

Positions

- The positions of both playwright and director cannot be held by the same one (1) person on any one (1) show, unless under special circumstances and with approval from the SATCo staff and board.
- No one (1) person may hold the same position (for example, director, stage manager, set designer, actor, playwright, etc.) on more than one (1) show in the same season, unless under special circumstances and with approval from the SATCo staff and board. One (1) person may hold multiple different positions on one show or more in the season, with approval from the SATCo staff and board. For example, one (1) person may perform in one (1) show and costume design for a different show.
- The maximum number of performers (including musicians) in a SATCo production is ten (10).
- The SATCo staff and board must be sent a potential cast list within 24 hours of the completion of auditions. The SATCo Liaison will then seek approval of that cast list from the Faculty Liaison. No roles may be offered until the SATCo liaison and the Faculty Liaison have approved of the cast list.
- SATCo productions are not permitted to cast students who are involved in a mainstage at the same time without approval from the department.
- All designers of a SATCo production must be approved by the Technical Director.

Scripts

- The final draft of a show's script must be submitted to SATCo for approval on a date determined by SATCo's General Manager(s), to be communicated to the playwright upon acceptance of their production offer. This final draft must be approved by the SATCo Liaison.
- Minor edits to the script may be made by the playwright after this deadline, in collaboration with the director, with approval by the SATCo Liaison.

Rehearsal

- All SATCo productions must abide by the Theatre Department's Phoenix Building Hours Policy, found on the back board.
- The maximum number of hours that any SATCo production may rehearse is thirty (30). This does not include technical rehearsals, including levels, cue to cue, tech dress and dress rehearsals.
- A rehearsal report must be sent to SATCo by the stage manager within 24 hours following the end of each rehearsal.

- There must be twelve (12) hours between the end of each rehearsal and the beginning of the next rehearsal, including technical rehearsals.
- The stage manager is responsible for creating and maintaining a tech schedule, which must be approved by the SATCo Technical Director(s).

Production Requirements

- No SATCo production may exceed fifty (50) minutes in length.

Performance

- The McIntyre Studio is available from 12:20 pm – 1:50 pm on Tuesday, Wednesday, Thursday, and Friday for SATCo productions. Before this time there will be class held in the space; please wait until the class has fully exited the room before beginning set up.
- Each show will start at 12:45 pm unless a special arrangement has been made with approval from the SATCo staff and board.
- The show cannot exceed fifty (50) minutes, to accommodate for set-up and strike within the 1hr 30min available.

Content Notes and Trigger Warnings

- SATCo is required to provide a list of content notes and trigger warnings for audience safety. These content notes and trigger warnings will be determined in communication with the director, Front of House Manager, Liaison and Marketing Team. SATCo has the final say on what the warnings are and how they are communicated. The responsibility falls on each audience member to inquire further about the given warnings.