

**Submission Policy:**

- The SATCo board will open submissions for two weeks. This will be announced at least one week prior to the start of the submission period.
- In order to be considered for a slot in the season, submissions must adhere to:
  - Submission Guidelines
  - SATCo's Mandate
  - The Phoenix Theatre's Performance Policy
  - The University of Victoria's Policies & Guidelines
- SATCo will ensure through the promotion of submissions that the public is aware of the blind submission process.
- Submitters are not permitted to discuss identifying details of their plays with SATCo board members to ensure this blind process.
- The SATCo board will not consider incomplete applications.
- SATCo will not accept submissions received past the deadline unless under extraneous circumstances.
- SATCo may extend the submission deadline according to their discretion.
- Board members will receive submissions with no identifying features, in order to ensure a blind submission process. The exception is the Assistant General Manager, who is responsible for redacting identifying information from scripts and cover letters before making them available to the board. Application forms are not viewed by the Board (except the Assistant General Manager) until after the season is selected.
- SATCo operates as a company producing plays, and does not operate as a workshopping environment for scripts which are still under development. Plays that have not been chosen will not receive feedback detailing the reason for their rejection.

**Play Selection:**

- If a SATCo board/staff member is a playwright or submitter, they must prioritize the mandate over their own personal gain.
- Board members should consider ALL aspects and merits of a particular submission (including, but not limited to: opportunities for student development, use of space and resources, quality of written work, etc) outlined by the scoring sheet.
- Using a democratic system, the SATCo Board will evaluate and discuss the submissions in order to construct a season that reflects the mandate of SATCo.

- Year Representatives must maintain objectivity and respect for the voting process in order to best serve their year.
- Year Representatives will receive two votes in order to adequately reflect the student body. (One for themselves and one for their year)
- Play Selection must be a completely blind process. No outside information may be sought out or considered when selecting the season.
- Play Selection happens as follows:
  - When submissions close, the Assistant General Manager will provide access to all submitted material. The SATCo board will have at least one (1) week to review submissions and provide adequate scoring. The Assistant General Manager will average the scoring and order the submissions accordingly.
  - A meeting will be held at least one (1) week prior to the planned season announcement date.
  - Sequence of meeting events:
    - The board discusses each play and reviews each member's notes, while avoiding repetition.
    - The Assistant General Manager reveals the average scores and ranking of the submissions. The board determines the top 6 plays that advance into the next round. In the case of a tie in ranking, more than 6 plays may move forward.
    - Based on discussion, the board may decide to rearrange ranking, if scoring appears inaccurate.
    - The board revisits the top 6 submissions to further evaluate their place in the season.
    - Each person anonymously submits their choices for the three (3) submissions they think should be in the season (1st = 3 points, 2nd = 2 points, 3rd = 1 points).
    - Once the top three (3) plays have been determined, the Assistant General Manager reveals playwright information and any identifying factors in their application. The board uses their discretion to determine if recurring produced playwrights by SATCo are inhibiting opportunities for other students.
    - Finally, the board decides the appropriate order of the season, and an alternate show in case a playwright has decided they no longer want their play produced.
  - The General Manager will communicate with selected playwrights (including any issues that may need to be sorted out before a season announcement).
  - The Assistant General Manager will communicate with all unselected playwrights before the season is announced.