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BERRY COLLEGE

DEPARTMENT OF FINE ARTS ~ THEATRE PROGRAM

BERRY COLLEGE THEATRE COMPANY HANDBOOK

FOR FACULTY & STUDENTS

2018 – 2019 ACADEMIC YEAR

TABLE OF CONTENTS

Welcome.....	3
Mission Statement.....	4
Blackstone Hall & New Theatre.....	4
Faculty.....	5
Courses of Study.....	6
Advisors	8
Theatre Scholarship	9
Student Groups.....	10
General Theatre Policies.....	11
Work Experience Program.....	17
Appendix A: Berry College Theatre Company Constitution & By-Laws.....	18
Appendix B: Kappa Alpha Cast of Alpha Psi Omega Constitution & By-Laws.....	23
Appendix C: Blackstone Hall Building Emergency Action Plan.....	31
Appendix D: Sample Audition Form & Contract.....	43
Appendix E: Application for Funding from Student Travel Fund.....	49

Welcome to the Berry College Theatre Company!

This manual lays out the basic expectations and guidelines for our work together in the Berry College Theatre Company. In this 2018/2019 version of the Company Manual, we have refined and updated past manuals to include only guidelines that are most important for our work together – rehearsal times, strike expectations, space use, auditioning, work through the College’s Work Experience Program, and more. For answers to many other questions, and important forms, students should consult their faculty advisor or work supervisor. We will edit this Company Manual as necessary during the year, and at the start of each academic year. We will always let you know via BCTC meetings and e-mail when we have adopted new guidelines.

We look forward to collaborating with you this year as the Berry College Theatre Company moves into its brand new theatre.

- Berry College Theatre Faculty

BERRY COLLEGE THEATRE PROGRAM MISSION STATEMENT

The Berry College Theatre program seeks to provide students with the academic and professional foundations essential for fulfillment and success in the field. A diverse, liberal arts-based training includes offerings in performance, design and technical theatre, theatre history, criticism and grassroots applied theatre, with complementary, high impact activities of artistry and intellectual development. The theatre curriculum is designed to immerse students in the scholarship as well as the practicalities of theatre. Frequent productions allow students to apply skills they learn in class.

In accomplishing this purpose, the Theatre Program is committed to:

- Broadening the consciousness of student artists and playgoers about theatre worldwide, while instilling a sense of cooperation on the local level among students from diverse backgrounds.
- Preserving and fostering cultural and cross-cultural achievements and aesthetic sensibilities due to the total student immersion characteristic of our program.
- Developing the artistic maturity of students by stressing the virtues of collaboration, discipline, humility, and tolerance through student engagement and direct faculty contact.
- Providing opportunities for self-expression and creative fulfillment while learning invaluable time management and emotional/social intelligence skills.
- Collaborating and experiencing diversity with other artists and scholars in community, academic, outreach and professional settings.

BLACKSTONE HALL & SISTERS THEATRE

Blackstone Hall is home to the Theatre Program at Berry College. Built in 1916 it was originally a dining hall and the library on campus, the building was converted into a theatre by a team of students in 1985. The E.H. Young Theatre was mainly a 200-seat three-quarter thrust, but could also be turned into a 90-seat studio theatre. In 2016 construction began on a New Theatre for BCTC. The Sisters Theatre at Blackstone Hall is a 275 seat flexible black box theatre. The space is equipped with 168 ETC Sensor3 Dimmers, brand new conventional and LED lighting instruments and, an ETC Ion control console – most of which are standard to regional theatres throughout the country. The new audio system is controlled by a digital Yamaha QL-5 console, powered by Harmon amplifiers and all brand new JBL speakers – all

mostly standard on modern Broadway tours. The E.H. Young Theatre has been renamed the E.H. Young Theatre Production Facilities. Facilities housed here are the Main Office, Faculty Offices, Conference Room, Scene and Dye Shops and, Prop Storage. The Costume Production Studio is located across the parking lot on the north side of the building.

FACULTY

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Alice Bristow

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Dr. John Countryman

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Director of Theatre
Assistant Professor of Theatre
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Production Manager and Technical Director
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Office hours vary by faculty member. All faculty members post office hours and are expected to keep them. Full biographies can be found on the Berry College website.

COURSES OF STUDY

Foundations Curriculum

We offer a Bachelor of Arts degree, which requires 36 credit hours, including 9 credit hours of theatre elective classes taken by all majors. Majors must be involved in at least 6 main stage productions by the time they graduate (tracked through the Theatre Practicum). Since only the Bachelor of Arts degree is offered for theatre majors, all majors must complete the foreign-language requirement of that degree.

Majors:

We offer a Bachelor of Arts degree, which requires 36 credit hours, including 9 credit hours of theatre elective classes taken by all majors. Majors must be involved in at least 6 main stage productions by the time they graduate (tracked through the Theatre Practicum). Since only the Bachelor of Arts degree is offered for theatre majors, all majors must complete the foreign-language requirement of that degree.

Students are required to take 53 credit hours including courses in communication, behavioral/social sciences, humanities, fine arts, foreign language, mathematics/natural sciences, health & physical education, as well as six credit hours outside of the major and/or minor.

Requirements (36 hours):

Required Theatre Core (27 hours):

-
- THE 207 - Voice and Movement 3-0-3
 - THE 208 - Basics of Acting 3-0-3
 - THE 209 - Basics of Directing 3-0-3
 - THE 230 - Technical Production 3-0-3
 - THE 240 - Script Analysis 3-0-3
 - THE 263 - Design Fundamentals 3-0-3
 - THE 341 I - History and Literature of Theatre I 3-0-3
 - THE 342 I - History and Literature of Theatre II 3-0-3
 - THE 450 - Senior Project 3-0-3 *

Note: *THE 450 requires students to complete six semesters of THE 200 - Theatre Practicum. Students may complete either the credit or non-credit version of the course to meet this pre-requisite.

Elective Courses chosen from the following (9 hours)

In choosing electives for the major, at least 6 hours of electives must be chosen from courses at the 300 or 400 level.

- THE 228 - Topics in Theatre 1 to 3 hours
- THE 262 - Stage Management 3-0-3
- THE 304 I - Introduction to Playwriting 3-0-3
- THE 308 - Intermediate Acting 3-0-3
- THE 309 - Advanced Directing 3-0-3
- THE 320 - Musical Theatre 3-0-3
- THE 328 - Advanced Acting 3-0-3 *
- THE 363 - Costume Design 3-0-3 *
- THE 365 - Stage Design 3-0-3 *
- THE 404 - Advanced Production 3-0-3
- THE 425 - Seminar in Theatre 3-0-3

Note: * may be repeated once

Minors:

We also offer a minor in theatre to enhance other courses of study at Berry, which requires 21 credit hours, including 3 credit hours of theatre elective classes taken by all minors.

Minor Requirements (21 hours)

Minor Core (12 hours)

- THE 208 - Basics of Acting 3-0-3
- THE 230 - Technical Production 3-0-3
- THE 240 - Script Analysis 3-0-3
- THE 341 I - History and Literature of Theatre I 3-0-3 or
- THE 342 I - History and Literature of Theatre II 3-0-3
-

And select three additional courses (9 hours) from the following, two of which must be 300 level or above:

-
- THE 207 - Voice and Movement 3-0-3
 - THE 263 - Design Fundamentals 3-0-3
 - THE 304 I - Introduction to Playwriting 3-0-3
 - THE 308 - Intermediate Acting 3-0-3
 - THE 309 - Advanced Directing 3-0-3
 - THE 328 - Advanced Acting 3-0-3
 - THE 341 I - History and Literature of Theatre I 3-0-3 **or** THE 342 I - History and Literature of Theatre II 3-0-3 (if not taken as part of the core)
 - THE 363 - Costume Design 3-0-3
 - THE 365 - Stage Design 3-0-3
 - THE 404 - Advanced Production 3-0-3
 - THE 425 - Seminar in Theatre 3-0-3
 - THE 450 - Senior Project 3-0-3

* If minors choose to enroll in THE 450 – Senior Project they must be involved in at least 6 main stage productions by the time they graduate (tracked through the Theatre Practicum).

ADVISORS

Each theatre major should be assigned an advisor when they declare a major in theatre. If you are unsure of whom your advisor is, please see the advisement tab on VikingWeb. You are required to see your advisor twice a year for advisement week (preregistration), but he or she is available as needed during the year. Questions about degree requirements should be directed to your advisor. All faculty members post office hours and are expected to keep them.

When you come to your advisor to preregister, have a degree audit readily available and an idea of the classes you would like to register for in the upcoming semester. The advising process should proceed as follows: You will schedule a meeting with your advisor. Bring your list of classes and degree audit to the meeting. In the meeting, your advisor will assist you on selecting elective or required classes to fulfill the theatre major, general education and any minor.

Once you have met with your advisor, he or she will clear you for access to the registration portal on VikingWeb to register for the upcoming semester. Remember, several faculty members are typically involved in freshmen and transfer orientation and advising.

Faculty members are available on an on going basis to discuss with students the variety of issues related to their Berry College experience. Don't expect your advisor to arrange your program for the following semester. Remember, you are ultimately responsible for your progress in school, not your advisor.

THEATRE SCHOLARSHIP

Applying For/Auditioning/Interviewing

Scholarships in Theatre Arts are available for students who intend to major or minor in Theatre at Berry. Scholarships are available to students with experience and demonstrated talent in acting, stage management, playwriting and design/technical activity. Actors need to prepare two memorized, contrasting monologues from a published play, approximately 60 seconds each in length (contrasting=classical/contemporary OR serious/comedic). Faculty members in the Theatre program are looking for actors who are actively and imaginatively engaged in the pursuit of an intention/objective rather than merely demonstrating an emotion or personality. It is recommended that you select material that you respond to personally. Read the entire play before the audition. The most successful applicants prepare their pieces several day/weeks in advance.

Some basic questions to consider when preparing your audition piece:

- Who am I?
- Where am I (what is the time, weather, place)?
- Who am I talking to?
- Why am I saying this now, or what makes it important to say this now?
- What am I hoping to achieve by saying this? Or, how do I hope things will change because I say this?

Designers/technicians should be prepared to share a portfolio with design renderings, technical drawings (ground plans/light plots/costume renderings, etc.) as well as production photos. Stage managers should be prepared to share prompt scripts and playwrights should bring several writing samples.

All students are advised to bring a head shot, current resume, and two letters of recommendation from teachers, directors, etc. who can speak to your qualifications and dedication to theatre. During your time on campus we will interview you and provide a tour of our facilities. We would love to offer you the opportunity to sit in on a theatre class and/or a ticket to a production if applicable.

The theatre audition application will be available every fall, evaluated and awarded in the spring for the following year. If you have any questions about the audition process, please contact Tessa Howard, Admissions Counselor, at thoward@berry.edu or 706.368.6909.

We also recruit at the Georgia Thespian Conference, the Georgia Theatre Conference, and the Southeastern Theatre Conference and by special arrangement for those unable to participate in any of the above opportunities.

Current Berry students may also apply for a scholarship, but must also audition or interview as incoming students do. Please contact Tessa Howard in Admissions to coordinate.

Scholarships are renewable for up to four years.

Requirements

Theatre scholarship students must formally declare a theatre major or minor. Students must participate in all main stage shows. This may be fulfilled either on stage or backstage. To that end, students are to carefully plan their time: if they are required to be at most or all rehearsals for one show (principal role, Assistant Stage Manager, etc.), then the next show that semester should be less time-consuming participation: a small role, working box office, ushering, House Manager, Box Office Manager, etc. Participation is subject to Faculty Approval. Finally, all scholarship students must attend all strike calls for productions.

STUDENT GROUPS

Berry College Theatre Company – Student Organization

The Berry College Theatre Company (BCTC) is a student organization that, with the academic and creative direction from the Theatre faculty, is the official producing organization of the Berry College Theatre Program. BCTC provides the college and community with quality theatrical productions throughout the academic year. BCTC has monthly meetings, on the first Tuesday of every month, to organize service projects, fund raisers and social outings, as well as announce any departmental issues. Membership is open to any member of the college community, and everyone is invited to the meetings; however, all company members (faculty, production team members, theatre majors and minors) are required to attend.

Each year, BCTC will produce a fundraising event to benefit a philanthropic contribution to the broader community. For more information see appendix A.

Alpha Psi Omega – National Theatre Honor Society

Membership in Berry's Kappa Alpha cast is awarded for hard work and dedication on BCTC productions. Students must also be in good academic standing in order to be considered for membership. Members are chosen twice per year, at the end of each semester.

The members of the Kappa Alpha cast and Alpha Psi Omega as a whole, continuously work to discover and perfect methods of performance, design and stagecraft. They also study and understand classic and modern theatre, and support the work of their peers.

Each year, the Kappa Alpha cast will produce a fundraising event to benefit a philanthropic contribution to the broader theatre community. For more information see Appendix B.

GENERAL THEATRE POLICIES

Class Attendance

Each professor has their own attendance policies for their courses and they are posted within the syllabus for specific courses.

You are attending Berry College to become a well-educated individual. It is the policy of the Theatre Program that attendance in all classes is mandatory. If you receive an *unexcused absence* for a day's class session, then participation in any work calls, production meetings, rehearsal or performance are at the discretion of the theatre faculty.

Production Attendance

All theatre majors, minors and members of Alpha Psi Omega are to attend at least one performance of productions they are not actively participating in/on to produce. Preview performances count as attending. If a student cannot attend a production due to an emergency, they must schedule a meeting with the Director of Theatre. If a student misses a production for any other reason, it will affect casting and crewing decisions and a meeting with the Director of Theatre is required.

Production Call Board

The call board is located on the first floor, just outside of the Dye Shop and Green Room. All important information pertaining to the active production will be posted on the call board, including: audition notices, cast lists, production information, crew assignments, and rehearsal schedules. All Theatre students should check the call board regularly. **Personal notices, flyers, etc., may not be placed on the call board.** Bulletin boards pertaining to internships, graduate programs, auditions, and design/tech internships, and other theatre-related information are located in other areas around the building.

Play Selection Committee

The Play Selection Committee shall be elected each year to serve with the President of BCTC and the faculty. The committee offers student opinion on scripts under consideration for production the following season. At least two meetings shall be held and a minimum of two reports shall be given to the general body of BCTC. For more information see Appendix A Section 5.

Student Designers

Opportunities exist for student designers to design mainstage productions. There is a specific sequence of coursework and it varies by concentration.

Scenic and Lighting Designers must have passed the following courses with a B+ or better: THE 230 – Technical Production, THE 263 – Design Fundamentals, THE 365 – Stage Design or THE 404 - Scenography. Students who have assisted the faculty designer will be given preference.

Costume Designers must have passed the following courses with a B+: THE 230 – Technical Production, THE 263 – Design Fundamentals, THE 363 – Costume Design or THE 404 - Scenography. These students must have also served as an assistant to the faculty designer.

Makeup and Wig Designers must have passed the following courses with a B+: THE 230 – Technical Production and THE 404 Makeup. These students must have also served as an assistant to the faculty designer.

Sound Designers must have passed the following courses with a B+: THE 230 – Technical Production. These students must have also served as an assistant to the faculty designer.

Stage Managers

All of the stage managers for BCTC are students. Students must complete THE 262 – Stage Management. As a part of this course, students will serve as Assistants. In order to become a production's stage manager, they will have passed the course with a B+ or better and will have assisted on at least one additional production. Students must also sign and comprehend the Stage Management Contract distributed at the beginning of the academic year. This contract is available from the faculty Production Manager.

Auditions & Casting Information

Audition notices for all productions will be posted on the Call Board at least one week prior to auditions (exceptions may occur for the first production of the academic year). Additional notices may be posted around campus. Auditions are open to all Berry College Students, Faculty and Staff.

For some productions, sides and/or scripts will be available to check out in the Main Office prior to auditions.

If you indicate on your audition form that you are interested in any role, this means you are willing to be cast in any show being auditioned at the time.

Call back notices or cast lists will be posted on the callboard as soon as possible following auditions.

Actors signify acceptance of a role by signing the cast list. In rare circumstances involving health or other emergencies, an auditionee might not be able to accept a role after being cast. In these cases, students should to speak with the director AND Director of Theatre as soon as possible.

All auditionees will be required to sign an audition contract provided by the Stage Manager. This contract ensures that potential cast members are made aware of all pertinent dates for the production at the audition. Conflicts with any portion of a rehearsal or performance schedule must be listed on the audition form, listing a conflict does not guarantee that it will be allowed. Casting decisions may hinge on listed conflicts. All conflicts must be disclosed at this time to be honored.

Students will not accept roles or assignments if they are aware of major conflicts with rehearsal schedules, especially during tech week. **Conflicts with performance dates will not be permitted.** If you have any new or potential conflicts that were not included on your audition form, please see the Stage Manager ASAP. Conflicts arising after accepting a cast or crew role are not likely to be honored.

Required Attire

Auditions: See specific guidelines on audition announcement.

All performance students are required to provide their own basic stage makeup kit.

Please dress appropriately, and adhere to course, shop, and rehearsal specific dress codes.

All run crew must have 'show blacks' consisting of a plain long sleeved black shirt, long black pants and closed toe black shoes.

Rehearsal & Performance

BCTC rehearsals generally begin no earlier than 6:00pm and end no later than 11:00pm on weekdays, depending on director's preference. Weekend rehearsals are scheduled as needed. Any rehearsal call longer than six hours requires a one hour meal break. Typical rehearsal schedules are four to six weeks; some are extended due to production needs.

Technical rehearsals are scheduled for a full day (a "10 out of 12" rehearsal day) on weekend. This call must include a two hour meal break.

Cast/Crew may be called as early as two hours prior to the start of a tech rehearsal, dress rehearsal, or performance.

Arrive *AT LEAST* 10 minutes before the scheduled call, and in space ready to go 5 minutes till. If you are going to be late due to an emergency, call the Stage Manager. Call times designate when a rehearsal or work call is to begin, not when cast and crew are to arrive. If no attempt to contact the Stage Manager is made, it will count as an absence.

Failure to attend a rehearsal (unless the conflict has been approved) or tardiness may result in removal from the cast or crew. Valid excuses are at the discretion of the Theatre Faculty.

Use of cell phones, texting, and similar behavior is unacceptable during rehearsals. Wait until an appropriate break to use these devices. Only under approved circumstances should a cell phone or personal computer be brought either onstage or backstage during any performance.

The Stage Manager will collect cell phones and other valuables at fifteen (15) minutes to places. The valuables will be stored in a secured location and returned after curtain call.

It is your responsibility to attend all scheduled costume fitting appointments on time. If you are going to be late or must cancel the appointment, please call the Costume Shop (or the Stage Manager). Please note that there is a common courtesy practice in place that you should bring the costume shop staff chocolate if you miss your fitting.

You may not change your appearance without consulting the costume/makeup designer! This includes but is not limited to: cutting hair, changing hair color or getting piercings or tattoos.

Please check your Berry College email account at least twice a day (three times is preferable). Most of the production communication and notes are passed on to the design team, cast and crews this way. (Please talk to the Director of Theatre or Production Manager if this is a problem for you).

The cast is responsible for the immediate care of their costumes. Costumes must be hung up in the dressing room after every dress rehearsal and performance.

The cast must report damage or needed repairs to the costume crew member on duty as soon as possible or at the end of dress rehearsals or performances.

Cast members may not eat, drink, or smoke while offstage in costume. The costume designer may amend this policy to allow the drinking of water while offstage in costume.

Cast members are responsible for providing basic stage makeup. The Theatre Program will provide specialty makeup.

Cast members are responsible for cleaning/tidying dressing areas after rehearsals and performances.

Food is prohibited in dressing rooms at any time.

Daily Reporting

There are four types of reports that must be generated for information to reach the proper people.

- Rehearsal Reports: Filed by the Stage Manager by 8am the following day.
- Performance Reports: Filed by the Stage Manager by 8am the following day.
- Line Notes: Filed by a member of the stage management team as soon after rehearsal as possible.
- House and Box Office Manager's Reports: Filed by the House Manager and Box Office Manager by 8am the following day.

The distribution lists for these reports must include: the Chair of Fine Arts, the Director of Theatre, the Production Manager, Director, Music Director, Choreographer, Stage Management Team, Designers and any others deemed necessary by the Production Manager. Cast members are *not* to receive the notes given to the production team. Line notes are *not* to be sent to the production team (Cast, Stage Management and Director only). If the distribution of reports must change, it will be deemed necessary by the Production Manager, Director and Stage Manager.

Complimentary Tickets

Complimentary tickets (comps) will be available for each production. Cast and Crew members receive two complimentary tickets that can be used by guests. Specific members of the production team may receive one comp per performance as available, however these comps may only be used by the team member. Employees of the scene and costume shops and main office may receive one comp ticket per production and must be used by the employee.

Strike

Strike for all productions is immediately following the final performance. The strike crew consists of all members of the production's cast and crew, all theatre scholarship students, all scene, prop, and lighting shop employees and selected costume shop employees.

The call for strike will be determined by the faculty, and crew members not involved in/on the production should wait in the green room until the house has been cleared. The crew will be dismissed by the faculty at the completion of strike.

Theatre Space Use

All theatre use outside of normally scheduled classes, production work calls, rehearsals and performances is to be cleared through a theatre faculty and communicated to Production Manager to be placed on production calendar. Permission for use must be in writing at least 1 week in advance. Electronic communication is preferred. If permission has not been granted, Campus Security will be asked to clear the building at midnight, as normal.

Properties and Costume Rentals

Any equipment, furniture, properties, scenery or costumes to be loaned or rented out must be requested by the faculty member in charge of the event (for example: the faculty advisor of a student group). All requests must be made in writing to Alice Bristow or Logan Reagan at least 1 week in advance. Electronic communication is preferred. Any damage done to rented items will be assessed by a member of the theatre faculty, and responsible parties will be billed for repairs or replacement.

Safety

It is the policy of the department to provide the safest working environment possible. However, accidents can and do happen.

If there is an emergency please call the Berry College Welcome Center at 706.236.2262. Campus security will coordinate and respond with the appropriate local emergency personnel. The Director of Theatre must be the next phone call.

Students will not be asked to perform unsafe tasks. Students will not be asked to do tasks they are not comfortable with. Students are to report any unsafe work environments immediately to a member of the theatre faculty. Students should report injuries, no matter how minor, immediately to a member of the theatre faculty. Students are expected to follow established rules in all shops and during work calls.

Please see the Blackstone Hall Building Emergency Action Plan, Appendix C to this handbook.

Conferences

The Berry College Theatre Program faculty and students regularly attend several conferences in the southeast: The Georgia Theatre Conference (GTC), The Southeastern Theatre Conference (SETC) and the United States Institute of Theatre Technology (USITT) Conference & Stage Expo.

Attendance at these conferences is *not* required, *unless* it is a requirement of a course. However attendance *is* encouraged. When funding is available depending on the state of the Student Travel Fund (most funds are provided by members of the BCTC Theatre Circle), the Theatre Program will cover the costs of traveling to these conferences. Applications for funding are available from the theatre faculty and are also in Appendix E of this document. If the Program contributes funds to a student's travel, students are expected to be in attendance for the full conference.

Students who benefit from the Student Travel Fund must attend at least three workshops at the conference in a day. In the case of SETC, students who are active at the Job Fair, Professional Auditions or Call Backs may be exempt from attending the required three workshops and may be required to staff the recruitment booth.

Summer Work

The faculty strongly encourages participation in summer work. Professional summer work enhances the education students receive at Berry. Any internship or work assignment that includes theatre can be a benefit. In the past students have found work as diverse as camp councilors using their theatre skills to create plays with children to working with a summer stock repertory theatre company such as Santa Fe Opera. In all cases, students learn more about the field of theatre, apply the knowledge learned in the classroom, gain valuable work experience, develop and build upon skills, get a foot in the door at a company, and gain valuable networking contacts. Theatre is a business of who you know.

Parking

Please adhere to all campus parking rules and regulations.

At performance times, students are requested to leave the large parking lot on the east side of Blackstone Hall for patron parking.

WORK EXPERIENCE PROGRAM

In addition to scholarship awards, the Theatre Program participates in the Berry College Work Experience Program, employing about 50 students in various areas. All students, regardless of family income, are guaranteed on-campus jobs every semester. Most students choose to take advantage of this unique opportunity; more than 95 percent of our students work at some time during their four years with more than 85 percent working during any given year.

Although these positions are open to all students, preference is given to Theatre majors and minors. Students can choose from many different positions in the theatre, ranging from Main Office, Box Office Staff, Publicity Staff, Costume Shop Staff and Scene Shop Staff.

Specific work supervisors have different attendance expectations for their student staff. Most commonly, we ask that you work in at least two hour blocks and make your supervisor aware when you cannot attend your work call.

APPENDIX A

Berry College Theatre Company Constitution & By-Laws

ARTICLE I.

Name and Purpose

Section 1. The name of the organization shall be the Berry College Theatre Company.

Section 2. The purpose of the Berry College Theatre Company shall be to provide practical experience, both onstage and backstage, in a variety of theatrical activities; and to expose the college and community to live theatre.

ARTICLE II.

Membership

Section 1. To qualify as an active member of BCTC, and to retain said membership, an individual member must:

Participate in one BCTC main stage production through cast or crew per year

Section 2. An active member of BCTC is entitled to all voting privileges, may run for elected offices and may serve on any committee.

Section 3. To qualify for nomination for President, one must be at least a rising junior and have previously served as an executive officer.

Section 4. Cast and crew of main stage productions are required to be active participants in BCTC in order to receive their complimentary tickets for the production in which they are participants.

Section 5. The secretary at the conclusion of each main stage production shall update membership status, including eligibility.

ARTICLE III.

Elections and Duties of Officers

Section 1. BCTC shall annually elect the following officers who are charged with the respective duties enumerated herein:

President: The President shall preside over all meetings of BCTC. The President shall interpret the Constitution of the organization. The President shall have no vote on matters brought before the company as a whole except to break a tie. The President shall be allowed to have a vote on any manner brought to the Board of Executives. The President shall serve as the chair of the Play Selection Committee. With majority approval of the Executive Board the President may appoint an ad hoc assistant for any office. The President shall set scheduled meetings for BCTC and post them at the beginning of each semester.

Vice President of External Affairs: The Vice President of External Affairs will serve as treasurer of BCTC. They will work with the SGA Representative to submit a budget request to the Student Government Association. The Vice President of External Affairs will serve as the community contact for BCTC. They will serve as the chair of the recruiting committee. Until a proper SGA Rep is elected, the Vice President of External Affairs shall also serve as the SGA Rep. In the event that the President is temporarily absent the Vice President of External Affairs will act as President.

Vice President of Internal Affairs: The Vice President of Internal Affairs will be responsible for collecting dues from members of BCTC and giving that money to the Vice President of External Affairs. They are in charge of planning any social events for the members of BCTC. The Vice President of Internal Affairs will serve as the chair of the hospitality committee. They will also work with the secretary to create and maintain a list of active members.

Secretary: The Secretary shall keep a roll of all members and interested persons. The Secretary is responsible for notifying members and interested persons of upcoming meetings. The Secretary shall take official notes for BCTC and shall furnish copies of the notes to the President. The Secretary shall also receive copies of notes from each committee and keep them in the official record of BCTC.

Public Relations Officer: The Public Relations officer shall keep record of all BCTC events via photographs. At the end of each year they shall make a scrapbook as well as an end of the year slideshow to be presented at the end of the year banquet. The Public Relations Officer shall coordinate the design and printing of one company t-shirt per year. They shall

also be responsible for contacting the Student Activities Office when BCTC needs events advertised. The Public Relations Officer shall also serve as the chair of the publicity committee.

SGA Representative: The SGA Rep shall attend all SGA meetings, updating BCTC member of SGA happenings and will take BCTC business to the floor of SGA meetings. The SGA Rep is also responsible for keeping BCTC in good standing with SGA, which includes but is not limited to earning the SGA credits needed as well as coordinating the BCTC Volunteer credit event. In the event the SGA Rep cannot attend an SGA meeting they are responsible for finding a member of BCTC to go in their place.

Section 2. The executive board of BCTC consists of these six aforementioned officers.

Section 3. Election and Transfer of Offices The aforementioned elected officers shall be active members of BCTC and will be elected by a simple majority with the following guidelines.

At the February meeting the President shall announce the date of officer elections and will receive nominations for each position. There shall be no limit to the number of nominations. The nominations will be posted by the Secretary the following day and shall remain posted until elections take place. Elections will occur at the March meeting. At this meeting nominations will again be received from active members prior to discussion and election of each office. Election of officers shall commence with that of the President and continue with that of the Vice President of External Affairs, the Vice President of Internal Affairs, the Secretary and the Public Relations Officer. Discussion shall be limited to fifteen minutes per office and voting shall immediately follow the discussion of each office.

A fifty-one percent affirmative vote of the active members present and voting is required for an election to an office. Absentee ballots, in writing, will be accepted from active members by the Secretary prior to the start of the meeting and such votes will be counted as “active and voting”. In the event that an elected position becomes vacant, nominations for an election to that office shall be held at the next regularly scheduled meeting. The term of office for all elected officers of BCTC is one school year. There will be a meeting of both the outgoing and incoming executive board members prior to the end of the school year for the purpose of defining duties and transferring records.

Section 5. Committees are formed within the body of BCTC. They shall be made up of members who are nominated and elected from the body. Nominations for committee members shall be

made at the first meeting in the fall and elections shall follow the same procedure as that for the executive board.

Play Selection Committee: shall be elected each year to serve with the President and the faculty. The committee is an advisory body to offer student opinion on scripts under consideration for production the following season. At least two meetings shall be held and a minimum of two reports shall be given to the general body.

Recruitment Committee: shall be elected each year to serve with the Vice President of External Affairs. The committee is in charge of handling tours for prospective students, assisting with scholarship auditions as needed and accompanying faculty members to theatre conferences to serve as a student to answer questions.

Hospitality Committee: shall be elected each year to serve with the Vice President of Internal Affairs. The committee is in charge of organizing BCTC social events including, but not limited to: the Halloween Party, End of the Year Banquet and the End of the Year Picnic.

Publicity Committee: shall be elected each year to serve with the Public Relations Officer. The committee is in charge of helping publicize all of the main stage productions by hanging up posters as well as other ways including but not limited to: sidewalk chalk advertisements, sitting at the publicity table, updating the display case in Krannert, updating slides in the Cage and contacting the Campus Carrier.

Each committee aforementioned shall consist of four members elected from the general body of BCTC at the beginning of each school year. Each class shall have a representative on each committee.

ARTICLE IV.

Meetings

Section 1. General meeting of BCTC shall take place at regular intervals throughout the school year as posted at the beginning of each semester by the President.

Section 2. All general meeting shall adhere to a specific consistent agenda posted by the President prior to the meeting. Consideration for agenda items submitted in writing will be accepted and incorporated into the agenda prior to each meeting by the President.

Section 3. Any suggestion, comment or concern submitted in writing to the executive board prior to a meeting may be considered for discussion and decision if action is necessary.

ARTICLE V.

Amendments to the Constitution

This constitution may be amended by a two-thirds majority vote of the active members present and voting, provided that the moved amendment is submitted in writing at the previous general meeting and is posted until voted upon. Final approval of the BCTC constitution, any amendments, etc. will be submitted to the Student Life Council.

ARTICLE VI.

Adoption of this Constitution

Section 1. Adoption of this constitution shall be by a two-thirds majority vote of active members present and voting.

Section 2. Official copies of this constitution shall be distributed to the Theatre Department Faculty.

Section 3. Copies of this constitution shall be available to interested parties at the first meeting of each school year, and thereafter upon request to the President.

APPENDIX B

Kappa Alpha Cast of Alpha Psi Omega Constitution & By-Laws

ARTICLE I

Ratification

This constitution shall be ratified by the majority vote of the membership of Kappa Alpha Cast.

ARTICLE II

Name

The name of the cast of Alpha Psi Omega National Theatre Honor Society shall be the Kappa Alpha Cast.

ARTICLE III

Purpose

The purpose of the Kappa Alpha Cast of Alpha Psi Omega is to stimulate interest in dramatic activities at Berry College, to secure for the college all of the advantages and mutual helpfulness provided by a large national honorary fraternity, and, by electing candidates to membership, reward efforts for participation in plays staged by the Berry College Theatre Company.

ARTICLE IV

Membership

Section 1. The Kappa Alpha Cast shall determine in its By-Laws the qualifications for membership. These qualifications shall be reviewed by the membership annually.

Section 2. Candidates shall be elected to membership in accordance with the above specifications by a majority of the membership of the Kappa Alpha Cast.

Section 3. Membership in Kappa Alpha Cast is for life. There shall be three designations of membership: active, inactive and honorary. An active member shall be a full or part-time student or faculty member who is active in the life of the Berry College Theatre Program. An inactive member shall be a former active member that is no longer affiliated with Berry College or one who has been declared inactive by the President because of non-participation in the

activities of the Berry College Theatre Department. Honorary members shall have contributed significantly to the Berry College Theatre Department but shall not be affiliated with it.

Honorary members shall be so designated when they are elected to membership.

Section 4. A member may not miss more than two consecutive meetings or three random meetings a semester. If this occurs the member will become inactive. Said member would be able to appeal within thirty days of notification of termination the appeal will go before the Executive Committee.

ARTICLE V

Officers

Section 1. The officers of this cast shall be the Cast President, Vice-President, Secretary, Treasurer, and Parliamentarian/Historian.

Section 2. The President of the Cast shall preside at all meetings, call meetings, and appoint committees.

Section 3. The Vice- President shall assume the responsibility of the President in case of his/her absence. The VP is required to keep a record of all possible candidates for membership, and to handle the distribution of all initiation material.

Section 4. The duties of the Secretary shall be to keep an accurate record of meetings, to read a report of the minutes at each meeting, to provide the President and Vice-President with a copy of the minutes of each meeting, to distribute to each member a copy of the Motions, By-Laws, and Amendments to the Constitution as they are passed, to notify members of meetings, and to keep a membership list consisting of the names, addresses, and telephone numbers of members.

Section 5. The duties of the Treasurer (or Business Manager) shall be to collect all dues and assessments of members, to pay bills, sanctioned by the fraternity, to keep an account of all the receipts and expenditures, to order all jewelry requested by members, and to read a report of the financial status of the Cast at each meeting. To keep a record of all transactions of Kappa Alpha, that will be passed down annually.

Section 6. The Parliamentarian/Historian shall keep a scrapbook of all material pertinent to the history of the Kappa Alpha Cast. It also is the responsibility of the Parliamentarian/ Historian to keep order at the meetings, as well as to maintain Parliamentary Procedure. The Parliamentarian/Historian must be certain all motions are constitutional. If the Secretary is absent the Parliamentarian/Historian will take the minutes.

ARTICLE VI

Election of Officers

Section 1. Officers for the following year shall be elected in compliance with the Student Life Council guidelines.

Section 2. Officers shall be elected by a majority vote of the Cast.

Section 3. In case officers fail to return to school, new officers shall be elected to fill the vacancies at the first meeting of the year.

Section 4. In case an officer becomes inactive, or cannot fill their duties of that office, new members will be elected at the next meeting.

Section 5. By accepting a nomination a candidate for office pledges to carry out the duties of that office to the best of his/ her ability.

Section 6. Officers cannot serve on the Executive Board of the Cast while simultaneously serving on the Executive Board of BCTC. Serving as a representative to the Student Government Association does not fall under this ruling. Bear in mind, SGA rules mandate that SGA Representatives can only represent one group.

ARTICLE VII

Meetings

Section 1. There shall be at least four regular meetings of the Cast each semester.

Section 2. The President may call special meetings at any time.

Section 3. Only the active membership shall be considered in the conducting of Cast business and in the performance of official duties.

Section 4. Only active members may vote and a majority shall carry the vote.

ARTICLE VIII

Initiation, Fees and Assessments

Section 1. Each candidate shall be duly initiated into membership.

Section 2. The initiation fee must be paid before a candidate can be initiated except in individual cases when the President rules otherwise.

Section 3. The membership fee shall be reviewed and adjusted at the last meeting every year.

ARTICLE IX

Committees

Section 1. There shall be a standing Executive Committee consisting of the President, Vice-President, and Faculty Sponsor.

Section 2. The President shall appoint other committees, as they are needed.

Section 3. The President and the faculty advisor shall be ex-officio members of all committees, but a committee may meet without them.

ARTICLE X

Amendments

The articles of this Constitution may be amended, revised, or altered in whole or in part at any regular meeting by a majority vote of the active membership provided such amendment and notice of the proposed vote was given to each member in writing at least one week prior to such vote, and there is final approval from the Berry College Student Life Council.

ARTICLE XI

By-Laws

Section 1. The Cast shall adopt such By-Laws, as it deems necessary to conduct its business and to interpret or supplement the Constitution.

Section 2. All passed motions that permanently affect the government or business of the Cast shall be known as By-Laws.

Section 3. The secretary shall keep all By-Laws on a separate list.

Section 4. The Cast shall adopt By-Laws to govern the admission to candidacy of prospective members.

AMENDMENT ONE

The Kappa Alpha cast may elect an individual to be inducted as an Honorary Member. An Honorary Member is defined as one who has significantly contributed both to the Berry College Theatre Company, as well as Theatre in general, but does not qualify as an undergraduate. Honorary Members must meet all the same requirements asked of students, excluding GPA and inductee points. As such, this provision requires that Honorary Member Nominees complete the essay portion of the induction process as well as attend and participate in the induction ceremony. Lastly, Honorary members are not students. The Kappa Alpha cast of Alpha Psi Omega identifies as a student-led organization with one faculty member representative present for guidance. Therefore, Honorary Members may not attend meetings, vote, or conduct activities in the interest of the Kappa Alpha cast. However, Honorary Members may attend APO events and Inductions.

ALPHA PSI OMEGA

KAPPA ALPHA CAST of BERRY COLLEGE

By-Laws

Section I. In general new members shall be tapped into Alpha Psi Omega once each semester. The membership must approve any changes in this procedure.

Section II. Qualifications for candidacy to active membership:

A candidate shall not be on academic probation. He/ she shall have a 3.0 minimum GPA. The candidate shall have significantly contributed to theatre at Berry College. If the candidate is a student, a significant contribution shall be determined by earning seventy-five (75) points under the point system. Points are not assigned unless the appropriate faculty members are present. They shall be assigned by the Kappa Alpha Cast and monitored and approved by the faculty advisor and recorded by the Vice President.

The Point System

Acting:

Full-Length Play

Major Role (20)

Minor Role (15)

One Act Play

Major Role (10)

Minor Role (5)

Directing:

Director

Full-length Play (25)

One-Act Play (15)

Assistant Director

Full-length Play (15)

One-Act Play (10)

2nd Assistant Director

Full-length Play (10)

One-Act Play (5)

Design:

Major Design Project (Costumes, Lighting or Set) (25)

Minor Design Project (Props and Makeup) (15)

Associate Designer (15)

Assistant Designer (10)

Show Management:

Stage Manager (25)

Technical Director (20)

Properties Manager (15)

Master Electrician (15)

Scenic Charge Artist (15)

Assistant Stage Manager (15)

Shop Forman/Manager (15)

Technical and Production:

Wardrobe Head (12)

Properties Head (12)

Running Crew (10)

Costume Crew (10)

Props Crew (10)

Light Board Operator (10)

Sound Board Operator (10)

House Manager (10)

Carpenter (5)

Dyer/Scenic Artist (5)

Stitcher (5)

Electrician (5)

Props/Craft Artisan (5)

Company Manager (5)

Miscellaneous

Playwright (25)

Musical Composition (20)
Accompanist (15)
Graphic Designer (10)
Box Office Manager (10)
Officer in a Theatre Organization (10)
Vocal Performance (Choir) (5) *Each Semester
Pit Band (5)
Box Office Staff (5)
Publicity Staff (5)

All point values shall be assigned by the faculty advisor on a case-by-case basis. He/she shall determine under which specific categories points shall be assigned.

Only one half of point totals can be counted from a Student Work Program position.

The Vice President shall collect and record points earned after each show.

In order for a candidate to receive points on a non-major production it must be presented before the general public and the Director of Theatre must approve the activity for point accumulation.

A transfer student may be given a maximum of 15 points per year for work performed in another college. The executive committee of the KA chapter shall evaluate any such request through consultation or correspondence with a faculty representative of the transfer student's school.

Section III. Fulfillment of the requirements of the point system shall be considered the minimum requirement for eligibility to candidacy, not as fulfilling the requirements.

Section IV. Candidates shall be considered according to their demonstrated dedication to theatrical arts, their prospective contribution to the Kappa Alpha Cast of Alpha Psi Omega.

Section V. To remain an active member of the Kappa Alpha Cast a member must work at least one show a year.

Section VI. Membership dues shall be a one-time payment of \$45.

APPENDIX C

Blackstone Hall Building Emergency Action Plan

1. Introduction

1.1. In the event of a disaster a sudden evacuation of a building or the entire campus may be necessary. Everyone must evacuate immediately upon the request of campus police, any college official, or an emergency responder. No one may return before a campus police officer gives the “all clear”.

1.2. Each building at the College must have a Building Emergency Action Plan (BEAP) to provide for students, faculty, staff and visitors during an emergency. The individual building’s occupants, through a designated Building Coordinator, develop each BEAP.

1.3. Each Emergency Action Plan is developed not only to provide for the safety of the College community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. Copies of the Blackstone Hall BEAP are kept in the Main Theatre Office and, in the technical director’s office.

1.4. For each department occupying a building the Department Chairpersons and Administrators are responsible for ensuring that the department uses and implements the Building Emergency Action Plan (BEAP).

1.5. Each employee covered by this BEAP must be provided with a copy of the plan and instructed as to their responsibilities and actions during an emergency. The Director of Theatre and the Technical Director must maintain documentation of the names of everyone that has been trained.

1.6. The BEAP will be tested annually during the months of August or September.

2. Emergency Action Responsibilities

2.1. Logan Reagan is the **Building Coordinator** and is responsible for this plan and employee education regarding this plan. He will coordinate an annual test of the plan, conducting an emergency exercise for one chosen section of the plan. During an emergency he will

implement the BEAP and coordinate emergency actions to ensure the safety of the people in this building. Building Coordinator duties include:

- Ensure the notification of emergency services
- Assist in building evacuation
- Report to the assembly area
- Account for evacuated personnel
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, special hazards in the building, unique conditions)
- Develop specific procedures to assist persons with physical disabilities
- As personal safety and time permit, assist physically disabled occupants
- Contact the Director of Physical Plant regarding any property damage
- Participate in any post-incident critique regarding the emergency
- Ensure that normal worker injury reporting procedures are followed
- Direct that a report be prepared after any significant event that reviews emergency actions, their effectiveness and needed revisions. This report will be shared with employees and forwarded to the Crisis Council.

2.2. Anna Filippo is the **Assistant Building Coordinator** and responsible for the Building Coordinator's duties if the Building Coordinator is unavailable. The Assistant Building Coordinator will notify the Building Coordinator immediately in the event of a major emergency and as soon as is practical for minor incidents and false alarms.

2.3. **Floor Wardens** responsible for assisting with the BEAP:

First Floor: Logan Reagan or a staff member designated by the Building Coordinator.

Second Floor: David Alford or a staff member designated by the Building Coordinator.

Front of House: Dr. Anna Filippo or a staff member designated by the Building Coordinator.

Floor Warden emergency duties include:

- Ensure that everyone is evacuated; notify Campus Police of anyone who refuses to evacuate.
- Designate volunteers to assist people with disabilities.
- Conduct a sweep of the floor to ensure that doors are closed.

- As personal safety and time permits, assist physically disabled occupants.

2.4. The emergency duties of all Blackstone Hall employees include:

- Be familiar with the BEAP, including the section on assisting people with disabilities
- Direct patrons or students you come in contact with to take appropriate action during an emergency event.

2.5. Staff supervising student workers:

- Each staff supervisor is responsible for their students to ensure they are evacuated during any emergency. The staff supervisor will arrange a staff member “backup” for the responsibility in their absence. Take roll at designated meeting area and let floor monitor or building coordinator know if any student working at the time of the evacuation has not checked in.

3. Alert Systems

3.1 BerryALERT sends recorded messages during a weather emergency via cell phone and is free to all students, faculty, and staff. To participate, go to www.berry.edu/alert and register online. Contact information is purged at the beginning of each new academic year in order to keep the system current. The Office of Public Relations will send out an email about the service at the beginning of each new academic year.

3.2 CodeRED Weather Warning is a service offered by the Floyd County Emergency Management Agency (EMA) that automatically notifies citizens in the path of severe weather moments after the National Weather Service has issued a warning. The CodeRed subscription is available to you at no direct cost. To participate go to <http://www.romefloyd.com/CitizenSafety/EmergencyManagment/tabid/179/Default.aspx>.

4. Fire

4.1. If you are notified of a fire, activate the nearest pull station. *Make no attempts to extinguish the fire.*

4.2. The fire alarm system includes an audible siren and vocal instruction alarm as well as a visual flashing white light. All employees, students and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of the alarm system being tested.

4.3. Immediately leave the building using the *nearest* exit.

- Collect valuables (purse, coat, etc.)
- Close, but do not lock, any doors you encounter along the way
- Gather in the Morton/Lemley parking area on the NORTH side of Blackstone Hall. Do not leave this assembly area, either to re-enter the building or to leave the campus, until advised to do so by campus police or the Building Coordinator.

4.4. Building Coordinator:

- Notify Campus Police that a fire alarm in the building has been activated. (Fire alarms report directly to the Campus Police Dispatch Center.)
- Provide information to Campus Police or other responding emergency personnel.
- Information may include, but is not limited to:
 - Location of the fire
 - Status of the evacuation, personnel missing that may still be in the building
 - Special hazards associated with the building
- With Police Chief, coordinate building security once the Fire Department releases it.
- Advise employees on when to return to work.
- Contact Dean of Evans School

4.5. Building Coordinator and Floor Wardens:

- Determine whether anyone requires assistance with evacuating the building, following the guidelines in Section 12. Should a disabled person not be able to use the fire exit stairwells, escort them to the exit stairwell landing and inform an emergency responder that a disabled person is waiting for rescue.
- Once at the assembly area, conduct a roll call.

4.6. Building Coordinator and Floor Wardens: During Performances

- Front of House will alert the Stage Manager. Stage Manager will make an announcement to patrons, cast & crew.
- House Manager and Ushers will escort patrons to the nearest exit.
- Stage Management will escort the cast and crew to the nearest exit.

- Gather in the Morton/Lemley parking area. Do not leave this assembly area until advised to do so by the Building Coordinator.

5. Severe Weather ~ Tornado Watch/Warning

5.1. In threatening weather, monitor Weather channel (www.weather.com) in the Theatre office. If a Tornado Watch (conditions are right) is issued, be prepared for a Tornado Warning (a tornado has been sighted).

- Floor Wardens: Inform any occupants in these areas that a Tornado Watch is in effect and that should a Tornado Warning be issued they will be given instructions to proceed immediately to the Green Room & Men's Dressing Room.
- Floor Wardens: Inform any occupants in the new theatre when severe weather is occurring, and notify them to proceed to the Loading Dock Room between the Scene Assembly and New Theatre.

5.2. Floor Wardens: When the campus sirens are activated or a Tornado Warning is issued via the NOAA Weather radios or BerryALERT:

- Notify building occupants of a Tornado Warning.
- As you move to the safe area, tell students and patrons you encounter to follow and take cover.

5.3. Floor Wardens: Make a sweep through your area to ensure that all students and patrons have been notified; instruct them to take cover immediately.

5.4. Building Coordinator and Floor Wardens:

- Determine whether any occupants require assistance with evacuating to the Green Room & Men's Dressing Room, following the guidelines in Section 12.
- Conduct a roll call to ensure that all employees are in the shelter area. If an employee is missing, the Building Coordinator will make a determination whether it is safe to search for the missing employee(s) and assign someone to find them and have them move to the shelter areas.

5.5. All staff: Collect your belongings. Close, but do not lock, any doors you encounter along the way. Alert others as you depart. Proceed to the designated assembly area. The front door of the building should remain unlocked to allow people to enter for shelter.

5.6. Building Coordinator:

- If injuries occur, notify Campus Police, Dean of Evans School and Chair of Fine Arts.
- Once the National Weather Service gives the all clear, advise employees whether to return to their workstations or go home.

5.7. Building Coordinator and Floor Wardens: During Performance

- Front of House will alert the Stage Manager. Stage Manager will make an announcement to patrons, cast & crew.
- Front of House and Ushers will escort patrons to designated areas.
- Stage Management will escort cast and crew to designate areas.

6. Hazardous Materials

6.1. Local media will broadcast warnings to communicate that a hazardous materials incident has occurred. The National Weather Service will broadcast similar warnings over NOAA Weather Radios. Building occupants who become aware of a hazardous material incident that may impact the building should notify the Building Coordinator. The Building Coordinator will immediately notify building occupants to implement the emergency actions.

Two strategies are used during hazardous material emergencies. The Building Coordinator will notify building occupants of which strategy has been implemented.

6.2. The first strategy is “Shelter-in-Place.” Everyone in the building is required to stay in the building until the all clear is given. Take the following actions:

- Close all windows and doors
- Turn heating/cooling systems (HVAC) off
- Move to the Green Room & Men’s Dressing Room
- Direct any students and patrons you come in contact with to take appropriate actions

For information on assistance concerning people with disabilities, see Section 11, “Procedures for Assisting Disabled Individuals.”

Building Coordinator and Floor Wardens: Conduct a staff roll call.

Building Coordinator:

- Monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation and announce the all clear when declared by community officials.
- If anyone becomes ill, notify Campus Police.
- Direct personnel to open doors and windows and allow the building to air out after the all clear is given.
- Direct personnel to reactivate the heating/cooling system (HVAC).

6.3. The second strategy is “Evacuation.” The Building Coordinator will direct personnel to take appropriate action, which may include:

- Walk to an assembly area to be evacuated.
- Leave the area using travel directions determined by community officials.

Building Coordinator and Floor Wardens: Conduct a staff roll call.

Building Coordinator:

- If anyone becomes ill, notify Campus Police.
- If Theatre staff members cannot be accounted for, notify Campus Police.
- In consultation with Campus Police, determine whether employees should return to their workstations or go home.

7. Utility Interruption

7.1. Employees will become aware of utility interruptions by the obvious absence of that particular utility:

- No Lights, computers not working - Electric
- Toilets won't flush, drinking fountains not working - Water
- Inability to place outgoing telephone calls - Telephone
- Building won't warm up during winter - Steam or Gas
- Building won't cool in summer - Electric or chilled water

7.2. Unless a college-wide decision has been made, make a decision regarding continuance of work in the building during a utility interruption. While a utility interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Theatre's emergency generator starts automatically a few seconds following a power failure. Sufficient lighting is provided to allow people to safely evacuate or go to a secure area within the building.

The Building Coordinator will determine the appropriate course of action, taking into consideration the following issues:

- Dangers from tripping and injuries due to lights being out.
- Dangers of extreme heat and cold on employees.
- Inability to contact responders if an emergency occurs while telephones are out.

- Sanitation problems due to no water

7.3. Building Coordinator:

- Contact Physical Plant at 706-236-2231 to report the problem and obtain any available information.
- Contact Campus Police for guidance in assisting mobility impaired individuals from the building due to unavailability of the elevator.

8. Workplace Violence, Terrorism

8.1. Call Campus Police immediately if you become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence.

8.2. If possible, notify the Building Coordinator, who will attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by telephone and/or word of mouth.

8.3. Different types of workplace violence require different actions:

- Explosion:

Leave the building using the evacuation plan and procedures for a fire.

- Gunfire in the building:

Take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner.

- Physical Threat:

If someone's actions pose a physical threat to you, evacuate the area.

- Toxic or Irritant Gas:

Immediately leave the building using the evacuation plan and procedures for a fire.

- Hostage Situation:

Immediately vacate the area. Take no chances to endanger the life of the hostage.

8.4. If someone is hurt and/or a fire is caused by these events, call Campus Police immediately.

8.5. The Building Coordinator and the Campus Police Chief will coordinate the building's security and contact building occupants to advise them on when to return to work.

9. Bomb Threat

9.1. If you become aware of a bomb threat by a telephone call, e-mail or a letter, call Campus Police.

If the bomb threat is made by telephone:

- If possible, get the attention of another staff member and have them call Campus Police while you stay on the line with the caller.
- Stay calm and keep your voice calm. Talk to the caller to obtain as much information as possible. Take notes. Pay attention to detail. Ask as many questions as possible and write down the exact words of the caller:
 - Exact location of the bomb?
 - When is the bomb going to explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - Who placed the bomb?
 - Why was it placed?
 - What is your name?
 - What is your address?
- Notify the Building Coordinator after calling Campus Police.
- The Building Coordinator and Campus Police will determine whether building evacuation is warranted. If it is warranted, evacuation will proceed as outlined in the fire emergencies section.
- Do not touch any suspicious or unfamiliar objects. Wait for Campus Police personnel to arrive on the scene before conducting any type of search.
- The Building Coordinator and Campus Police will coordinate the building's security and will advise building occupants on when to return to work.

9.2. A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call Campus Police. Use a telephone in a safe area. Do not operate any power switches. *Do not activate the fire alarm.*

9.3. If an explosion occurs, leave the building using the same evacuation plan and procedures as you would for a fire.

10. Medical Emergency

10.1. Call Campus Police.

10.2. When reporting the emergency, provide as much of the following information as possible:

- Nature of the emergency
- Your name and exact location
- Condition of the victim
- Any dangerous conditions

10.3. Remain with the victim until emergency personnel arrive. Do not move the victim unless there is immediate danger of further injury.

Provide first aid only if you are qualified.

Campus Police are first responders and will provide first aid care and direct any medical or ambulance services.

10.4. Once the victim has been cared for and is transported, follow normal worker injury reporting procedures.

11. Earthquake

11.1. Indoors

- Take cover under the nearest sturdy object and hold onto it until the shaking stops.
- If you are not near a sturdy object, make yourself as small as possible and protect your head and neck with your arms.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.

- Stay under cover until the shaking stops, then leave the building and go to the Morton/Lemley parking area behind Blackstone Hall. The Building Coordinator and Floor Wardens will conduct a roll call. Do not leave the assembly area, either to re-enter the building or to leave the campus, until advised to do so by the Building Coordinator.

11.2. Outdoors

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head from falling debris with your arms.
- When the shaking stops, proceed to the Morton/Lemely parking area in in back of Blackstone Hall. The Building Coordinator and Floor Wardens will conduct a roll call. Do not leave the assembly area until advised to do so by the Building Coordinator.

12. Procedures for Assisting Individuals with Disabilities

12.1. The Building Coordinator is responsible for identifying employees who need consideration and assistance during an evacuation. At least two staff members should be assigned to provide assistance to each person with a disability, ensuring that the disabled person will be assisted during the evacuation. Should a disabled person not be able to use the fire exit stairs, he or she may be escorted to the exit stairwell landing. The Building Coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue.

12.2. Visually Impaired / Blind Persons

Advise the person of the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and any obstacles in your path. When you reach safety, orient them to a safe location and ask if they need any further assistance.

12.3. Hearing Impaired / Deaf Persons

Persons who are deaf or hearing impaired may not perceive an audible fire alarm. Use an alternate warning system: (1) write a note to tell the person of the situation, the nearest evacuation route, and the assemble area or (2) turn the light switch on and off to gain attention only if there is NOT a gas line leak. Then indicate in writing or through gestures what is happening and what to do.

12.4. *Persons Using Crutches/Canes or Walkers*

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferable a chair with arms and follow the procedure for non-ambulatory persons listed in the next section.

12.5. *Non-ambulatory Persons*

Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor. For floors above the ground level, needs and preferences will vary. While there is no prohibition against carrying a person with a disability, carrying a person should be a last alternative.

12.5. *Non-ambulatory Persons (cont'd.)*

- Always consult the person as to his/her preferences regarding:
- Ways of being removed from a wheel chair
- The number of people necessary for assistance
- Whether to move or extend extremities when lifting
- The need for a seat cushion or pad
- After-care (is a stretcher, chair or paramedic attention necessary?)

Check the evacuation routes for obstructions before assisting the person to the exit.

Delegate others to bring the wheelchair. Reunite the person with the wheelchair as soon as it is safe to retrieve it.

Be aware that some people have minimal ability to move. Lifting or moving them too quickly may be dangerous to their well being. It may be necessary for trained rescue responders to bring the person out of the building. If this is the situation, take the person to the Theatre Office to wait for assistance.

APPENDIX D

Costume Production Studio Emergency Action Plan

1. Introduction

1.1. In the event of a disaster a sudden evacuation of a building or the entire campus may be necessary. Everyone must evacuate immediately upon the request of campus police, any college official, or an emergency responder. No one may return before a campus police officer gives the “all clear”.

1.2. Each building at the College must have a Building Emergency Action Plan (BEAP) to provide for students, faculty, staff and visitors during an emergency. The individual building’s occupants, through a designated Building Coordinator, develop each BEAP.

1.3. Each Emergency Action Plan is developed not only to provide for the safety of the College community, but also to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.38. Copies of the Blackstone Hall BEAP are kept in the Main Theatre Office and, in the technical director’s office.

1.4. For each department occupying a building the Department Chairpersons and Administrators are responsible for ensuring that the department uses and implements the Building Emergency Action Plan (BEAP).

1.5. Each employee covered by this BEAP must be provided with a copy of the plan and instructed as to their responsibilities and actions during an emergency. The Director of Theatre and the Technical Director must maintain documentation of the names of everyone that has been trained.

1.6. The BEAP will be tested annually during the months of August or September.

2. Emergency Action Responsibilities

2.1. Alice Bristow is the **Building Coordinator** and is responsible for this plan and employee education regarding this plan. She will coordinate an annual test of the plan, conducting an emergency exercise for one chosen section of the plan. During an emergency she will

implement the BEAP and coordinate emergency actions to ensure the safety of the people in this building. Building Coordinator duties include:

- Ensure the notification of emergency services
- Assist in building evacuation
- Report to the assembly area
- Account for evacuated personnel
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in building, special hazards in the building, unique conditions)
- Develop specific procedures to assist persons with physical disabilities
- As personal safety and time permit, assist physically disabled occupants
- Contact the Director of Physical Plant regarding any property damage
- Participate in any post-incident critique regarding the emergency
- Ensure that normal worker injury reporting procedures are followed
- Direct that a report be prepared after any significant event that reviews emergency actions, their effectiveness and needed revisions. This report will be shared with employees and forwarded to the Crisis Council.

2.2. The Costume Shop Student Supervisor is the **Assistant Building Coordinator** and responsible for the Building Coordinator's duties if the Building Coordinator is unavailable. The Assistant Building Coordinator will notify the Building Coordinator immediately in the event of a major emergency and as soon as is practical for minor incidents and false alarms.

2.3. **Floor Wardens** responsible for assisting with the BEAP:

Alice Bristow or a staff member designated by the Building Coordinator.

Floor Warden emergency duties include:

- Ensure that everyone is evacuated; notify Campus Police of anyone who refuses to evacuate.
- Designate volunteers to assist people with disabilities.
- Conduct a sweep of the floor to ensure that doors are closed.
- As personal safety and time permits, assist physically disabled occupants.

2.4. The emergency duties of all Blackstone Hall employees include:

- Be familiar with the BEAP, including the section on assisting people with disabilities
- Direct patrons or students you come in contact with to take appropriate action during an emergency event.

2.5. Staff supervising student workers:

- Each staff supervisor is responsible for their students to ensure they are evacuated during any emergency. The staff supervisor will arrange a staff member “backup” for the responsibility in their absence. Take roll at designated meeting area and let floor monitor or building coordinator know if any student working at the time of the evacuation has not checked in.

3. Alert Systems

3.1 BerryALERT sends recorded messages during a weather emergency via cell phone and is free to all students, faculty, and staff. To participate, go to www.berry.edu/alert and register online. Contact information is purged at the beginning of each new academic year in order to keep the system current. The Office of Public Relations will send out an email about the service at the beginning of each new academic year.

3.2 CodeRED Weather Warning is a service offered by the Floyd County Emergency Management Agency (EMA) that automatically notifies citizens in the path of severe weather moments after the National Weather Service has issued a warning. The CodeRed subscription is available to you at no direct cost. To participate go to <http://www.romefloyd.com/CitizenSafety/EmergencyManagement/tabid/179/Default.aspx>.

4. Fire

4.1. If you are notified of a fire, activate the nearest pull station. *Make no attempts to extinguish the fire.*

4.2. The fire alarm system includes an audible siren and vocal instruction alarm as well as a visual flashing white light. All employees, students and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of the alarm system being tested.

4.3. Immediately leave the building using the *nearest* exit.

- Collect valuables (purse, coat, etc.)
- Close, but do not lock, any doors you encounter along the way
- Gather in the Morton/Lemley parking area on the NORTH side of Blackstone Hall. Do not leave this assembly area, either to re-enter the building or to leave the campus, until advised to do so by campus police or the Building Coordinator.

4.4. Building Coordinator:

- Notify Campus Police that a fire alarm in the building has been activated. (Fire alarms report directly to the Campus Police Dispatch Center.)
- Provide information to Campus Police or other responding emergency personnel.
- Information may include, but is not limited to:
 - Location of the fire
 - Status of the evacuation, personnel missing that may still be in the building
 - Special hazards associated with the building
- With Police Chief, coordinate building security once the Fire Department releases it.
- Advise employees on when to return to work.
- Contact Dean of Evans School

4.5. Building Coordinator and Floor Wardens:

- Determine whether anyone requires assistance with evacuating the building, following the guidelines in Section 12. Should a disabled person not be able to use the fire exit stairwells, escort them to the exit stairwell landing and inform an emergency responder that a disabled person is waiting for rescue.
- Once at the assembly area, conduct a roll call.

5. Severe Weather - Tornado Watch/Warning

5.1. In threatening weather, monitor Weather channel (www.weather.com) in the Theatre office. If a Tornado Watch (conditions are right) is issued, be prepared for a Tornado Warning (a tornado has been sighted).

- Floor Wardens: Inform any occupants in these areas that a Tornado Watch is in effect and that should a Tornado Warning be issued they will be given instructions to proceed immediately to the Green Room & Men's Dressing Room in Blackstone Hall.

- Floor Wardens: Inform any occupants in the new theatre when severe weather is occurring, and notify them to proceed to the Loading Dock Room between the Scene Assembly and New Theatre.

5.2. Floor Wardens: When the campus sirens are activated or a Tornado Warning is issued via the NOAA Weather radios or BerryALERT:

- Notify building occupants of a Tornado Warning.
- As you move to the safe area, tell students and patrons you encounter to follow and take cover.

5.3. Floor Wardens: Make a sweep through your area to ensure that all students and patrons have been notified; instruct them to take cover immediately.

5.4. Building Coordinator and Floor Wardens:

- Determine whether any occupants require assistance with evacuating to the Green Room & Men's Dressing Room, following the guidelines in Section 12.
- Conduct a roll call to ensure that all employees are in the shelter area. If an employee is missing, the Building Coordinator will make a determination whether it is safe to search for the missing employee(s) and assign someone to find them and have them move to the shelter areas.

5.5. All staff: Collect your belongings. Close, but do not lock, any doors you encounter along the way. Alert others as you depart. Proceed to the designated assembly area. The front door of the building should remain unlocked to allow people to enter for shelter.

5.6. Building Coordinator:

- If injuries occur, notify Campus Police, Director of Theatre, Dean of Evans School and Chair of Fine Arts.
- Once the National Weather Service gives the all clear, advise employees whether to return to their workstations or go home.

6. Hazardous Materials

6.1. Local media will broadcast warnings to communicate that a hazardous materials incident has occurred. The National Weather Service will broadcast similar warnings over NOAA Weather Radios. Building occupants who become aware of a hazardous material incident that may impact the building should notify the Building Coordinator. The Building Coordinator will immediately notify building occupants to implement the emergency actions.

Two strategies are used during hazardous material emergencies. The Building Coordinator will notify building occupants of which strategy has been implemented.

6.2. The first strategy is “Shelter-in-Place.” Everyone in the building is required to stay in the building until the all clear is given. Take the following actions:

- Close all windows and doors
- Turn heating/cooling systems (HVAC) off
- Move to the Green Room & Men’s Dressing Room
- Direct any students and patrons you come in contact with to take appropriate actions

For information on assistance concerning people with disabilities, see Section 11, “Procedures for Assisting Disabled Individuals.”

Building Coordinator and Floor Wardens: Conduct a staff roll call.

Building Coordinator:

- Monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation and announce the all clear when declared by community officials.
- If anyone becomes ill, notify Campus Police.
- Direct personnel to open doors and windows and allow the building to air out after the all clear is given.
- Direct personnel to reactivate the heating/cooling system (HVAC).

6.3. The second strategy is “Evacuation.” The Building Coordinator will direct personnel to take appropriate action, which may include:

- Walk to an assembly area to be evacuated.
- Leave the area using travel directions determined by community officials.

Building Coordinator and Floor Wardens: Conduct a staff roll call.

Building Coordinator:

- If anyone becomes ill, notify Campus Police.
- If Theatre staff members cannot be accounted for, notify Campus Police.
- In consultation with Campus Police, determine whether employees should return to their workstations or go home.

7. Utility Interruption

7.1. Employees will become aware of utility interruptions by the obvious absence of that particular utility:

- No Lights, computers not working - Electric
- Toilets won't flush, drinking fountains not working - Water
- Inability to place outgoing telephone calls - Telephone
- Building won't warm up during winter - Steam or Gas
- Building won't cool in summer - Electric or chilled water

7.2. Unless a college-wide decision has been made, make a decision regarding continuance of work in the building during a utility interruption. While a utility interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Theatre's emergency generator starts automatically a few seconds following a power failure. Sufficient lighting is provided to allow people to safely evacuate or go to a secure area within the building.

The Building Coordinator will determine the appropriate course of action, taking into consideration the following issues:

- Dangers from tripping and injuries due to lights being out.
- Dangers of extreme heat and cold on employees.
- Inability to contact responders if an emergency occurs while telephones are out.

- Sanitation problems due to no water

7.3. Building Coordinator:

- Contact Physical Plant at 706-236-2231 to report the problem and obtain any available information.
- Contact Campus Police for guidance in assisting mobility impaired individuals from the building due to unavailability of the elevator.

8. Workplace Violence, Terrorism

8.1. Call Campus Police immediately if you become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence.

8.2. If possible, notify the Building Coordinator, who will attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by telephone and/or word of mouth.

8.3. Different types of workplace violence require different actions:

- Explosion:

Leave the building using the evacuation plan and procedures for a fire.

- Gunfire in the building:

Take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner.

- Physical Threat:

If someone's actions pose a physical threat to you, evacuate the area.

- Toxic or Irritant Gas:

Immediately leave the building using the evacuation plan and procedures for a fire.

- Hostage Situation:

Immediately vacate the area. Take no chances to endanger the life of the hostage.

8.4. If someone is hurt and/or a fire is caused by these events, call Campus Police immediately.

8.5. The Building Coordinator and the Campus Police Chief will coordinate the building's security and contact building occupants to advise them on when to return to work.

9. Bomb Threat

9.1. If you become aware of a bomb threat by a telephone call, e-mail or a letter, call Campus Police.

If the bomb threat is made by telephone:

- If possible, get the attention of another staff member and have them call Campus Police while you stay on the line with the caller.
- Stay calm and keep your voice calm. Talk to the caller to obtain as much information as possible. Take notes. Pay attention to detail. Ask as many questions as possible and write down the exact words of the caller:
 - Exact location of the bomb?
 - When is the bomb going to explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - Who placed the bomb?
 - Why was it placed?
 - What is your name?
 - What is your address?
- Notify the Building Coordinator after calling Campus Police.
- The Building Coordinator and Campus Police will determine whether building evacuation is warranted. If it is warranted, evacuation will proceed as outlined in the fire emergencies section.
- Do not touch any suspicious or unfamiliar objects. Wait for Campus Police personnel to arrive on the scene before conducting any type of search.
- The Building Coordinator and Campus Police will coordinate the building's security and will advise building occupants on when to return to work.

9.2. A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call Campus Police. Use a telephone in a safe area. Do not operate any power switches. *Do not activate the fire alarm.*

9.3. If an explosion occurs, leave the building using the same evacuation plan and procedures as you would for a fire.

10. Medical Emergency

10.1. Call Campus Police.

10.2. When reporting the emergency, provide as much of the following information as possible:

- Nature of the emergency
- Your name and exact location
- Condition of the victim
- Any dangerous conditions

10.3. Remain with the victim until emergency personnel arrive. Do not move the victim unless there is immediate danger of further injury.

Provide first aid only if you are qualified.

Campus Police are first responders and will provide first aid care and direct any medical or ambulance services.

10.4. Once the victim has been cared for and is transported, follow normal worker injury reporting procedures.

11. Earthquake

11.1. Indoors

- Take cover under the nearest sturdy object and hold onto it until the shaking stops.
- If you are not near a sturdy object, make yourself as small as possible and protect your head and neck with your arms.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.

- Stay under cover until the shaking stops, then leave the building and go to the Morton/Lemley parking area behind Blackstone Hall. The Building Coordinator and Floor Wardens will conduct a roll call. Do not leave the assembly area, either to re-enter the building or to leave the campus, until advised to do so by the Building Coordinator.

11.2. Outdoors

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head from falling debris with your arms.
- When the shaking stops, proceed to the Morton/Lemley parking area in in back of Blackstone Hall. The Building Coordinator and Floor Wardens will conduct a roll call. Do not leave the assembly area until advised to do so by the Building Coordinator.

12. Procedures for Assisting Individuals with Disabilities

12.1. The Building Coordinator is responsible for identifying employees who need consideration and assistance during an evacuation. At least two staff members should be assigned to provide assistance to each person with a disability, ensuring that the disabled person will be assisted during the evacuation. Should a disabled person not be able to use the fire exit stairs, he or she may be escorted to the exit stairwell landing. The Building Coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue.

12.2. Visually Impaired / Blind Persons

Advise the person of the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and any obstacles in your path. When you reach safety, orient them to a safe location and ask if they need any further assistance.

12.3. Hearing Impaired / Deaf Persons

Persons who are deaf or hearing impaired may not perceive an audible fire alarm. Use an alternate warning system: (1) write a note to tell the person of the situation, the nearest evacuation route, and the assemble area or (2) turn the light switch on and off to gain attention only if there is NOT a gas line leak. Then indicate in writing or through gestures what is happening and what to do.

12.4. *Persons Using Crutches/Canes or Walkers*

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferable a chair with arms and follow the procedure for non-ambulatory persons listed in the next section.

12.5. *Non-ambulatory Persons*

Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor. For floors above the ground level, needs and preferences will vary. While there is no prohibition against carrying a person with a disability, carrying a person should be a last alternative.

12.5. *Non-ambulatory Persons (cont'd.)*

- Always consult the person as to his/her preferences regarding:
- Ways of being removed from a wheel chair
- The number of people necessary for assistance
- Whether to move or extend extremities when lifting
- The need for a seat cushion or pad
- After-care (is a stretcher, chair or paramedic attention necessary?)

Check the evacuation routes for obstructions before assisting the person to the exit.

Delegate others to bring the wheelchair. Reunite the person with the wheelchair as soon as it is safe to retrieve it.

Be aware that some people have minimal ability to move. Lifting or moving them too quickly may be dangerous to their well being. It may be necessary for trained rescue responders to bring the person out of the building. If this is the situation, take the person to the Theatre Office to wait for assistance.

APPENDIX E

Sample Audition Form & Contract

BCTC AUDITION INFORMATION FORM

NAME OF SHOW

NAME	
CAMPUS ADDRESS/DORM & ROOM NUMBER	
PHONE	EMAIL
<u>GENERAL INFORMATION (FROM BCTC HANDBOOK)</u> <p>Call back notices or cast lists will be posted on the callboard as soon as possible following auditions.</p> <p>Actors signify acceptance of a role by signing the cast list. In rare circumstances involving health or other emergencies, an auditionee might not be able to accept a role after being cast. In these cases, students are asked to speak with the director AND Theatre Program Director as soon as possible.</p> <p>All auditionees will be required to sign an audition contract provided by the Production Stage Manager (attached to this form). This contract ensures that potential cast members are made aware of all pertinent dates for the production at the audition. Conflicts with any portion of a rehearsal or performance schedule must be listed on this audition form, listing a conflict does not guarantee that it will be allowed. Casting decisions may hinge on listed conflicts. All conflicts must be disclosed at this time to be honored.</p> <p>Students will not accept roles or assignments if they are aware of major conflicts with rehearsal schedules, especially during tech week. Conflicts with performance dates will not be permitted. If you have any new or potential conflicts that were not included on your audition form, please see the Production Stage Manager ASAP. Conflicts arising after accepting a cast or crew role are not likely to be honored.</p>	

ACADEMIC STATUS (CIRCLE ONE)	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH YEAR
OTHER				
MAJOR		MINOR		
HEIGHT	WEIGHT		HAIR COLOR	
<p>ROLE YOU ARE AUDITIONING FOR:</p> <p>Would you consider being cast in another role? YES NO</p> <p>**IF YOU INDICATE THAT YOU ARE INTERESTED IN ANY ROLL, THIS MEANS YOU ARE WILLING TO BE CAST IN ANY SHOW BEING AUDITIONED AT THE TIME.**</p>				
<p>ARE YOU WILLING TO ALTER YOUR PHYSICAL APPEARANCE (I.E. COLOR OR CUT YOUR HAIR) FOR A SPECIFIC ROLE? YES NO</p> <p>If “no”, please explain.</p>				
<p>SHOW SPECIFIC QUESTIONS & BASIC REHEARSAL SCHEDULE:</p> <p>For Example:</p> <p>Rehearsals are Tuesday – Friday 6:00p – 10:00p Sunday 2:00p – 6:00p</p> <p>Tech Rehearsals begin Sept. 19th</p> <p>Make-up Workshop: Sept. 19th</p> <p>Opening: Sept. 24th</p> <p>Performance Dates: Sept. 24th – Sept. 26th & Oct 1st – 3rd @ 7:30p Sept. 27th & Oct. 4th @ 2:00p</p> <p>Closing & Strike: Oct. 4th</p>				
<p>CONFLICT QUESTIONS ABOUT OTHER SHOWS OR PERFORMANCE ENSEMBLES:</p> <p>For Example:</p> <p>Music Ensembles, Dance Concert, First Year Service Days etc.</p>				

Please **attach resume** or provide a brief history of previous roles.

ROLE

PLAY

COMPANY

List any conflicts or potential conflicts with evening and/or weekend rehearsals:

By signing below, I _____
signify that I have read and understand the audition, casting, rehearsal and performance policies of the Berry College Theatre Company, listed below and in the Company Handbook.

It is the policy of the Theatre Program that attendance in all classes is mandatory. If you receive an *unexcused absence* for a day's class session, you are not to participate in any work calls, production meetings, rehearsal or performance. All cases will be reviewed by the theatre faculty.

BCTC rehearsals begin no earlier than 6:00pm and end no later than 11:00pm on weekdays, depending on director's preference. Weekend rehearsals are scheduled as needed. Any rehearsal call longer than six hours requires a one hour meal break. Typical rehearsal schedules are four to six weeks; some are extended due to production needs.

Technical rehearsals are scheduled for a full day (an "8 out of 10" rehearsal day) on Saturday. This call must include a two hour meal break.

Cast/Crew may be called as early as two hours prior to the start of a tech rehearsal, dress rehearsal, or performance.

Arrive *AT LEAST* 10 minutes before the scheduled call. If you are going to be late, call the production stage manager. Call times designate when a rehearsal or work call is to begin, not when cast and crew are to arrive. If no attempt to contact the production stage manager is made, it will count as an absence.

Failure to attend a rehearsal (unless the conflict has been approved) or excessive tardiness may result in removal from the cast or crew. Upon the first tardy, an oral warning will be given; the second tardy, a written warning will be given; the third tardy, you will be dismissed from the production. Valid excuses are at the discretion of the Theatre Faculty.

Use of cell phones, texting, and similar behavior is unprofessional during rehearsals. *This includes using an electronic device to take notes.* Wait until an appropriate break to use

these devices. Under no circumstances should a cell phone or personal computer be brought either onstage or backstage during any performance.

The Production Stage Manager will collect any valuables at fifteen (15) minutes to places. The valuables will be stored in the safe, which is in the main office.

It is your responsibility to attend all scheduled costume fitting appointments on time. If you are going to be late or must cancel the appointment, please call the Costume Shop (or the Production Stage Manager). Please note that there is a common courtesy practice in place that you should bring the costume shop staff chocolate if you miss your fitting.

You may not change your appearance without consulting the costume/makeup designer! This includes but is not limited to: cutting hair, changing hair color or getting piercings or tattoos.

Please check your Berry College email account at least twice a day (three times is preferable). Most of the production communication and notes are passed on to the design team, cast and crews this way. (Please talk to the Director of Theatre or Production Manager if this is a problem for you).

The cast is responsible for the immediate care of their costumes. Costumes must be hung up in the dressing room after every dress rehearsal and performance.

The cast must report damage or needed repairs to the costume crew member on duty as soon as possible or at the end of dress rehearsals or performances.

Cast members may not eat, drink, or smoke while offstage in costume. The costume designer may amend this policy to allow the drinking of water while offstage in costume.

Cast members are responsible for providing basic stage makeup. The Theatre Program will provide specialty makeup.

Cast members are responsible for cleaning/tidying dressing areas after rehearsals and performances.

Complimentary tickets (comps) will be available for each production. Cast members may receive up to two comps for working the publicity table in the Krannert Center; the comps are earned by working the publicity table may be used by anyone wishing to attend a performance.

Strike for all productions is immediately following the final performance. The strike crew consists of all members of the production's cast and crew, all theatre scholarship students, all scene, prop, and lighting shop employees and selected costume shop employees.

The call for strike will be determined by the faculty, and crew members not involved in/on the production should wait in the green room until the house has been cleared. Strike will end by 6:00pm (when following a Sunday matinee). The crew will be dismissed by the faculty at the completion of strike.

If cast in this production, you must register for THE 200 – Theatre Practicum. The course is available for one credit hour or zero credit hours. Please see the Director of Theatre or the Instructor if you have any questions.

Signature

Print Name

Date

Director

Print Name

Date

APPENDIX E

Application for Funding from Student Travel Fund

Name:

Date:

Class Rank:

Name of Event you wish to attend:

City & State/Dates of Event:

Cost of registration/other fees (outside of accommodations/food):

Have you attended a conference this year/semester?

Why do you want to attend this Conference/Audition?

How will attending this event help you professionally?

Briefly explain how you have contributed to Berry College Theatre Company beyond scholarship/major or minor requirements (i.e. worked concessions, publicity table, ushered etc.)