

SATCo Director's Package

Welcome to SATCo! The following is a step by step outline of the things you need to do and the guidelines to follow to have your SATCo production be a success. Once you have gone over this package with the SATCO board at the Directors Meeting, it is up to you to uphold your end of the deal in accordance with this package and the SATCo Operating Policy, also included here.

SATCo Liaison Officer:

Your show will be assigned a SATCo liaison from the 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, dramaturgical questions, policies, tech requirements, nudity (in your show) etc, can be directed to your liaison. The Liaison is also required to attend a minimum of three of your rehearsals.

Director's Package:

This Director's Package should contain the following:

- Deposit information
- A list of costume, prop, light and sound, and scenery resources available from the department
- The SATCo Technical Director policy
- A Public Service announcement form

*All design documents can be accessed on the SATCo website or by contacting the technical director

With the Director's Package you will find:

- The Departmental SATCo Operating Policy
- A schedule of the SATCo season and a meetings schedule

Step 1: Directors Meeting

our attendance at this meeting is mandatory and it will include:

- A complete review of all SATCo policies and expectations
- Technical guidelines
- Costume and prop resources
- A general safety chat
- Collection of deposit cheque*

*All applicants must be prepared to pay a \$100.00 deposit fee to SATCo for their show to enter production. This deposit is collected at the Director's Meeting, and is returned at the end of the SATCo season on the condition that ALL SATCo policies were adhered to. If any were not followed, the deposit will not be returned. The deposit must be in the form of a cheque and will not be cashed unless one of the following occurs:

- Violation of TD policy
- Costumes, props or other borrowed materials are not returned by the end of the season, or are returned damaged.

- SATCo storage is not cleared out by the end of the season
 - Failure to attend meetings with SATCo and Bert in the week before your show opens
 - Failure to return the storage lock up key provided to you the Friday before your run.
- If all goes swimmingly, your cheque will be returned to you at the end of the season. It usually is.*

You will also 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.

2. Pre-Production/Rehearsals:

- Rehearsal time for SATCos has been limited by the department to 30 hrs per show
- You may be required by the SATCo board to have your script looked at by the SATCo dramaturges before you begin rehearsal.
- Meetings:** You will be required to attend a mandatory the Wednesday prior to the opening of your show at 12:30 in the lobby to discuss logistics. The following people must be present:

<u>Person</u>	<u>Need to Bring:</u>
Department Liaison	Poster approved by Adrienne
SATCo Liaison + P/VP	Lighting plot
The SATCo TD	Any rigging, special FX etc
Director	Ground plan and seating arrangement
Stage Manager	Small sized ground plan for Bert (A4)
Set designer	
Lighting & sound designer	
Set designer	

- **failure to attend this meeting will result in the cancellation of your show.
- Your hang, focus and tech must be conducted according to the technical director policy found on the next page.
- There is prop storage inside the McIntyre that can be used during rehearsals and performances. **This MUST be cleaned out immediately after your last performance.**

3. Performance/Strike:

- The McIntyre is available from 4:30pm to 6:00 on Wednesday and Thursday for SATCo performance. On Friday, it is available at 4:50pm. **The show must start at 4:45pm Wednesday and Thursday, and 5:15pm on Friday, regardless of the running time of your show.**
- 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 4:20 Wed/Thurs and 5:15 Friday to allow for classes held there. Do not enter the room until the class has left the room.

-On the final day of your show, you must strike all your stuff from the Mac so that it is left in a clean and functional state for the next show.

4. Post-Production:

- Reimbursements

SATCo will reimburse each production a maximum of \$75 at the end of the season. In order to receive this reimbursement, you must submit an official invoice including all receipts, and a corresponding list of items bought.

- Holdover Policy

Regardless of the success of any production, SATCo has a strict **NO HOLDOVER** policy. This is to provide equal opportunities to all students. If you are interested in remounting your production, we suggest looking into possibilities within the Victoria Fringe Festival.

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 it will be deducted from your deposit at a rate of \$11 /hour, to a 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 evening and not before. You will be provided a key to the storage lock up the Friday before your show opens, and will be required to return it the Friday your show closes. Under special circumstances, you may be able 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.

Stock Policies:

COSTUMES:

1. SATCo Costume Designers and Coordinators 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:

1 st visit	to see what is available
2 nd and 3 rd visits	fittings
4 th visit	to return costumes

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, costume pieces must be returned promptly to the Costume Storage.
3. Large cast shows, i.e. over 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. However, alternations are not advised.
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
 - e. No eating, drinking or smoking in costume other than on stage.
 - f. Makeup goes on before the costume.
 - g. Hang up your costume as you take it off.
 - h. Do not sit around in costume.
 - i. 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.
12. SATCo is not responsible for any costumes or costume related pieces.
You are.

PROPS/FURNITURE:

1. Visits to Props Storage are normally limited to four:
1st visit; to see what is available.
2nd and 3rd visit; to pull stock.
4th visit; to return stock
The SATCo LIAISON / show contact must attend in order to sign props out/in.
2. All visits to be at times when Props Storage is open.
3. No alterations to props may be made.
4. Following the run, all props to be returned promptly to Storage in the same or better condition in which they were borrowed.
5. 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.
6. Props to be stored in the locked Studio Storage during rehearsals and throughout the run.

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

SCENERY:

1. Please contact your SATCo liaison if you are wishing to borrow stock scenery. They will then 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 Constructions 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.

LIGHTING EQUIPMENT:

- 1 ETC Express control console
 - 8 Strand 6 x 12's
 - 6 Strand 6 x 9's
 - 6 Par 64's
- Miscellaneous cable and equipment for the above twenty instruments.
Miscellaneous colour and gobo from stock upon request.

(Note: In terms of Overhead Projectors, it should be treated the same as a borrowed stock piece. It is the responsibility of the production to ensure it is not damaged, and to return it at the end of the run. Failure to do so will result in SATCo cashing your deposit.)

SOUND EQUIPMENT:

- 1 TASCAM M308 Mixing Console
 - 1 CD Player
 - 1 TASCAM cassette deck
 - 2 Yamaha speakers
 - 4 ALTEC speakers
 - 1 360W amplifier**
- Miscellaneous cable and equipment for the above upon request.

****subject to change due according to departmental requirements**

SOFT GOODS:

- 9 Black velours
- 6 13' x 16' blacks
- 3 6' x 9' blacks

FRONT OF HOUSE & BOX OFFICE:

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

COMMUNICATIONS:

1. A short written Public Service Announcement is required for each show for internal communications purposes. The Department of Theatre does not distribute the PSA outside of the Theatre Dept. This must be submitted to the people listed on the form on the **Wednesday two weeks prior** to the beginning of your run.
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"**. The department Marketing and Communications Manager or our SATCo Media and Communications officer are both available to offer advice with deadlines, etc.
3. You may contact SATCo's Media and Communications officer with any promotional material you would like posted on SATCo's website or through our social media groups. However, it is not our responsibility to promote your show for you, so please be proactive.
4. Supply SATCo with a cast list as soon as casting is complete.

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 SATCo before performance dates. Please discuss this with the SATCo president.

Note: While this Director's Policy probably sounds fairly threatening, it is meant to ensure that SATCo operates in an efficient, safe and productive manner. It is also here to insure that SATCo and the department can co-exist amicably for many years to come. If at any point you have any questions, feel free to ask any of the SATCo board members or SATCo President.

SATCo Contact List:

SATCo Company Email: uvicsatco@gmail.com

President: Keshia Palm
250 532 3360
keshia.palm@gmail.com

Media and Communications Officer: Haley Garnett
250 857 3074
haleygar@gmail.com

Technical Director: Will Lafrance
250 514 5406
williamlafrance@mac.com

Assistant Technical Director: Zoe Hibbert
778 679 7410
z.hibbert@hotmail.com

6th Year Board Member: Halley Fulford
250 891 8439
halley.fulford@gmail.com

5th Year Board Member: [n/a](#)

4th Year Board Member: Melissa Taylor
250 858 7949
mlt@uvic.ca

3rd Year Board Member: Francis Melling
250 857 3147
fmelling@uvic.ca

2rd Year Board Member: Monica Ogden
250 588 1998
monica.joan.ogden@gmail.com

1st Year Board Member: Jena Mailloux
306 960 4675
jena.m@live.ca

SATCo Public Information Form

PROJECT INFORMATION:

1. Submit form to email addresses below ASAP or at least TWO WEEKS prior to play.
2. To be listed in internal department calendars, this form MUST be submitted 2 DAYS prior to the end of the month your play occurs.
3. Your play POSTER must be submitted for approval the THURSDAY prior to your play.
4. Tag your social media promotions to @UVicPhoenix or @uvic_satco on twitter to be forwarded. Instagram photos to @uvicsatco to be forwarded. Facebook event info can be emailed to aholierh@uvic.ca to be posted on the department's site, or uvicsatco@gmail.com to be posted on our website.

Name of Play _____

Playwright _____

Director _____

Contact _____

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 Suggested Donation \$4 _____

CONTACT INFORMATION:

Name _____

Email/Phone _____

PLEASE CIRCULATE COMPLETED FORM TO:

Production Manager: btimmerm@uvic.ca

Communications: aholierh@uvic.ca

Dept. Secretary: theatre@uvic.ca

Box Office: sguerrei@uvic.ca