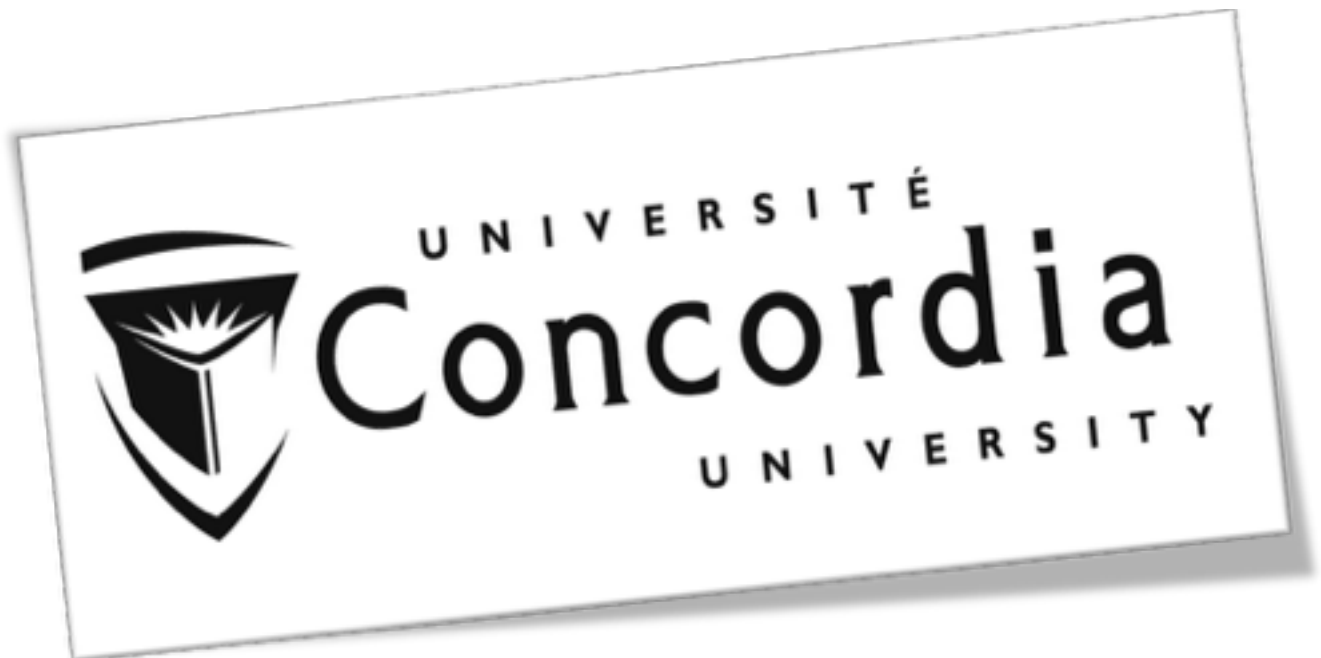


**Concordia University**  
**Information Package**  
**Fine Arts - Department of Theatre**

**Prepared by: The Office of the Director of Performance Production**  
**Date: Monday, November 10, 2014**



## Table of Contents

Production Department	3
Professional Practice	3
Casting	3
Course Materials Fee	4
Program Information	5
Front of House	5
Rehearsals	5
Changes to the Standard Schedule	6
Production Meetings	6
Technical and Dress Rehearsals	6
The following is the list of University Holidays for 2014 – 2015:	10
Rehearsal or Production Notes	10
Show Reports	10
Direction Outcomes	12
SIPAs	14
Costume Storage Rental Procedures	15
Keys	17
Parking	17
Shuttle Bus	17
Room Bookings	17
Emergency	19
Injuries / Near Miss Reporting	19
Additional Health & Safety Information	19
Emergency Response and Student Referrals	19
Wireless Internet Access	21
University Policies	21
Care and Cleanliness of our Spaces	22
Complimentary Tickets and Box Office Procedures	22
Stage Management	23
Access to the Shops	24
Use of Theatre Department Van:	25
Email Etiquette	25
Contact List	27
Frequently Asked Questions	28

## **Production Department**

The DPP is responsible for the smooth running of all productions and public outcomes. The Technical Coordinator / Lighting will act in the role of Technical Director. The Technical Coordinator / Multi Media is responsible for preparation and realization of any Audio Visual needs. The Administrative Assistant the the DPP is responsible for coordination of all scheduling and information requests. The Stage Supervisor of the Performance Venue oversees the implementation of all the technical and production elements. The Stage Supervisor ensures that all elements conform to the current Health and Safety Standards and common Theatrical Practices. The Stage Management Coach is responsible for all Stage Management matters on all Productions or public outcomes. Please see the contact list on page 23.

## **Professional Practice**

In general, all participants in productions or outcomes are expected to observe the spirit of professional theatre practice: courteous and respectful behaviour and commitment to hard work and high-quality results. All productions and outcomes at Concordia University are also teaching and learning environments in which professionals will be working with or along side students. Practitioners are thus always expected to function as teachers as well as artists. Students are often expected to acquire new information rapidly and frequently under time pressure. Generosity, patience and a strong commitment to excellence are therefore required from all production personnel.

Interpersonal conflicts should, whenever possible, be resolved by the participants. When this is not possible, conflicts should be brought to the attention of the appropriate University representative. For example, faculty and production or administrative personnel in supervisory capacities should be familiar with the University regulations regarding the appropriate working environment for classrooms and labs and would be available to help resolve conflicts.

## **Casting**

Auditions for Outcomes usually occur in the spring. Students and the Director will be advised of the date, time and location of the auditions. Any special preparation required for the audition will be communicated to the students at the same time. Students taking PROD 311 or higher must have completed the following requirements: TPER 209, TDEV 209, DFTT 209, FFAR 250, THEA 211, PROD 211, and 2 out of 3 of TPER 210, TDEV 210, DFTT 210. Students will be asked to provide a copy of their transcript for verification. Students will also be required to fill out an audition contract form.

Please also note that you may only participate in one production per semester. You can only apply 18 Prod credits toward your degree. You cannot register for a Prod credit if you have a class conflict with the time slot for rehearsals or performances. You may not miss any production related activity for another class, a job, and personal matters. Production related activities include rehearsals, technical rehearsals in the theatre, performances, costume fittings, meetings etc. In the event that you need to miss a rehearsal due to an illness, the department may require a note from your medical doctor upon your return.

## Course Materials Fee

The Theatre Department has implemented a **course materials fee** of \$25 for all Production courses offered (except for PROD 202, 408 or 409). This fee is to cover the cost of bulk supplies and production-related teaching materials (set, costumes, lights, etc.). This fee is in effect for all /2, /3 and /4 courses and is in addition to regular tuition charges for academic instruction.

What this means: If you are cast in a production, if you are a designer in a production, if you are in a SIPA, or if you are registered in TDEV 4980 / TNT, you will have to pay an extra **\$25 course materials fee** for that class. In addition to rising costs in production, the Faculty took the decision to install this policy to meet the goals of the Theatre Department's production initiatives.

This is the Procedure you have to follow:

1. Upon registration into your PROD class you must pay your course materials fee at the *Art Supply Store* (in the VA building; address listed below). Advise the store you wish to pay \$25 for the **Theatre PROD Materials fee**. If you are registered in more than one PROD course, you will need to pay \$25 for each. Ask the Art Supplies Store to add the course # of each PROD course on your receipt. You will receive two receipts, an ORIGINAL and a COPY. Give the ORIGINAL receipt to the person responsible. The COPY is for your records. If you lose your original receipt prior to submitting it, you may obtain a replacement receipt from the Art Supplies Store at a cost of \$3.50. Students are responsible for paying and submitting this on time.

Below is a guideline for who to give the ORIGINAL receipt to for the 2010-11 academic year:

- Actors, stage managers, assistant directors, etc., give receipt to the Director of the Production.
- PROD 399A students give receipt to their professor.
- Designers and assistant designers give receipt to their Design Supervisor
- All students approved for a SIPA give their receipt to their SIPA Supervisor
- TDEV 4980 / TNT students give receipt to their professor.

- WHERE IS THE ART SUPPLY STORE?:
  - VA building, Room 109
  - 1395 René Lévesque West
  - (<http://www.concordia.ca/about/whereweare/maps/?centermap=VA#maplocation>)
- CONTACT: Paul Gregory, Manager  
Tel: 514-848-2424 ext. 4609

## Program Information

The deadline for program credit information is 15 days prior to the preview or as set by the Artistic Director. All persons assisting in all the departments should be included. Acknowledgements or Special Thanks should also be included. The Stage Manager gathers this information and sees that it is given to the Artistic Director.

## Front of House

Stage Managers must provide the run times of the production or Public Outcome to the Front of House Coordinator at the Oscar Peterson Concert Hall at [jennifer.johnson@concordia.ca](mailto:jennifer.johnson@concordia.ca) prior to Opening Night.

As well, the Stage Manager is also responsible for informing the Front of House Coordinator if there is any fog, strobes, gunshots, firearms, loud noises, coarse language, nudity etc in the production. Front of House will have a warning sign put into the Program and posted in the Lobby informing the audience. All of this information may be emailed to Oscar Peterson Concert Hall at [jennifer.johnson@concordia.ca](mailto:jennifer.johnson@concordia.ca) prior to the Dress Rehearsal.

## Rehearsals

The minimum number of hours dedicated to rehearsals per production is 135 hours (one hundred and thirty five).

Rehearsals are usually conducted afternoons and evenings, as well as weekends. The Artistic Director and Department Chair determine the rehearsal hours in advance and may change them with each new semester. Rehearsal rooms are booked around the class schedules by the Administration Office.

For the 2013-14 fall and winter semesters the standard rehearsal schedule is as follows:

Tuesdays, Wednesdays, Thursdays 18:00-22:00

Fridays, 15:00-20:00

Saturdays, 10:00-17:00

Plus additional times during production week

Information packages that detail procedures for acquiring rehearsal and show props and costumes are available by request from the Properties Department (Mairi Robertson, ext. 4736, [mairi.robertson@concordia.ca](mailto:mairi.robertson@concordia.ca) ) and the Costume Department (Brie Birdsell, ext. 4735, [brie.birdsell@concordia.ca](mailto:brie.birdsell@concordia.ca) )

Invited Professionals are expected to make reasonable time demands on student performers, who will be attending a full load of classes as well as rehearsing. 15 min breaks should be given at reasonable intervals (every 2-3 hours), no rehearsal should go past 11pm, and no weekend rehearsal day should exceed 8 hours except for regularly scheduled Technical Rehearsals. Performers are expected to be early for rehearsal, and to come prepared to start work on time.

## **Changes to the Standard Schedule**

In some cases, rehearsal schedules may change to reflect extra time available. Rehearsal hours may be scheduled for a longer period during the daytime or, when a production or outcome is in performance. Holidays often affect scheduling. Schedule changes will be decided in advance by the Director of Performance Production (DPP).

## **Production Meetings**

Production meetings are generally held before a rehearsal call on Fridays from 14h00-15h00 in the designated rehearsal hall or in a classroom. Shop Heads, Designers and their Assistants, the Director, the Design Supervisor, the DPP, Technical Coordinator Multimedia, Technical Coordinator Lighting, and the Stage Manager are normally expected to attend and help take notes. These meetings are limited to one hour.

## **Technical and Dress Rehearsals**

Technical rehearsals for the productions and Public Outcomes are normally held the week before Opening Night. This is referred to as “Tech Week”. The designers and director will normally be scheduled for level setting sessions for Sound, Lighting, Video or Projections. Productions or outcomes with complex scene changes may also schedule extra time with the running crew to rehearse outside of technical rehearsals with the cast. Requests for scene change rehearsals or paper techs (a cueing meeting without cast and crew) should be made prior to Tech Week and submitted to the DPP.

A make-up session may be scheduled, as needed, at an appropriate time during the time leading up to Opening. This make-up session will serve as a workshop in which either the designer or a make-up artist will guide the actors in applying specialized stage make-up specific to the production. A request for this workshop should be identified prior to Tech Week and submitted to the DPP.

The Standard Tech Week Schedule (see table below): modifications should be proposed well in advance to the DPP.

Cast and Crew are expected to be early for rehearsal and to come prepared to start work on time and in the appropriate clothing for the job. Crew members should be prepared to take notes. This may require a small flashlight. Please note: Water with a lid or cap is the only beverage allowed backstage. No other food or drink is allowed.

Below is a sample Set-up and Technical Rehearsal Schedule, or “Tech Week Schedule”. Please note that this is the basic format that we follow. Each Public Outcome will follow its own detailed schedule that meets its individual needs.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Actors Off	Actors Off	Lighting Hang during Daytime  Rehearsal in Rehearsal Hall  18:00-22:00	Set-up during Daytime  Rehearsal in Rehearsal Hall  18:00-22:00	Set-up cont. during Daytime 18:00-22:00	Set-up cont. during Daytime  *last day in Reh. Hall SM to clear Reh. Hall at end of day. 15:00-20:00	First Rehearsal onstage  10:00-19:00
Lighting Focus 9:00-18:00  Cast Day Off	Tech Adjust during daytime  Cast Day Off	Levels during the daytime  Rehearsal onstage 18:00-22:00	Levels during the daytime  Rehearsal onstage 18:00-22:00	Levels during daytime  Cue to Cue 18:00-23:00	Tech Adjust 9:30-15:30  Cue to Cue 15:00-22:00	Tech Run 12:00-19:00
Costume Run 12:00-17:00  *Change to the Day Off this week and next.	OFF	Dress Rehearsal 18:00-23:30  photos during run	Preview 18:00-23:30  (20:00 show)	Opening - 20:00 show	20:00 show	14:00 show & 20:00 show
14:00 show  17-21:00 STRIKE	Returns					

The Actor's first rehearsal onstage generally begins with an orientation session, which is commonly referred to as the Safety Walk. The Safety walk should include the full cast and crew and will be led by a member of the Staff. At this time a Fire Safety session will also take place so that everyone involved is familiar with the fire procedures and fire exits. After the Safety Walk is complete, the



Stage Manager will take over and run the Technical Rehearsals for the duration of Tech Week.

The Costume Run usually takes place on the Sunday before Opening. Please note, that this is a change to the day off. At this point, all show costumes will be available and must be worn by the cast during the run. After the costume run, some costume pieces may need to be returned to the Costume Department for final adjustments. The costumes will then be returned in time for the Dress Rehearsal on the Tuesday before Opening. Quick-change rehearsals may be needed for certain productions or outcomes. A quick-change rehearsal is a rehearsal in which the cast practice changing from one costume to another backstage under specific time constraints dictated by the circumstances. The changes sometimes involve assistance from members of the Stage Management team, other cast members or student crew members. The Stage Manager with the Costume Department in advance of Tech Week, must schedule quick-change rehearsals that need to take place before the costume run.

With prior notice given to the DPP and Director, archival photos may be taken during the Costume Run or Dress Rehearsal. The photographer may request to attend the Tech Run on the Saturday before Opening in order to familiarize themselves with the production or outcome.

Time demands on student performers and student technicians during tech week should be kept reasonable – students are not released from classes during this time. Some of the students working on the production will have had little prior experience or training (the production itself is the training). It is important to allow sufficient time to practice and set complex sequences of cues. A paper tech in advance of Tech Week is recommended. The Stage Manager may opt to bring operators in during the previous week to observe rehearsals and become familiar with the production. Student crews and performers are, at all times, expected to work in a disciplined and professional manner during rehearsals.

The Tuesday before Opening is generally the Dress Rehearsal. Occasionally, Theatre Department students and faculty are invited to attend this Dress Rehearsal. This rehearsal may be declared “closed” at the discretion of the Director.

The Wednesday before Opening is a Preview. Tickets will be sold to the public for this performance and there will be Front of House staff present to deal with the public. A brief meeting should occur between the Stage Manager and the Front of House Manager prior to Preview to discuss the procedures for opening the house to the public, fire procedures, and medical or other emergencies. At this time, the Stage Manager may set a specific “late comer” call, as specified by the Director. The Stage Manager will call the cues for this performance from the booth. The production table in the house must be removed.

Thursday Night of Tech Week is Opening Night. The curtain is generally at 20:00. The Stage Manager sets actor and crew call times.

## **The following is the list of University Holidays for 2014 – 2015:**

The University Offices are closed and Classes are canceled on the dates listed below.

- Monday, October 13, 2014 -Thanksgiving Day
- December 24,25,26, 2014 - Christmas Eve, Christmas Day, Boxing Day  
University closed
- December 29,30,31, 2014 -December Break -University closed
- January 1,2,5, 6 2015 - New Years Day and Statutory Holiday -University closed
- February 23-27, 2015 - Reading Week
- February 27, 2015 -President's Holiday -University closed
- April 3,4,5,6 -Easter Break -University closed

## **Rehearsal or Production Notes**

Stage Management is expected to produce Production notes. This document is also referred to as Rehearsal Notes in some theatres. These notes should include all new and relevant information that arises from rehearsal. All Costume, Set, Prop, Production, Technical, Sound, Lighting and general information should be included and copied to all of the various shops, as well as the DPP. Information pertinent to the next scheduled rehearsal should also be included. When available, timing for run throughs should be included.

## **Show Reports**

Stage Managers should produce a show report for each performance that would include the performance date, start and finish times, weather, audience size, general audience response, and any notes for the various departments. Copies should go to the Chair of the Theatre Department, the Artistic Director, the

Director, the Design Supervisor, the DPP, the Shop Heads, and the Stage Management Supervisor.

Show reports must also include a report of any equipment problems that might have occurred. The Production Team should be notified of any problems with the theatre equipment, props, costumes or scenery. This should happen as soon as possible in order to allow time for the staff members to correct the problems.

## Direction Outcomes

<b>DIRECTING SCENES</b>
<b>PROPERTIES STORAGE ACCESS</b>
<b><u>MAKE APPOINTMENT</u></b>
A representative from the group contacts the Properties Shop Head by e-mail. Appointments are usually 30 - 45 minutes.
<b>Dates &amp; times available:</b>
Two 3-hour time slots approximately two weeks before set-up
Specific dates & times TBA
<b><u>VISIT STORAGE</u></b>
Come prepared with a complete list of items required Group member(s) select items & makes a list with the shop head. Each group is required to pay a <b>\$20 deposit</b> This deposit will be returned when all items are returned on time & in good condition.
Props may be taken directly to the theatre providing the student has ensured that these pieces can be locked up when not in use. Arrange pick-up time for items not taken.
<b><u>RETURNS</u></b>
<b><u>At Strike</u></b>
All props are brought to the Scene Shop. Items that students wish to donate may be brought to the shop but if we cannot accommodate them, students must be prepared to remove them when they check in their returns.
<b><u>Check returns</u></b>
<b>Specific appointments are not required but all returns must be checked in on:</b>
Specific date & time TBA
Shop Head & student check the returns against the list. Items returned to storage.

Deposit returned to the student.

**N.B. If the return process is not completed on schedule, the student will  
forfeit their deposit.**

**Properties Shop Head - Mairi Robertson  
mairi.robertson@concordia.ca**

## SIPAs

<b>SIPAs</b>
<b>PROPERTIES STORAGE &amp; SHOP ACCESS</b>
<b><u>MAKE STORAGE APPOINTMENT</u></b>
A representative from the group contacts the Properties Shop Head by e-mail. Appointments are usually 30 - 45 minutes.
<b><u>Dates &amp; times available:</u></b>
Two 3-hour time slots approximately two weeks before set-up
Specific dates & times TBA
<b><u>VISIT STORAGE</u></b>
Come prepared with a complete list of items required. This list must have been approved by the SIPA supervisor.
Group member(s) select items & makes a list with the shop head.
Each group is required to pay a <b>\$20 deposit</b>
This deposit will be returned when all items are returned on time & in good condition.
Props may be taken directly to the theatre providing the student has ensured that these pieces can be locked up when not in use.
Arrange pick-up time for items not taken.
<b><u>WORK SESSION</u></b>
The Properties Shop provides a supervised 4-hour work period during which students may make minor alterations to props, e.g. minor repairs or modifications, paint touch-ups & /or work on SMALL building projects. Alterations must be approved by the Shop Head.
<b><u>Work Session Date:</u></b>
Approximately one week before set-up
Specific date & time TBA
If you wish to participate in this work session, inform the Properties Shop Head by e-mail.
Provide a list of work that you wish to accomplish & number of participants from your group.

<b><u>RETURNS</u></b>
<b><u>At Strike</u></b>
All props are brought to the Scene Shop.
Items that students wish to donate may be brought to the shop but if we cannot accommodate them, students must be prepared to remove them when they check in their returns.
<b><u>Check returns</u></b>
<b>Specific appointments are not required but all returns must be checked in on:</b>
<b>Specific date &amp; time TBA</b>
Shop Head & student check the returns against the list.
Items returned to storage.
Deposit returned to the student.
<b>N.B. If the return process is not completed on schedule, the student will forfeit their deposit.</b>
<b>Properties Shop Head - Mairi Robertson</b> <b>mairi.robertson@concordia.ca</b>

## Costume Storage Rental Procedures

The Department of Theatre Costume Storage is located in the basement of the Hall building on the SGW campus, room #: **H0046**. Phone extension: **4794**  
Opening hours: TBD, varies each semester.

Visits to the Storage for rentals, returns or viewing are during opening hours and by appointment only. To make an appointment or for any other rental inquiry, please contact us via email at [costume.storage@concordia.ca](mailto:costume.storage@concordia.ca)  
Appointments outside of regular Storage hours may be requested, and will be upon approval of the Head of Costumes (Ms. Brie Birdsell) only. We will do our best, but not all requests can be accommodated.

Access to the Costume Storage by students, faculty or staff outside regular hours, is not permitted without prior approval from the Head of Costumes. To contact the Head of Costume Shop, please email [brie.birdsell@concordia.ca](mailto:brie.birdsell@concordia.ca).

In order to remove an item from the Costume Storage, you must have completed and signed the rental agreement and paid all applicable charges. In addition, each item may be photo-documented. Late fees will be charged on all rentals not returned by the deadline stated in the rental agreement.

## **INTERNAL RENTAL CHARGES**

**-Concordia Department of Theatre Productions:** no deposit, no rental charges. Dry cleaning paid for from production budget.

**-SIPA:** deposit required (\$20-\$50 depending on items), no rental charges. Each SIPA budget pays for dry cleaning, Costume Storage will send borrowed items for cleaning upon return.

**-Concordia Students borrowing for a Theatre Class:** deposit required (\$20), no rental charge. The Department of Theatre waives the rental charge. *The student pays for any dry cleaning* required (no cleaning needed if not soiled, at the discretion of the Costume Storage staff), and Costume Storage will send borrowed items for cleaning upon return, if needed.

**-Concordia Faculty/Staff borrowing for a Theatre Class:** deposit required (\$20), no rental charge. Faculty and staff pay for any dry cleaning required (no cleaning necessary if not soiled). They may submit the cost as an expense for their class. Costume Storage will send borrowed items for cleaning upon return, if needed.

## **EXTERNAL RENTAL CHARGES**

**-External Renter:** deposit cheque required (equal to the total rental charge - minimum \$50), rental charges apply. Renter is responsible for dry cleaning prior to returning borrowed items. Must show cleaning receipt upon return.

**-Concordia Students renting for Outside Production:** deposit required, rental charges apply, student/external production pays for dry cleaning. Renter is responsible for all cleaning, including dry cleaning, prior to returning borrowed items.

**-Concordia Theatre Faculty/Staff renting for Outside Production:** treated as External (see above).

**-Concordia Students and Faculty/Staff from other Departments for Internal or External Production:** treated as External (see above).



### **-Theatres/Schools with whom we have a Mutual Borrowing**

**Agreement:** no deposit, no rental charges, they are responsible for all cleaning, including dry cleaning, prior to returning borrowed items.

## **Keys**

Keys to the performance spaces will be made available to the Stage Manager by the DPP if required. Other qualified persons may be given keys by special request determined by the DPP. The Stage Manager as well as the Director will be included on an after hours list which is given to Security. This ensures that they are able to access the rooms required for rehearsal and performance. To access a locked space for which you have already be granted permission to enter, call security at 514.848.2424, ex 3717 and ask for someone to come and unlock the space. You will need to provide your student or employee ID number and in some cases, show your ID card. It is important that you then alert security when you have left the space in order that they can lock it up.

## **Parking**

The University does not provide parking spots to visiting artists (Directors, Supervisors etc). There is on-the-street parking and several paid parking lots around both the Loyola Campus and the Downtown Campus. Everyone is responsible for paying for his or her own parking. Public transit is readily available and recommended, as finding parking spots and feeding meters throughout a lengthy rehearsal or performance is time consuming and can interrupt the work process.

## **Shuttle Bus**

A shuttle bus runs between campuses on a regular basis (every 10 – 15 minutes). Take advantage of this free method of transportation between Loyola campus (AD building) to downtown SGW campus Hall building. A Student or Employee ID card is required.

## **Room Bookings**

Room Bookings for productions or outcomes are made by the DPP in advance of the rehearsal period. Special requests for rooms may be made through

Administration / Jen Cressey [jen.cressey@concordia.ca](mailto:jen.cressey@concordia.ca) by filling out a Room Request form.

Room bookings for the FC Smith complex as well as the DB Clarke Theatre are made through Jen Strahl [jen.strahl@concordia.ca](mailto:jen.strahl@concordia.ca) .

A valid booking can be made through the room booking system listed below: <http://wco.hexagram.ca/webcals/public/> . For instructions on how to use the system, consult the Theatre Department website at: <http://www.concordia.ca/finearts/theatre/facilities/bookings.html>

Your obligation for use of the facilities is to comply with all relevant University and departmental policies, including:

- Bring a printed copy of your room booking confirmation;
- Do not bring food or drink in any studios/ classrooms;
- Dispose of your garbage;
- Remove footwear for Theatre and Dance studios;
- Do not move or take any equipment in studios/ classrooms.

Persons using premises after the normal hours of operation and/or alone or in isolation are expected to:

- Always carry University-issued photo-identification;
- Take all reasonable steps to protect the health and safety of themselves, their colleagues and other members of the University Community;
- Immediately report all injuries, incidents and dangerous conditions to Security including any accident or emergency involving hazardous substances and comply with all other University policies related to such emergencies;
  
- Refrain from admitting any unauthorized person(s) to the premises.
- In the event that property or the facility itself is damaged when you arrive or during your room booking period, please report the damages to Administration / Jen Cressey; [jen.cressey@concordia.com](mailto:jen.cressey@concordia.com)

#### When planning an Event:

The following procedures must be followed. All departmental event requests must be made through Hospitality Concordia (Conference Services at ext 4999 or [hospitality@concordia.ca](mailto:hospitality@concordia.ca) ). They will guide you through the necessary steps to ensure a safe and smooth event. For student-organized events, you should contact the Dean of Students office (SGW Campus H637, ext 3517 [ordeanofstudents.office@concordia.ca](mailto:ordeanofstudents.office@concordia.ca) . Loyola Campus AD 121, ext 4239)

## Emergency

In the event of an emergency, dial ext.3717 (internal) 514-848-3717 (external) to alert Concordia security of the issues and to request immediate assistance.

Detailed procedures on how to manage various types of emergencies can be found by visiting <http://ehs.concordia.ca>.

## Injuries / Near Miss Reporting

### **If you are Injured or are involved in a “near miss” incident:**

You must fill out an injury / near miss report and send it to your supervisor at the time of injury / incident. e.g. Faculty member, Instructor, Director, Coach. The form should be filled out by the injured party and their supervisor (Professor, Instructor, Coach etc). If it is impossible for you to complete the form, another witness at the time can do it for you.

<http://www.concordia.ca/campus-life/safety/injury.html>

### **If you are a Supervising Faculty or Staff -Member at the time of an incident:**

It is your responsibility to inform Security at the time of the incident. It is also your responsibility to inform the injured party that they must fill out the injury report and direct them to the link on the Concordia EHS website. Please read the information on the website below. This is also where you will find the online form.

<http://www.concordia.ca/campus-life/safety/injury.html>

Once an injured party completes section A & B of the form, they must submit it to you for you to fill out section C. After the whole form is filled out, you must submit it to Environmental Health and Safety. It should be completed within 24 hours of the incident.

## Additional Health & Safety Information

For information related to health and safety concerns, please visit the Concordia Fine Arts website ([finearts.concordia.ca](http://finearts.concordia.ca))

## Emergency Response and Student Referrals

*Please note that this document is not intended to replace university policies, but rather to provide a summary of guidelines and recommendations as compiled by the Department of Theatre. For complete information, please see the following:*

*Urgent care and after hours:*

Health Services (GM-2)

<http://www.concordia.ca/students/health/urgent-care.html>

*Resources:*

Counselling and Development (H-440)

<http://www.concordia.ca/offices/cdev.html/>

*Policies:*

The Office of Rights and Responsibilities

<http://www.concordia.ca/students/rights.html>

Environmental Health and Safety

<http://www.concordia.ca/campus-life/safety.html>

**If a person is in imminent danger to others or themselves:**

- On campus, call security: 514-848-2424, ext 3717
- Off campus, call 911

For other health concerns, here are additional resources available on campus:

**Students should know that there are resources available.**

- For mental health issues, there are counsellors and psychologists at Counselling and Development. There is also a “crisis” counsellor on duty each day on both campuses for students who are feeling overwhelmed and need a quick appointment. These are short (~ 15 min.) appointments aimed at helping students contain whatever is overwhelming them and identifying next steps. Often a follow up appointment is booked. To book an appointment, students can call reception (SGW 3545, Loyola 3555).

**For support of staff:**

- If you are seeking support with one of your students, you can contact the manager of Counselling and Psychological Services in Counselling and Development, Dale Robinson, at 514-848-2424, ext 4389 or email [dale.robinson@concordia.ca](mailto:dale.robinson@concordia.ca). Dale will speak with you about your student and what are the best next steps for you to take in their particular situation.

**At Health Services, there is a psychologist, GPs and psychiatrists. They have walk-in times every day to access their services. To book at appointment, call 3565.**

- Health Services and Counselling and Development are not crisis centres. If the student is in crisis (ie. in danger of harming him/herself), call security immediately.

**Get as much information as possible.**

- As the case proceeds, it is helpful to have details. What happened? When? Is this the first time? What was going on beforehand? Does the student have a prior history? Write these details down right away.

**Email a report to the Chair, with a CC to the Department Administrator and Department Assistant.**

If it is a mental health issue, **phone and email Dale Robinson** to let her know that the student's contact may be forthcoming.

For all cases, **notify The Office of Rights and Responsibilities** so that a file can be opened. If co-ordination between departments is required, they may assign an advisor. In conflicts between parties, that office will sometime moderate.

## Wireless Internet Access

Most areas in the university now equipped with wireless network service. Students, faculty and staff can have access to this service but must have a valid Concordia account and must apply for wireless access online.

To configure your laptop for wireless access:

<http://helpline.concordia.ca/network/wireless/>

For assistance with your wireless access please contact the IITS helpline.

(514) 848-2424 ext. 7613

E-mail: **help@concordia.ca**

In-person: SGW: H925, LOY: CC207

## University Policies

All official university policies are available by visiting: <http://vpexternalsecgen.concordia.ca/policies/>

You can browse this website by Themes such as Behaviour policies, Human Resources Policies, Student Life and Academics, Health and Safety and Security polices.

Here are a few important links that you might need:

Use of personal vehicles:

<http://www.concordia.ca/content/dam/common/docs/policies/official-policies/VPF-3.pdf>

Travel outside of Quebec:

<http://international.concordia.ca/aboutus/>

Human Resources:

<http://www.concordia.ca/hr/>

The Office of Rights and Responsibilities

<http://www.concordia.ca/vpirsg/rights-and-responsibilities/>

## Care and Cleanliness of our Spaces

The Custodial Staff at the University have a very busy workload, which does not include constant cleaning of all rehearsal spaces. The cast and Stage Management should make every effort to keep their rehearsal space tidy, since it may not receive constant custodial attention. Food or drinks are not permitted in the rehearsal spaces or theatre audience, theatre lobby or onstage. Water containers with secure tops are permitted. Please remember that all of our spaces are “shared spaces” used for classes, rehearsals and performances. Leave a room in the same clean and neat condition that you find it. Rehearsal spaces used for the productions and public outcomes are not for the exclusive use of the company. All valuables must be locked up. This should include all rehearsal props and costumes. All spaces should be treated as “insecure” for valuables and “potentially unsafe” after hours. All personal belongings should be removed at the end of each rehearsal period. Stage Management should carefully follow all procedures regarding room and building lockup in all rehearsal and performance spaces. No one should walk unaccompanied after hours.

## Complimentary Tickets and Box Office Procedures

All complimentary tickets are subject to availability and must be booked a minimum of 48 hours in advance with the Theatre Box Office [tickets.finearts@concordia.ca](mailto:tickets.finearts@concordia.ca) in order to be guaranteed, and there are no exchanges. Do not attempt to book complimentary tickets to Theatre productions or outcomes through the Theatre Box Office at the venue. The main box office is located at the Oscar Peterson Concert Hall Administration office L SC 01-10 on the Loyola campus. [http://www.concordia.ca/documents/about/whereweare/maps/loyola\\_campus\\_map.pdf](http://www.concordia.ca/documents/about/whereweare/maps/loyola_campus_map.pdf)

The Box Office Hours are Mondays -Fridays from 10:00-16:00.

The DB Clarke Box Office hours are to be determined.

All production and public outcome personnel are entitled to a maximum of 2 complimentary tickets on Opening Night. Complimentary tickets to other performances during the run are not guaranteed and may not be available.

Please include “Comp Tickets” in the subject of your email. Please indicate:

- Your name
- Phone number
- Number of tickets requested
- Date and time of performance

A box office representative will contact you by email regarding ticket availability.

This service is available until the Friday after Opening at 12 p.m., after which tickets are only available at the theatre on the day of the performance.

## To Purchase Tickets to a Theatre Department Show:

### **Cost:**

\$10 regular and \$5 for students and seniors.

### **Box office:**

To reserve tickets, send an email to [tickets.finearts@concordia.ca](mailto:tickets.finearts@concordia.ca) with the following information.

- Your name
- Phone number
- Number of tickets requested
- Date and time of performance
- The type of ticket you are requesting. e.g. Regular, Student or Senior

A box office representative will contact you by email regarding ticket availability. This service is available until the Friday after Opening at 12 p.m., after which tickets are only available at the theatre on the day of the performance, one hour prior to the show.

Tickets will be held under your name at the box office until 20 minutes prior to the start of the performance, at which point they will put on sale.

***Tickets will also be available at the door***

## Stage Management

The job of Stage Manager at Concordia University is performed by a student as part of their learning process. The Student Stage Manager will have access to a Stage Management Supervisor throughout the rehearsal process and the run of the production. This will include the preparatory work done before rehearsals begin. From time to time and on an individual need basis, the Supervisor may attend a part of certain rehearsals as well as Tech Week Rehearsals to help guide the students in their role. The supervisor will be meeting with the Stage Manager regularly outside of rehearsals and will be cced on all email communication, including rehearsal notes and schedules, preset and running cue paperwork and communications with the Production Team.

The responsibilities of a Stage Manager in the Concordia University Theatre Department include:

- Maintaining a prompt book, which contains all cues, technical notes, blocking and other information pertinent to the production.
- Stage Managers are responsible for helping establish a rehearsal schedule and ensuring that rehearsals run on time. The stage manager typically documents each rehearsal in rehearsal notes. The cast should be informed of the rehearsal call times for the following day's rehearsal as soon as possible after being released from their rehearsal day.
- During Tech Week and after Opening, the Stage Manager controls all aspects of the performance by calling the cues for all transitions, lighting, sound and acts as the communications hub for the cast and crew. Large productions may utilize a stage management team in which the Stage Manager is responsible for calling the show while other team members operate backstage to ensure actors and crew are ready to perform their duties. The Stage Management team will be responsible for the presetting of the props and costumes or overseeing the crew in running the show. Proper tracking paperwork of all of these elements will be created and updated throughout rehearsals and Tech Week and issued to all team members and supervisors involved.
- The Stage Manager will create and issue a Show Report after each public performance and distribute it to the following list of team members and faculty: The Chair, Artistic Director, the Director, the Design Supervisor, the DPP and the Stage Supervisor, the Shop Heads, and the Stage Management Supervisor.
- The Stage Manager will create a daily rehearsal schedule according to the requirements of the director as well as an over all general rehearsal schedule that will be distributed to the cast and production team prior to the first day of rehearsal.
- The Stage Manager will create and distribute rehearsal notes after each rehearsal up until Preview, at which point Show Reports will replace this form of communication.

## Access to the Shops

Access to the Scene Shop, Properties Shop, Costume Shop or Costume Storage or the Dye Room must be made through the appropriate Head (see contact list on page 17-18). No meetings, classes or labs are to be scheduled on Mondays. Students and faculty should call the Shop Heads in order to make an appointment should they wish to visit, hold a class or have access to the shops. Students working on productions or outcomes must come on time and prepared, with required documentation, to any scheduled meeting. This documentation should be sent via email prior to the scheduled meeting. Students will be required to reschedule their appointment if they are not prepared. The scene shop and props shops are located on the Loyola campus in PS-145. The costume



shop is located in the GM-540 on the SGW campus. To contact the Shops, see the list of Useful Numbers below.

## Use of Theatre Department Van:

The DPP must approve all requests for van use. Individuals must fill out a van permission form and have it approved by the DPP. The signed form must be presented to the Scene Shop Supervisor who will give the individual the van keys. The van is parked outside the scene shop Loyola Campus PS-145. If the request includes travel outside of the province of Quebec, please refer to policy#VPS-53 *Policy on travel outside of Quebec*. Once again, here is the policy regarding Travel outside of Quebec:

<http://international.concordia.ca/aboutus/>

## Email Etiquette

### 1. Be concise and to the point.

Do not make an email longer than it needs to be. Remember that reading an email is harder than reading printed communications and a long e-mail can be very discouraging to read.

### 2. Use proper spelling, grammar & punctuation.

This is not only important because improper spelling, grammar and punctuation give a bad impression of your company, it is also important for conveying the message properly. E-mails with no full stops or commas are difficult to read and can sometimes even change the meaning of the text. And, if your program has a spell checking option, why not use it?

### 3. Do not attach unnecessary files.

Wherever possible try to compress attachments and only send attachments when they are productive. Moreover, you need to have a good virus scanner in place since recipients will not be very happy if you send them documents full of viruses.

### 4. Do not write in CAPITALS.

IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response in the form of a flame mail. Therefore, try not to send any email text in capitals.

### 5. Read the email before you send it.

A lot of people don't bother to read an email before they send it out, as can be seen from the many spelling and grammar mistakes contained in emails. Apart from this, reading your email through the eyes of the recipient will help you send a more effective message and avoid misunderstandings and inappropriate comments.

### 6. Take care with abbreviations and emoticons.

In work related emails, try not to use abbreviations such as BTW (by the way) and LOL (laugh out loud). The recipient might not be aware of the meanings of the abbreviations and in work-related emails these are generally not appropriate.

The same goes for emoticons, such as the smiley :-). If you are not sure whether your recipient knows what it means, it is better not to use it.

**7. Be careful with formatting.**

Remember that when you use formatting in your emails, the sender might not be able to view formatting, or might see different fonts than you had intended.

When using colours, use a colour that is easy to read on the background.

**8. Do not forward chain letters.**

Do not forward chain letters. We can safely say that all of them are hoaxes. Just delete the letters as soon as you receive them.

**9. Do not copy a message or attachment without permission.**

Verify with the sender when copying a message or attachment to another user.

**10. Do not use email to discuss confidential information.**

Sending an email is like sending a postcard. If you don't want your email to be displayed on a bulletin board, don't send it. Moreover, never make any libellous, sexist or racially discriminating comments in emails, even if they are meant to be a joke.

**11. Avoid using URGENT and IMPORTANT.**

Even more so than the high-priority option, you must at all times try to avoid these types of words in an email or subject line. Only use this if it is a really, really urgent or important message.

**12. Use for the cc:.**

Try not to use the cc: field unless the recipient in the cc: field knows why they are receiving a copy of the message. If your name appears in the cc: field, you do not necessarily need to reply to the message. Generally, the email is being sent to you for information purposes only.

**13. Use of the To: field**

If your name appears in the To: field, you should respond to the message. You only need to “copy all”, if you feel they need to know.

## Contact List

Name	Title / Department	Concordia (514)848-2424+ ext. #	Email Address
Campus Security		ext. 3717	security@concordia.ca
Maud David Lerebours	Music, Theatre and Contemporary Dance Administrator	ext. 4724	<a href="mailto:maud.david-lerebours@concordia.ca">maud.david- lerebours@concordia.ca</a>
Jen Reimer	Receptionist, Administration	ext 2293	<a href="mailto:jen.reimer@concordia.ca">jen.reimer@concordia.ca</a>
Nicoletta Pasquino	Department Assistant, Administration	ext. 4559	<a href="mailto:nicoletta.pasquino@concordia.ca">nicoletta.pasquino@concordia.c a</a>
Jennifer Cressey	Department Assistant, Administration	ext. 4555	jen.cressey@concordia.ca
Norberts J. Muncs	Director of Performance Production	ext. 4737	<a href="mailto:norberts.muncs@concordia.ca">norberts.muncs@concordia.ca</a>
Pietro Cerone	Technical Coordinator, Multimedia	ext. 4731	peter.cerone@concordia.ca
Ted Stafford	Stage Supervisor, SGW Campus Performance Venues	Ext. 4731	ted.stafford@concordia.ca
Jen Strahl	Administrative Assistant to the DPP & Stage Management Coach	514.924.9776	jen.strahl@concordia.ca
Paul Teichgraber	Technical Coordinator, Lighting	514.839.4821	<a href="mailto:paul.ludwig.teichgraber@gmail.com">paul.ludwig.teichgraber@gmail. com</a>
Brie Birdsell	Head of Costume Shop	ext. 4735	<a href="mailto:brie.birdsell@concordia.ca">brie.birdsell@concordia.ca</a>
Marlene Lucas	Head of Scene Shop	ext. 4741	marlene.lucas@concordia.ca
Mairi Robertson	Head of Properties Shop	ext. 4736	mairi.robertson@concordia.ca
Jennifer Johnson	Venues Assistant	ext. 7928	jennifer.johnson@concordia.ca
John Davis	Stage Supervisor, Loyola Campus Performance Venues	ext. 7927	John.Davis@concordia.ca
	Costume Storage	ext. 4753 or ext. 4794	
Kevin Moon MB Equipment Depot	CDA / MB Equipment Depot - Kevin Moon	ext 4719	
	IITS	ext. 7613	<a href="mailto:help@concordia.ca">help@concordia.ca</a>

## Frequently Asked Questions

If you find yourself needing information but are unsure of who to ask, please consult the list below:

<b>Question</b>	<b>First Contact</b>
Access to Carpentry Shop	Marlene Lucas
Access to Costume Shop	Brie Birdsell
Access to Costume Storage	Storage Employee at ex 4753 or 4749
Access to DB Clarke Theatre / Lobby	Ted Stafford
Access to FC Smith Complex	John Davis
Access to Oscar Peterson Concert Hall	John Davis
Access to Prop Shop	Mairi Robertson
Access to Prop Storage	Mairi Robertson
Wireless Internet Access	IITS
Classroom technical requests i.e. video, sound	CDA-MB Equipment Depot
Custodial Requests i.e. if a classroom or studio requires cleaning or paper products etc....	Administration - Jen Cressey
Health and Safety	Norberts Muncs
Lighting & Rigging	Norberts Muncs & Paul Teichgraber
MB 8 <sup>th</sup> Floor Performing Arts Depot Equipment, bookings, technical help	CDA- Kevin Moon
Public Outcomes	Norberts Muncs & Jen Strahl
Photocopies for Production Purposes (i.e. scripts)	Jen Strahl
Production Schedules	Paul Teichgraber
Audio / Visual needs	Peter Cerone
Rehearsal Schedules	Jen Strahl & Norberts Muncs
Room Schedules in MB 7 <sup>th</sup> floor Studios	PIR system / Jen Cressey
Security needs, including having rooms unlocked	Campus Security
Theatre Equipment Lists	Stage Supervisors and Paul Teichgraber
Tickets / Box Office	Jennifer Johnson

To request a copy of the Information Package	Jen Strahl
Van	Norberts Muncs & Jen Strahl
Visiting Director Needs	Administration - Jen Cressey