

Department of Drama - StageLAB Guidelines
Timms Centre for the Arts
updated October 2018

Festival Sponsor:	Chair, Drama	Melanie Dreyer-Lude
Project Management:	Producer: Technical Director:	Amanda Bergen TBD
Performance Guidelines:	Number of performances:	The Festival provides each Contributor a minimum of 3 performances over the 4 days of the Festival.
	Performance spaces:	The Festival events take place in the Timms Centre for the Arts in traditional performance/gathering spaces and non-traditional (excluding the box office, bar, and private offices). The use of non-traditional spaces require approval from the Department's Chair and Production Manager.
	Length of performances:	Performances shall be 90 minutes <i>maximum</i> .
	Content:	The artistic freedom of the Contributor is unrestrained; the Festival has no control over artistic content; however, artistic content must abide by the laws of Alberta and Canada.
Administrative Guidelines:	Administrative direction:	The Festival provides a Producer, who will provide general management of the Festival.
	Rights/Royalties	Each Contributor is responsible for securing the rights to produce and present the work during the Festival. When applying to the rights holder, the Contributor should be prepared to specify performance dates, times, venue location, and seating capacity. The Contributor should also indicate that the Festival is non-revenue generating.
	Administrative costs:	Each Contributor is responsible for their own admin costs e.g. copying charges, office supplies, postage, courier, other supplies, etc.
Marketing Guidelines:	Festival marketing:	The Producer is responsible for the Festival's visual identity, advertising, publicity and communications (including a Festival program that will house all performance/event information). Contributors are provided with a schedule of deliverables that are required by the Producer in order to effectively market and publicize the Festival. The Producer may offer Contributors opportunities to promote their work in the media if they so choose. The Producer will be working closely with the Faculty of Arts Fine Arts Marketing Team as well as the Festival's Graphic Designer.
	Performance specific marketing:	Each Contributor is responsible for the design and production of their show specific playbill if they desire one.
	Contributor's self promotion	The Department's preference is that the Producer look after all the marketing and publicity for the Festival. However, if the Contributor wishes to self-promote, they are required to use the StageLAB and Drama Department logos in their materials.
FOH/Box Office Guidelines:	Box Office:	Tickets for the Festival are free. Attendees, contributors, and other participants of the festival will book their tickets by emailing stagelabfestival@gmail.com and their name will be added to the appropriate performance list. These lists will be prepared, printed out, and managed by a box office staff member. This staff member will be on site at The Timms Centre during the hours of the festival. Contributors may reserve tickets at any point before the performance granted there is room left on the list. The Contributor may reserve up to 50% of the tickets available in their designated venue. The Festival may reserve, at it's discretion, up to 4 tickets per performance per venue.
	FOH Manager:	The Festival provides a FOH Manager.
	FOH Ushers:	The Festival provides ushers.
	House size:	Every attempt will be made to ensure that each performance space is wheelchair accessible. The Festival TD will be the final arbiter regarding house seating to accommodate maximum attendance and to ensure safety guidelines are followed.
Production Guidelines:	Performers and creative team: Actors, dancers, musicians, directors, designers, choreographers, music directors, playwrights, fight directors, etc.	Each Contributor is required to provide their own performers and creative team. The Drama Department's Theatre Administrator contracts all artists, Equity AND non-Equity regardless of the source of funds paying said artists. Should the funds paying for the artists come from sources external to the University (e.g. AFA, Canada Council), the Contributor shall reimburse the Department the cost of the artists' contracts and any applicable fees (insurance, permits, etc.). Equity artists must be under contract at every stage of the project's process - readings, workshops, rehearsals, performances, etc. Faculty Equity members must get "permission" from Equity (it's a courtesy notification) "to participate in a non-revenue generating project without reference to an Equity contract".

Production Team: Technical Direction:	The Festival provides a Technical Director who is responsible for all the production elements of the Festival including the schedule, technicians, Departmental resources, and is the final arbiter on safety.
Stage Management:	Each Contributor is required to provide their own stage management and must have at least one stage manager.
Set-up/Running Crew:	The Festival provides UP TO two stagehands who assist in the set-up, running and final striking of each project. They are a shared resource that will be allocated based on the needs of the individual projects, as determined by the Festival TD. Any additional crew members (stagehands, dressers, makeup, etc.) will be provided by each Contributor, or arranged by the Festival TD. Each Contributor is responsible for the costs of the additional crew members beyond this shared resource.
Resources: Auditions:	Each Contributor is responsible for expenses related to auditions.
Rehearsal Space:	Each Contributor is responsible for securing their own rehearsal space bookings.
Scenery, properties, costumes, wigs:	Each Contributor is responsible for the design and construction of their own scenic, prop and wardrobe elements. Drama department stock items may be available. Pull times will be scheduled approximately 3 weeks in advance of the Festival, dates and times to be coordinated by the Festival TD. ANY alterations to pulled items must be executed by Department staff and the costs associated with the alterations are the responsibility of the Contributor. Each Contributor is then responsible for returning the items on the scheduled return date and will pay for any necessary repairs and/or cleaning. Expendable items are the responsibility of each Contributor.
Equipment:	Equipment (lighting/AV equipment/seating/draperies...etc...including expendables, e.g. gel, gobos) is restricted to the stock of the venue. Any equipment within the department's inventory that is not listed within the specific venue inventory, is not necessarily available and must be booked through the Festival TD. Rep lighting and sound plots will be determined by the Contributors' designers in consultation with the Festival TD. Expendable items are the responsibility of the Festival. It is not envisioned that any projection capabilities will exist.
Scheduling: Tech rehearsals/Show Run:	A rep rehearsal/performance schedule will be created by the Producer and TD once all requests have been received. Tech rehearsals in the venues will take place over the 4 days in advance of the Festival. As the venues are a shared resource and due to the fact that there may be conflicting needs, the Producer and TD will dictate how to best accommodate everyone's needs.