

1. Any exceptions to the following policies below requires authorization from Mr. Massey and approval from **Both** heads of Stage Crew.
 - a. Any exceptions also void any warranty, implied level of professionalism or guarantees previously made regarding equipment and staff requests.
2. All bookings for stage crew must be, at a minimum, submitted 7 business days in advance for events during school hours and 14 business days in advance for events that occur after school hours.
 - a. The event must have a staff member's supervision and admin permission for the event.
 - b. In addition to booking stage crew, you must also book the space needed/used for the event.
3. All media must be submitted 2 business days prior to the start of the event.
 - a. Due to network inadequacies, no actively connected services are permitted. These include, but are not limited to: Kahoot, Youtube, Netflix, Spotify, Google Slides, Prezi, etc.
 - b. All slideshows must be submitted as .ppt or .pptx
 - c. All videos must be submitted as .mp4
 - d. All music must be submitted as .mp3
 - e. All photos must be submitted as .jpeg or .png
 - f. For more questions about file formats and how to convert your files to accepted formats please contact a senior member of stage crew ahead of the 2 business day deadline.
4. No changes may be made to slideshows after they have been submitted. However, a new slideshow may be submitted to replace the aforementioned presentation up until 1 business day before the event start.
 - a. If there is a slideshow that follows an order, the slideshow must be in the correct order and the order may not be changed within 1 business day of the event.
 - b. Presenters must use the presentation pointer. It is not the responsibility of a stage crew member to change the slides.
 - i. Presenters are understood to have made themselves aware of the operation of the pointer, or to have contacted Stage Crew with any questions regarding the operation of the pointer prior to the start of the event.
5. Presenters must hold the microphone near their mouth and may ask stage crew members for information on proper microphone etiquette before the presentation.
6. A member of stage crew will send a copy of the completed powerpoint with all media that will be used at the assembly, if no changes are requested within 4 hours, that presentation will be used and no further changes will be permitted.

- a. If the response from stage crew was sent between 11:30 PM and 7:00 AM, these emails must be responded to by 8:00 AM.
- 7. If not specified in the Stage Crew booking request, music will be chosen solely by the head audio technician.
 - a. If the booking party wishes to play music from their personal device, they must provide any necessary adapters, dongles or additional connectors required to connect to a standard 3.5mm audio jack. They also need to state in the booking request that they will play their own music or provide a USB stick or emailed attachment with mp3 files no less than 1 business day before the event.
 - i. Stage Crew is not responsible for managing the playback of music from the booking party's device, or of the playlist playing on the aforementioned device.
 - ii. When playing from the booking party's device, the entirety of section 7.B is still applicable.
 - b. If the music choices are deemed to be any of the following, Stage Crew reserves the right to substitute music that is appropriate for the event at its discretion.
 - i. Obscene
 - ii. Offensive
 - iii. Discriminatory
 - iv. In bad taste (Such to an extent that it would reflect badly on Stage Crew if it were to be played or continue to be played.).
 - v. Not in line with Board Policy
 - vi. Would cause damage to Audio or Audio-visual equipment
 - vii. Would pose a health and safety risk to those in attendance.
 - viii. Any and all other reasons at the discretion of the ranking Stage Crew member present at the event.
 - a. This choice may be discussed, but the ranking member or Audio Technician has the final say.
- 8. Stage Crew also reserves the right to veto any Visual item that is deemed to fall under the same standards as shown in (S. 7. b. I: S. 7. b. VIII), with the added conditions:
 - a. Stage Crew is willing to discuss methods to replace, substitute or otherwise remove the offending Visual Item with the respective party(s).
 - b. Stage Crew will, should the item be illegal, present it to Administration for further action.
 - c. If no compromise can be reached, the offending item will be removed or modified at the discretion of Stage Crew.
- 9. Actions that are in any way disrespectful to Stage Crew or Stage Crew members by any other persons are not permitted. This may lead to:

- a. Suspension of use of Stage Crew and related services by any Club.
 - i. This may include immediate suspension during an event at the discretion of Stage Crew and Stage Crew Ranking Members present at the event.
 - b. A formal complaint letter being filed with the Club or Administration.
 - c. Any and all other actions not listed in the above (S. 9 : 9. b) at the discretion of the Leadership of Stage Crew following an internal discussion and review.
 - i. Including potential discussion with the School Administration, if the Leadership feels the issue warrants such action.
10. Stage Crew will not tolerate any form of tampering with, interfering with Stage Crew equipment or interference of Stage Crew Members during an event.
- a. Failure to comply with S.10 may lead to immediate suspension of Stage Crew services.
 - b. S.10 includes, but is not limited to the following:
 - i. Changing songs without the permission of Stage Crew.
 - ii. Harassing Stage Crew members with the demand to change songs, or in any other way generally demanding a change in song outside of normal procedures.
 - iii. Touching Stage Crew equipment without the permission of Stage Crew.
 - iv. Adjusting playlists without the permission of Stage Crew.
 - v. Moving equipment without permission of Stage Crew.
 - vi. Actively ignoring the requests of Stage Crew regarding Stage Crew managed issues.
 - vii. Physically infringing on the ability of a Stage Crew member to perform their duties.
 - viii. Causing harm to a Stage Crew Member.
 - ix. Any and all other items, conditional on review by Stage Crew Leadership.
11. Stage Crew will not tolerate harassment or abuse of any of the Stage Crew members by any other persons.
- a. In the case this occurs, Stage Crew will take the strongest possible measures to investigate the issue and will act as swiftly and strongly as seen fit by a senior member.
12. Stage Crew assumes no liability for accidents that are not directly the result of Stage Crew actions.
- a. Including, but not limited to:
 - i. Tripping over clearly marked lips or wires.
 - ii. Failure to comply with Stage Crew Instructions.
 - iii. Failure to adhere to Board safety protocol and regulations.

- b. Should anything serious of this nature occur, Stage Crew will have the Stage Crew Director of Administrative Affairs conduct an investigation into the cause, the findings of which will be released to the relevant persons.
 - i. The seriousness, as outlined in S. 12. b is at the discretion of the Director of Administrative Affairs, School Administration, and Stage Crew Leadership. (As deemed fit by the Stage Crew Heads.).
- 13. Glebe Stage Crew reserves the right to speak only English when providing any and all services, at the discretion of the individual members of Glebe Stage Crew.
 - a. Glebe Stage Crew members may speak any language they are comfortable with, however, all official documents and correspondence are to be written solely in English.
- 14. Stage Crew reserves the right to modify any of the above items at its own discretion and to do so without any notification.
- 15. Glebe Stage Crew reserves the right to deem any situation outside the bounds of the items above and to act as the Leadership of Glebe Stage Crew or School Administration deem to be fit in those circumstances without prior consultation or notification of any outside groups.
- 16. Any person using the services of Glebe Stage Crew hereby is assumed to have read and agreed with any and all of the above items.
 - a. The above person, persons or Group(s), are also assumed to have agreed with the above items in exchange for the use of Glebe Stage Crew personnel, equipment, assistance, (etc), or any other service provided by the Glebe Stage Crew.
 - b. The aforementioned parties are assumed, in exchange for use of Glebe Stage Crew assets, to have made themselves fully aware of and in compliance with the above items.
 - c. The aforementioned parties understand that failure to read the above items is not the fault of, or in any way related to the Glebe Stage Crew, and failure to read the items above is not a valid defence for breaching any of the above items.
 - i. This includes any and all changes to the Stage Crew Policy
 - d. Glebe Stage Crew reserves the right to terminate any and all events, activities, services, provision of personnel, etc, based on the failure of the aforementioned parties to comply with the items set out above.
 - i. The aforementioned parties also recognize that the provision of significant quantities of M&M's to Glebe Stage Crew is always appreciated by Glebe Stage Crew and its members.

1. Said M&M's are not required, however, they are highly recommended for a smooth event. (NON-BINDING)(a happy board operator is a happy show)
- e. Glebe Stage Crew reserves the right to take any and all action, of any severity deemed contextually necessary against any person(s) or group(s) that violate any of the items in this Policy, or any reason deemed to be fit as a result of a decision of the Glebe Stage Crew Leadership Team.
17. (NON-BINDING) Congratulations. Glebe Stage Crew hopes you are now familiar with and understanding of all the above items, and in compliance with them. Glebe Stage Crew thanks you for your time and wishes you a pleasant day!

Revision VII - March 20th, 2019 - Current Version

Revision VI - March 8th, 2019

Revision V - December 17, 2018

Revision IV - December 1, 2018

Revision III - October 1, 2018

Revision II - August 1, 2018

Revision I - November 1, 2017