the media release form. Any images containing artistic property must be

credited to respective designers. SATCo reserves the right to have any production image removed without question.

8. BeReals are permitted at appropriate times in rehearsal with permission from director and stage managers, as long as no artistic property is visible, and all captured persons give permission.
9. Promotional photos of the production will be taken during each show's Dress Rehearsal and taken by the Head of SATCo Marketing or an approved delegate with no exceptions. No additional photography or audio recordings are permitted to be taken inside the theatre during performances. Marketers must ensure designer and production photos are distributed to the creative team within 31 days after a show closes. 31 days after distributing photos, SATCo reserves the right not to store these images.
10. Filming of production will be evaluated on a case-by-case basis. The stage manager of the show must request permission to film at least one week prior to the date of filming. This request must include the purpose, the plan, and the person who will be filming. This request will be approved or denied by the General Manager(s) and permission can be revoked at any time if circumstances change in regards to the filming. Filming must take place during the dress rehearsal. Playwrights retain full ownership of their work, as do artists over their work for SATCo shows.
11. SATCo abides by the University of Victoria Department of Theatre's policy that states: "NO photography or recording of any kind of any show from the house when an audience is in the house."
12. Posters must be approved by the department Marketer.

Financial Policy

Revised Nov 14, 2023 - Ratified

General Financial Policy

1. The General Manager has the final say on all financial matters.
2. If a financial situation arises in which neither the General Manager nor the Financial Manager are equipped to handle, they are to seek counsel from the current Phoenix Audience Services Manager.
3. The Financial Manager is responsible for creating the annual reports. The General Manager is responsible for approving the final draft.
4. Annual reports are to be formed before April
5. Changes made to SATCo's budget must be voted on by staff and board.
6. Staff and Board members seeking reimbursement must submit their receipts by December 15th or April 15th, whichever date follows most closely after their purchase.

Box Office Revenue

1. All SATCo shows have a suggested \$5.00 donation as admission. Patrons are not to be turned away if they do not pay the suggested donation.
2. All cash collected from the Front of House Manager must be stored and locked in the SATCo cupboard in the Phoenix Box Office.
3. All deposits and withdrawals must go through the current Phoenix Audience Services Manager.
4. Cash from each season must be stored before the beginning of a new season.

5. Coins must be rolled by the treasurer, General Manager, or FOH Manager. No loose change should be deposited.
6. The FOH Manager must count all revenue, the same day of the show. After the run of the show, the FOH Manager must send a revenue report to the SATCo email in a spreadsheet. This revenue report should include the total revenue of the run and a breakdown of earnings each day.

Season Budget

1. Each show is allowed a \$450 budget, provided by SATCo. Suggested \$200 for costume, \$200 for set, \$25 for lighting, \$25 for sound.
2. Printing for cast and crew scripts as well as COVID equipment will be initially paid for by the stage manager and will be reimbursed by the Financial Manager. This amount is not included in the initial \$450.00 budget. Printing budget will be \$150 per season (scripts mainly). If a member of the production team spends more than the approved budget without requesting extra funds, SATCo is not, under any circumstances, responsible for reimbursement. SATCo does not, under any circumstances, support personal funds being spent.
3. If designers go over this budget, they may be blacklisted from working on future SATCo productions.
4. All production expenses are to be paid for initially by a production team member, to be reimbursed by SATCo. In order to be reimbursed, the Stage Manager must submit all receipts to the Financial Manager in an envelope with the title of the show, the date, and the payee of the reimbursement. Receipts must be submitted within seven (7) days from the final performance.
5. Receipts should be submitted with a breakdown of what was purchased and why. Acceptable expenses include anything that is used for the show (i.e. props,

costumes,). Unacceptable expenses include anything that is not used for the show (i.e. dinner for the cast, alcohol for the after-party, snacks for rehearsals).

6. Production team members will be reimbursed by SATCo within seven (7) days of receiving receipts.
7. A production team member will not be reimbursed without a receipt.
8. SATCo must maintain \$1000.00 in the bank account in the case of a show causing extreme damage to department property. In the case of irreparable damage, the full or partial amount of \$1000.00 can go towards repairs or replacement of damaged property.
9. Pizza budget is \$150 per show (\$150 x 3 shows is \$450)

SATCo Events

1. The Financial Manager must document these purchases. All reimbursements follow the same guidelines as those indicated in the Season Budget section above.
2. As a SATCo gift we're doing a small get together to congratulate everyone on their hard work. The budget for food and non-alcoholic drinks for this is \$100

Playwright/Photography Honorariums

1. SATCo gifts each playwright a \$50 honorarium in recognition of their scripts they allow us to produce.
2. Playwright honorariums should be received before seven (7) days from their play's final performance have passed. They should be made aware of this timeline upon accepting our offer to produce their play.
3. SATCo is now gifting the photographers \$50 per show

Financial System

All cash in and cash out must be recorded in a financial form. This form must be signed by the Financial Manager and the current Phoenix Audience Services Manager.

Financial forms should contain the following information:

Cash In

- The source of the money (ex. Ticket sales from a certain show/show-date)
- The date of the deposit

Cash Out

For reimbursement

- Date of the purchase
- Reason for the purchase (ex. Pizza for the tech team, costumes for a show, printing for a show)
- The persons who made the purchase/will be receiving reimbursement
- Date of the withdrawal
- The relevant receipts, stapled to the back

For purchases to be made (ex. Large purchases to be made without burdening an individual pending reimbursement, aka Petty Cash.)

- Purpose of withdrawal
- Date of withdrawal
- Proof of payment

To see the new [New Financial budget, 2023](#) and [Spending Plan/ 2023](#) refer to those documents.

Staged Violence and Intimacy Policy

Revised Nov. 14, 2023 - Ratified

Staged Violence and Intimacy

1. Approval must be obtained before violence or intimate choreography not outlined in the script is integrated into rehearsal. SATCo holds the right to reject requests for staged violence or intimacy, or to revoke their approval at any time, without explanation, to protect the parties involved and the SATCo staff and board. Label email requests to SATCo with liaison ahead of the email subject and you will receive a response and any concerns from the liaison.
2. SATCo will evaluate each request to determine the complexity and nature of the violence or intimacy. In cases of violence or intimacy that is complex, abundant, or otherwise difficult, SATCo will request that the production seek the aid of a qualified Department faculty or staff member. If no qualified person is available for this purpose, the production will be asked to remove or alter the violence or intimacy. In cases where the staged violence or intimacy is not deemed complex, abundant, or otherwise difficult, the director is permitted to choreograph those moments or bring on another production team member, at their discretion.
3. Whenever possible, directors and stage managers should inform those auditioning for their production of any foreseen staged violence and intimacy.

Staged Violence

1. Staged violence includes any physical aggression depicted onstage. Some examples include unarmed strikes, use of weapons, and the depiction of wrestling or martial arts. Any party involved in rehearsal or performance (actor, stage manager, director, etc.) may request staged violence procedures for other unusual physical requirements in a scene, such as falling, tumbling, simulated seizures, simulated drowning and more.
2. All uses of staged violence must be choreographed and rehearsed in a safe and controlled environment.
3. All uses of staged violence must be run, with supervision by the director, stage manager, or another production team member, before each performance, in a fight call. This includes tech dress and dress rehearsals.
4. All staged violence must be approved by the liaison during the rehearsal process, ideally during the rehearsal it is choreographed.

Staged Intimacy

1. Staged intimacy includes intimate touching of any kind, especially in a sexual context. Some examples include kissing, groping, simulated sex, or simulated sexualized violence. Any party involved in rehearsal or performance (actor, stage manager, director, etc.) may request intimacy procedures for other physical contact in a scene, such as hugging or non-sexual touching.
2. All productions must abide by the University of Victoria Department of Theatre's Discrimination, Harassment & Sexual Violence Guidelines for a Respectful Learning Environment, which can be found on the back board.
3. When rehearsing and integrating staged intimacy, there must be a third party present other than the Director and actors. The third party can be a Stage Manager,

SATCo Liaison, approved faculty member, or appointed Intimacy
Choreographer/Coach.

4. There are further resources for intimacy direction, reach out to the liaison if you would like any further support or information.