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**Mermaids Production Contract**

**2023-2024**

Name of Production:

Production Dates:

Production Venue:

Student Production Company/Society:

Signed Barron Contract:

**Policy Name: Applies To:**

**Production Contract All Mermaids Productions**

**Effective Date: Administrator:**

**25/09/2023 Mermaids Productions Coordinator (merprodcoordinator@)**

**Date of Last Revision: Approved By:**

**25/09/2023**

**Date of Next Review:**

**25/01/2024**

For the production team of a newly passed Mermaids' Production:

This is a contract between you, the ‘Production Team’ (represented by the below-named Director and Producer) of the Mermaids named above' Production (the 'Production') and Mermaids, the St Andrews Students' Association Performing Arts Fund. 

*Note that any reference to contacting or consulting the Mermaids Committee refers exclusively to written contact with the named party and the Committee. Committee approval can only be granted by email amongst the committee or by a vote in the Mermaids Committee meeting. No single member of the Mermaids Committee can verbally authorize budget alterations. By signing below and accepting Mermaids' funds, in whole or in part, for the Production, you agree to abide by the following terms and conditions and assume the personal liabilities identified below:*

**1. PUBLIC MEETINGS**

* A production representative must attend the Mermaids public meeting from the production being passed up to and including the week after the performances. A production representative will also be expected to fill out the weekly agenda once it is sent to you by our Productions Coordinator. If you cannot attend, submit your apologies and a report of your production to our Productions Coordinator before the meeting.
* Unless in extenuating circumstances, the production will strive to ensure that there is never a scenario in which more than two consecutive weekly meetings are missed.
* Shows are expected to respond to any emails from committee members within 48 hours. The committee will also be expected to reply within 48 hours.

**2. BUDGETING/ SPENDING**

* Understand that the budget as passed constitutes a commitment by Mermaids to cover those Production costs identified on the Budget.
* The production team agrees to be personally liable for any production costs above the budgeted amount if they authorised the expense without first having obtained a budget alteration from the Committee.
* Anything purchased with Mermaids’ funding *immediately* becomes the property of Mermaids and the Students’ Association and cannot be kept by cast or crew members after the production.
* Production teams must keep all their receipts (physical or digital) for purchases made for the production in order to be reimbursed by Mermaids. Receipts and a completed cash book must be handed to the Productions Treasurer by two weeks after the closure of the show. The Production team will not be reimbursed if these are not handed in.
* The Production team understands that if the Mermaids Committee discovers that there has been a wilful waste of Mermaids Funds, or wilful abandonment of Mermaids Property, or destruction thereof, and if the Mermaids Committee requests repayment, The production team will be personally liable to repay Mermaids for the wasted funds or to replace the abandoned or destroyed property.

**3. RIGHTS**

* The Production team should make all due effort to have a quote for rights and be ready to pay for them as soon as their show is passed. They understand that they must immediately notify the Mermaids Committee of any changes to the price of the rights.
* The Union cash office will not disburse any funds until proof has been submitted that rights have been applied for.
* Production teams must send any rights documents to the production coordinator, who will organise payment for the rights.
* In the unlikely event that rights can no longer be obtained for the passed Production, the Production will not be able to go ahead, nor will Mermaids be able to guarantee a slot for the same Production in the future (although the team would of course, be welcome to propose again).

**4. MARKETING**

* The Production team undertakes to promote this Production to the extent they can, following any plans or ideas outlined in the initial proposal.
* All publicity materials must include the Mermaids Logo and the respective logo for the production’s venue, which can be found on the Mermaids website.
* All publicity materials must follow the Student Association’s Accessibility Pledge that has been signed by Mermaids, in particular this section:
  + We will commit to making our social media accessible with the use of image descriptions, capitalising each word in hashtags, and ensuring all videos are captioned.
* The Marketing Officer must pass all publicity before it is printed/ uploaded.  You must send all promotional materials to the Marketing Officer 3 Weeks before your show!
* All promotional materials will be made as accessible as possible (e.g., by using closed captions on social media posts), and any necessary trigger warnings will be made clear.
* If the Production team is made up of a student Production company or society, the student Production company/society logo must not be any more prominent than the Mermaids logo on all publicity material, and it should be evident that Mermaids is providing funding and support to the student production company/society.

**5. SHOW DATES**

* The dates of the Production, the number of performances of the Production, nor the number of tickets available to be sold, that is, the number of seats in the venue, may NOT be altered without being passed by The Committee.

**6. VENUES**

* **6.1. The Barron**
  + It is the responsibility of the Production team to make any necessary communication with the Barron Manager.
  + Two Production team members must be present at a Barron Induction.
  + Every time the Barron is used, the safety checklist must be completed.
  + If you are performing in the Barron, the 'performance' checklist must be filled out and handed to the Byre staff before your show.
  + You must ensure that you fill in the sign-in and sign-out sheets for the Barron.
* **6.2. The Stage/Union**
  + It is the responsibility of the Production team to make any necessary communication with the Director of Events and Services (DoES) or the Union Ents Team, including attending Ents Users Meetings at least two weeks in advance of the show.
* **6.3. The Byre**
  + The Production team will ensure all communication with the Byre goes through the Mermaids President to maintain a centralised point of contact.
* **6.4. The Buchanan Building**
  + It is the responsibility of the Production team to make any necessary communication with the Accommodation, Conferences, and Events (ACE).
* **6.5. Alternative Venues**
  + The production team understands that any alternative venue requires a theatre licence, and it is their responsibility to request this licence, forwarding any communications to Mermaids so that the committee can process payment.

**7. AUDITIONS**

* Auditions shall be open and will be advertised to the entire St Andrews community at least one week in advance of their commencement. There

will be:

* + A minimum of one open call audition for the Freshers’ Dramatic Festival (FDF).
  + A minimum of two open-call auditions for non-FDF shows.
* An opportunity for those who are unable to make it either to contact a member of the Production Team to find another time to audition or to submit a video audition.
* A callback.
  + ONLY MATRICULATED STUDENTS may be cast unless consent is sought from the committee.
  + A fair and equal opportunity for everyone who auditions without favouring pre-existing relationships.
* Seek advice from committee members if you have any issues with casting.

**8. GET OUT PROCEDURE**

* Production teams must complete their 'get-out' (returning the venue to its original state, including returning set, props & costumes, and tidying the venue) immediately following their final performance.
* Two members of the committee will be present to supervise and assist at the get-out.
* It is the responsibility of Production teams and cast members for their personal belongings, and Mermaids is not liable for any stolen, lost, or damaged personal items.
* The committee will further advise the extent of the get-out required, depending on the performance venue and nature of the show.

**9. WELLBEING**

* The Production team is responsible for considering the wellbeing of the cast and other crew members as a top priority. There should be mutual respect between the cast, crew, and committee. If any issues should arise with this, the production team can contact the VP for advice and help. In the event of it not being appropriate to seek advice from the VP, the team should contact the President directly.
* The VP will be invited to the first rehearsal of the production in order to introduce the role and available support to the cast and the Production team.
* In the case of any problematic themes within the show itself, the Production team will contact relevant university resources to ensure these are handled with sensitivity. If teams are unsure about this, advice can be sought from the VP.
* The Product team must also follow and create a formal well-being plan for their Production. This can be based on the Mermaids Committee’s recommendations found below:
  + At your first rehearsal, take the time to build community and set boundaries. Have everyone introduce themselves, some basic information (degree, year, etc.), and their pronouns if they would like. Also, explain what is in place to ensure wellbeing throughout the show. This might include:
    - Introducing a designated member of the Production team who will serve as the Wellbeing Coordinator and ensuring an alternate is also introduced in case there is a conflict of interest with the coordinator.
    - Explaining that cast members can take a breather if needed during rehearsal. You may also ask that if they need anything more than a quick reset or if they need to step out for the remainder of the rehearsal (or more), they message the director or Coordinator.
    - Discuss how you will begin and end each rehearsal. Consider whether you might start each rehearsal with a 5-minute chat period, a quick character exercise, or a stretch. Similarly, how will you signify each rehearsal is over and that you are all leaving the rehearsal mindset. This helps separate actors and crew from their show roles and real lives.
    - Decide on ‘working hours’: the times when cast and crew can exchange information and messages and expect a response. Outside of these hours, responses cannot be expected.
  + Offer trigger warnings for each rehearsal as soon as possible. Ideally, provide these in your rehearsal schedule so that participants can prepare themselves.
  + Ensure that more intimate/challenging scenes are done incrementally. Schedule a rehearsal that is just the relevant actors and the director. Then, introduce the scene at a run-through that is more relaxed.
    - Especially for physical interactions, do them enough that they are comfortable, but do not repeat them unnecessarily to ensure people are not overwhelmed.
  + Make the rehearsal process interactive. Ask for feedback throughout rehearsals and offer opportunities for dialogue about why things are being done a certain way.

**10. CONDUCT**

**Union Zero Tolerance Policy to Harassment and Bullying**

As one of the St Andrews Student Association Subcommittees, Mermaids follows the Union Zero Tolerance Policy to Harassment and Bullying.

* We enforce a strict Zero Tolerance Policy (ZTP) to harassment and bullying, as defined below.

This policy protects all members, staff, and visitors in our venues.

Definition of harassment:

* Unwanted physical, verbal, or non-verbal behaviour of any kind that is unreasonable and offensive to the recipient.
* Behaviour that violates people's dignity.
* Behaviour that creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Types of harassment:

Harassment can occur on the basis of any personal attribute that makes an individual different from the majority or from the person who harasses them.

Types of harassment covered by this policy include, but are not limited to:

* Race, ethnic origin, nationality, or skin colour
* Sexual harassment
* Sexual orientation harassment
* Gender reassignment harassment
* Religion or belief, including political beliefs
* Disabilities, illness, sensory impairments, or learning difficulties
* Age
* Socioeconomic status

Definition of bullying:

* A form of harassment characterised by the abuse of power or position to undermine a person so that their confidence and self-esteem are weakened or destroyed.
* Bullying may happen in public or private.
* Bullying may arise from the personal style of the bully.
* Attacks may be irrational, unpredictable, and unfair.

**Mermaids Sexual Misconduct Policy**

* Mermaids Performing Arts Fund does not tolerate sexual misconduct of any form. This includes but is not limited to, sexual harassment and assault. Sexual misconduct can happen to anyone and be perpetrated by anyone of any gender or sexuality and is a form of gender-based violence. As a subcommittee of the Students Association, there are rules and structures for how we handle claims of sexual misconduct, and these are outlined below so that all Mermaids members know how to approach instances of sexual misconduct and understand their options in reporting or not doing so.

It is important to note that without a formal, non-anonymous complaint, Mermaids cannot take any action against anyone accused of sexual misconduct. The Mermaids committee is not qualified to undertake any investigation, and the Union and University may only begin with formal complaints. Mermaids, the University, and the Union have support and resources available for those who wish to make their complaint only informally/anonymously. Still, we are unable to pursue any further action, nor will informal complaints impact proposal or casting decisions.

Whatever the situation and whatever action you choose to take, you can always reach out to the committee if you would like support from Mermaids or advice on available resources.

**Duty of Responsibilities**

* You must adhere to all national, local, and association laws, including but not limited to the Clean Neighbourhoods and Environment Act 2005, Road Safety Act 2006, Copyright, Designs and Patents Act 1988, Violent Crime Reduction Act 2006, The Anti-Social Behaviour Act 2003 and The Firearms Act 1968.
* If there is reasonable suspicion of breaches thereof, the Production Team must refer/report such suspicions to the Mermaids Performing Arts Fund within a reasonable timeframe and manner.

**11. ADMINISTRATION**

* You must ensure that you have an up-to-date Wellbeing Plan, Risk Assessment, and Budget.
* Your Wellbeing Plan must be sent to the Vice-President.
* Your Risk Assessment must be sent to the Technical and Operations Officer.
* Your Budget must be sent to the Productions Treasurer.

**12. SPECIFIC STIPULATIONS FOR THIS PRODUCTION**

* You must complete the following documents by these dates:
  + Confirmed Cast Size
  + Marketing Graphics
  + Budget Finalised
  + Production Contract Signed
  + Audition Sides and Plan
  + Any Trigger Warnings
  + Detailed Publicity Plan
  + Rehearsal Schedule
  + Full PT and Cast List
  + Risk Assessment
  + Get-In Plan
  + Costume List
  + Props and Set List
  + Get-Out Plan
  + Cash Book
* You must send these documents to these people:
  + Confirmed Cast Size: Productions Coordinator
  + Marketing Graphics: Marketing Officer
  + Budget Finalised: Productions Treasurer
  + Production Contract Signed: Productions Coordinator
  + Audition Sides and Plan: Marketing Officer
  + Any Trigger Warnings: Marketing Officer and Vice President
  + Detailed Publicity Plan: Marketing Officer and Productions Coordinator
  + Rehearsal Schedule: Productions Coordinator
  + Full PT and Cast List: Productions Coordinator
  + Risk Assessment: Technical and Operations Officer
  + Get-In Plan: Technical and Operations Officer and Productions Coordinator
  + Ticket Graphics and Information: Barron Box Office Manager and Marketing Officer
  + Costume List: Costumes and Make-Up Officer
  + Props and Set List: Set and Props Officer:
  + Get-Out Plan: Technical and Operations Officer and Productions Coordinator
  + Cash Book: Productions Treasurer
* If you are unsure about any of these documents, contact these committee members for advice or the Productions Coordinator, who will always be on hand to help.

**13. COMMITTEE**

* As a Production Team, you are responsible for bringing any serious concerns regarding the conduct of the cast or production team to the committee, seeking the permission of those involved to do so if the incident concerns someone other than yourself.

**Committee Details:**

President: Marisa Singh (merpres@)

Vice President: Taylor Colbeth (tnc1@)

Productions Coordinator: Jacob Carey (merprodcoordinator@)

Productions Treasurer: Louise Anderbjörk (mermtreasurer@)

Barron Manager: Alice Banks (barron@)

Technical and Operations Officer: Heather Tiernan (ht47@)

Set and Props Officer: Bella Hirst (merprops@)

Costumes and Make-up Officer: Gretchen Mills (gm308@)

Marketing Officer: Amalia Villegas (av92@)

Engagement Officer: Eleanor Whorms (ew239@)

Box Office Manager: Isabel Alexander (barronboxoffice@)

Christmas Ball Convener: Abby Kelley (christmasball@)

Secretary: Sarah Garde (mermaids@)

Fringe Representative: Louise Mountbatten-Windsor (mermaidsfringe@)

Director of Events and Services: Lucy Brook (does@)

Director of Student Development and Activities: Sam Gorman (dosda@)

**14. BREACH OF CONTRACT**

* Any breach of this contract and venue and tech contract(s) may count against any current or future Productions members of the Production team might make to Mermaids.
* Any significant alterations to the original proposal, including the nature of the material, must be brought to the attention of the Mermaids Committee. I also understand that any exceptions and alterations to the above may be made by appeal first to the Mermaids Committee.

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Name/Date (Director)

\_\_\_\_\_\_\_\_\_\_\_\_

Name/Date (Producer)

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Marisa Singh (Mermaids President)

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Jillian Cowan (Management Accountant)