

# GPLT

## SUBMITTING A PLAY or PRODUCTION for 2024 - 20255

Thank you for your interest in submitting a production for Grande Prairie Live Theatre's 62nd season! Each season is built on submissions from prospective directors and creative teams just like you! Submission deadline January 31, 2024. 2

Here's what to do.

1. Read through these guidelines.
2. Complete the Submission Form
3. Sign the Submission Form on page 2 and 3 (if making a second submission) and page 4 confirming you agree to follow the GPLT Safety and Inclusion Policies
4. Email your completed Submission Form to [manager@gplt.ca](mailto:manager@gplt.ca) or drop it off at the GPLT Box Office

It's that simple! Grande Prairie Live Theatre depends on, and is driven by, our production teams. We are currently looking for directors and/or production teams to submit their choice of play or production for next season.

To begin, please check any / all of these draft dates that might work for your production team. (Please know they might be subject to change.)

__September 19– October 5, 2024	_____	__October 24 – November 9, 2024	_____
__November 28 – December 14, 2024	_____	__January 23 – February 8, 2025	_____
__February 20– March 8, 2025	_____	__March 27 – April 12, 2025	_____

If you have a strong date preference for one of these performance slots let us know why:

Every cast, crew, creative team and participant in any capacity must read and agree to follow the GPLT Safety and Inclusion Policies. Everyone must sign an acknowledgement that they agree with and will follow these policies. The acknowledgement and a copy of the policies are attached to this submission form.

*Here's the **GPLT Audition Conflict of Interest Policy**.*

*If you have any questions, please don't hesitate to contact us!* GPLT has a longstanding policy of open auditions and not allowing pre-casting.

That said - Production Teams are encouraged to reach out in advance and recruit - both experienced, and new - performers to come to the open auditions. As per other GPLT conflict considerations, Production Teams inevitably have friendships, shared theatre experiences, or acquaintances with people auditioning. In general, when allocating roles -those relationships **are not in conflict**

Occasionally, the audition can include partners, spouses, children, or close family members of the Production Team - those relationships (and other relationship possibilities) **ARE in conflict / perceived conflict**.

Best practice guideline: Production Team member declares the conflict to the other members of the Team as soon as they are aware of it. The Production Team decides the best way to plan their audition process (and may discuss strategies with a Production Rep, Past Director, or Board member.) In deliberating assigning roles, the Team member in conflict excuses themselves from the room, and the remaining Team discusses and assigns the auditioner(s) in conflict their role first - or as early as possible (or determine there are other actors better suited to the production). The Team member in conflict returns to the room to participate in assigning the rest of the auditions.

**SUBMISSION #1:** Building a balanced season, and finding the best use of our facilities, can sometimes be tricky. Please consider submitting 2 options of 2 different genres - but only one submission is needed.

Play Title: \_\_\_\_\_ Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Submitter Contact Information: Phone,,Email, Address :

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If this submission is accepted for the 62nd season,the Submitter agrees to follow all GPLT policies, rules, guidelines and, in particular, the GPLT Safety and Inclusion Policies. If selected and before the public announcement of the season, the Submitter agrees to work a GPLT Board designate to develop a budget.

Genre: Comedy                      Drama                      Mystery                      Musical                      Classic                      Other

(Circle all that apply)

What is your vision for this production?

Please provide the following information:

Director: \_\_\_\_\_

Stage Manager: \_\_\_\_\_

Assistant Director (optional): \_\_\_\_\_

Do you have any marketing or advertising ideas for this show?

Are there any aspects of the set that may be especially challenging?

Are there any special requirements for costumes or props?

Are there any other production challenges that you foresee?

Please feel free to attach or add any additional information about your production team, proposed set designs, conceptual ideas, etc.

**SUBMISSION #2 (OPTIONAL):** Building a balanced season, and finding the best use of our facilities, can sometimes be tricky. Please consider submitting 2 options of 2 different genres - but only one submission is needed.

Play Title: \_\_\_\_\_ Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Submitter Contact Information : Phone, Email, Address :

\_\_\_\_\_

If this submission is accepted for the 62nd season, the Submitter agrees to follow all GPLT policies, rules, guidelines and, in particular, the GPLT Safety and Inclusion Policies. If selected and before the public announcement of the season, the Submitter agrees to work a GPLT Board designate to develop a budget.

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What is your vision for this production?

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Do you have any marketing or advertising ideas for this show?

Are there any aspects of the set that may be especially challenging?

Are there any special requirements for costumes or props?

Are there any other production challenges that you foresee?

Please feel free to attach or add any additional information for proposed set designs, conceptual ideas, etc. if you desire.

**COMMITMENT TO PROVIDE A SAFE AND INCLUSIVE WORKPLACE**  
**Grande Prairie Live Theatre**

Grande Prairie Live Theatre commits to provide a safe and inclusive workplace free from any type of harassment, violence and discrimination. Harassment, discrimination, violence, sexual misconduct and abuse of power cannot be tolerated in any workplace as these weaken team spirit and create an unhealthy and toxic environment.

All employees, artists, cultural workers, trainers, participants, volunteers or anyone involved in our activities have to be able to work in a safe and respectful workplace and must be aware of the relevant procedure to follow when becomes necessary to report, without fear of reprisal, cases of harassment, discrimination, violence, sexual misconduct and abuse of power or any other behaviour that contributes to an unhealthy work environment.

Grande Prairie Live Theatre subscribes to this principle, and recognizes for this purpose the following objectives:

- A complaint of this nature will be subject to an investigation, and if the complaint is legitimate, appropriate measures will be taken;
- Everything will be done by the involved parties to treat the complaint in a professional and confidential manner while providing reasonable information to the complainant and the respondent regarding the nature of the allegations, the complaint's progression, and the resulting settlement or decision.

Grande Prairie Live Theatre has in place a Safety & Inclusion Policy and Violence and Harassment Reporting and Resolution Procedures; a copy of this Policy and the Procedures will be given to every employee, artist, cultural worker, trainer, participant, administrator, volunteer or anyone involved in our activities. The Policy and the Procedures are also available through various means (for example, by email from the General Manager and/or the President, on our Website, etc.). Please refer to it throughout your involvement with our company.

1. I confirm that I have read this statement of policy to support a safe and inclusive workplace included.

2. I confirm that I have received and read the Policy and Procedures for the creation of a safe and inclusive workplace free from discrimination, harassment, and violence, and have been given the opportunity to ask questions about it.

3. I commit to behaving in a manner that ensures a safe and inclusive workplace.

Signed and agreed to at Grande Prairie, Alberta on \_\_\_\_\_  
 Insert date

by: \_\_\_\_\_  
 A Volunteer participating in a GPLT event

Contact email and phone number: \_\_\_\_\_  
 \_\_\_\_\_

# 1 GOVERNANCE

## GPLT POLICY AND PROCEDURES

### 1.2.4 Safety and Inclusion

Docs to update: production handbook, cast handout,  
production team handout  
Approved: August 30, 2023

Last Review: Aug 2023  
Review Period: 24 months  
Next Review: Aug 2025

#### PURPOSE

GPLT strives to forge a healthy and creative environment with volunteers working collectively in mutual respect through the following principles; inclusion, physical safety, emotional safety and freedom from violence and harassment.

Inclusivity is a universal human right. The aim is to embrace people of **any** race, gender **identity, sexual orientation**, disability, medical or other need. It is about giving equal access and opportunities to people that might otherwise be marginalized.

**Violence and harassment in any form are not acceptable within the GPLT organization and must be addressed.**

#### INFORMATION

**Consensual Contact and Interactions are all personal contact with positive and ongoing consent. This consent can be retracted at any time.**

**Physical Safety** encompasses not only safety in the environment you are physically working in but also safety during direct human interactions.

**Emotional Safety** enables us the freedom to collaborate, dream, be creative, share ideas, feel compassion and express ourselves freely with one another. In a production we might explore our emotions **in** a way that makes us feel vulnerable. Through empathy, self-awareness and learning self-regulation, we build trust amongst the cast and crew to ensure a positive experience for everyone.

**Harassment** includes any objectionable conduct which may create an intimidating, offensive or hostile environment. It denies an individual the respect and dignity they deserve, affecting overall performance and comfort. Harassment may include unwelcome swearing, remarks, jokes, innuendos, taunting or degrading comments about a persons race, religion, colour, gender, gender identity, sexual orientation, physical or mental capabilities, age, ancestry, marital status,source of income or place of origin. **Harassment includes** refusing to work with someone, insulting gestures, words, jokes, pranks which may cause embarrassment, any unwelcome behaviour because of the above.

**Violence** means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. Violence can include, but is not limited to, physical attack or aggression, threatening behaviour, verbal or written threats, domestic violence and sexual violence.

**This policy applies to all people who volunteer, work at, contract with, watch or participate in any way in any activities of the Grande Prairie Live Theatre. This policy applies to** all persons who have entered in a contract with the theatre and includes, but is not limited to, artists, designers, Rising Star Theatre (“RST”) teachers and rental clients.

## **GPLT Violence and Harassment Reporting & Resolution Procedure**

GPLT has a strong history of volunteers working together in mutual respect. To help ensure we continue that tradition, we have outlined some information to help personnel, contractors and volunteers (Workers) identify and act upon incidents of violence and harassment should any occur.

GPLT exists to produce community theatre of the highest possible quality. It should be explicitly understood by any Worker that some plays contain material of a sexual or violent nature. The practices defined below **do not apply** to the content of plays, or to the dramatic process of bringing that content to life on the stage during rehearsal or production.

**GPLT is committed to prevent violence and harassment in our environment. GPLT will take whatever steps are reasonable to protect Workers from the potential hazards associated with violence and harassment, including:**

- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times
- ongoing assessment of risks surrounding each of our work environments, including administrative, rehearsal, production, and/or performance spaces

Violent and harassing behaviour or threat of violence and harassment is unacceptable from anyone. All Workers must uphold the Safety & Inclusion Policy and work together to prevent violence and harassment.

If you have any questions about these policies and procedures, suggestions for improvement, or other concerns please email [manager@gplt.ca](mailto:manager@gplt.ca) to get in touch with our team or make use of our Reporting Form (which may be anonymous) at any time.

### **Scope**

The detailed procedure below will assist in guiding Workers through the procedure of reporting, investigating and resolving, to the best of GPLT's ability, harassment and violence as defined in GPLT's Safety & Inclusion Policy. This procedure is to be read and applied along with the Safety & Inclusion Policy, and terms defined in that policy will have the same meanings when used in this procedure.

This procedure applies to interactions whether on or off GPLT property and also includes formal and informal social functions involving any Workers, conferences, stakeholder related events, and online and electronic communications.

**This procedure does not supersede an individual's right to pursue a police report and/or investigation, or seek legal counsel.**

## **What Can You Do About Violence and/or Harassment?**

All Workers have a responsibility to report actual or suspected violence and harassment. If you believe you or another individual has experienced or have witnessed harassment, you are required to:

1. Tell the alleged offender (with a witness present) that the behaviour is unwelcome and unacceptable and must be stopped. If you are uncomfortable approaching the alleged offender, please report to your General Manager, the Chair of the Board of Directors, or another member of the Board of Directors.
2. Keep a written record of incidents, dates, times, locations, possible witnesses, and your response to the behaviour. You do not have to have a record to make a complaint, but a record can strengthen your case and help you remember details over time.
3. If the behaviour continues, make a complaint by reporting the situation (in order of escalation) to your General Manager, the Chair of the Board of Directors, or another member of the Board of Directors. Although it is our desire to address these matters expediently and at the earliest opportunity possible, if you do not feel comfortable approaching any of the persons above, you are not required to address them in the order provided and at all times may avail yourself of whatever remedies are otherwise available to you. In making a complaint, you should establish:
  - a) Who the alleged offender is and a description of the offensive behaviour
  - b) When the incident(s) took place
  - c) The surrounding circumstances
  - d) Other people, including witnesses, who may assist in defining the incident.
  - e) When you told the alleged offender that the behaviour must be stopped, and the name of the witness(es) present

## **Dealing With A Complaint**

1. Once a complaint is received it will be kept strictly confidential insofar as legally possible. An investigation will be undertaken in an expedient fashion, and necessary steps taken to resolve the problem.
2. Both the complainant and the alleged harasser will be interviewed, as well as any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. While an investigation is taking place the General Manager or Board of Directors has the right to provide a mentor or supervisor from the Board of Directors to a production for the safety and peace of mind of all employees, specifically where vulnerable and underage persons are concerned.
4. If the investigation reveals evidence to support the complaint of violence or harassment, the offender will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file, whether the complaint is upheld or not.

5. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged offender.

6. Regardless of the outcome of a complaint **made in good faith**, the Worker lodging the complaint, as well as anyone providing information will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer or denial of opportunities within the organization, or harassment of an individual as a result of his/her having made a complaint or having provided evidence regarding the complaint.

7. Where the complaint is made in bad faith or found to be frivolous, vindictive, or made for the purpose of embarrassing the alleged offender, the complainant may be subject to disciplinary action up to and including termination for just cause.

**Note: Grande Prairie Live Theatre has a duty to report any criminal act that is made known to them, or that it reasonably suspects has occurred, to the police. GPLT also has a duty to report any violation of this Policy that is made known to them, or that they reasonably suspect has occurred, to the Board of Directors. If you are under 18 years of age at the time you allege harassment or sexual harassment, GPLT is required by law to inform your parents, legal guardians, and/or the authorities.**

The law in Alberta is very clear. When an adult is told directly by a youth that the youth may have been the victim of possible illegal behaviour by an adult, the adult who hears the direct disclosure has the legal obligation to report the possible illegal behavior to Alberta Children's Services. This reporting can be done anonymously.

To report a concern call the local Grande Prairie report line [780 538 5122](tel:7805385122) or call the Child Abuse Hotline: [1-800-387-KIDS \(5437\)](tel:18003875437).

### **Responsibility of Management**

It is the responsibility of the General Manager, Chair of the Board of Directors, and Board of Directors of GPLT to take immediate and appropriate action to report or deal with incidents of violence or harassment of any type whether brought to their attention or personally observed. **Under no circumstances** should a legitimate complaint be dismissed or downplayed, nor should the complainant be told to "deal with it" personally. The GPLT is committed to providing a healthy work environment for all Workers. Violence and harassment will not be tolerated within this organization.

### **Responsibility of Workers**

It is the responsibility of Workers to maintain and contribute to a healthy workplace. This includes taking responsibility to report any violent situations and/or harassing behaviours in accordance with the Safety & Inclusion policy and this procedure, whether direction involved, indirectly involved or as a witness. Workers should also support others in referencing this prevention policy for information as appropriate. All Workers must fully cooperate with any investigation or inquiries made in accordance with this procedure.



**Additional Rights**

You have the right to contact the Alberta Human Rights Commission to file a complaint of harassment, and, if circumstances warrant it, a charge of assault may be filed with the police. A complaint must be filed with the Alberta Human Rights Commission within 12 months of the alleged incident.

**Alberta Human Rights Commission****Northern Regional Office****Confidential Inquiry Line 780-427-7661**

To call toll-free within Alberta, dial 310-0000 and then enter the area code and phone number.

**TTY service for persons who are deaf or hard of hearing**

Toll-free within Alberta 1-800-232-7215

Email: [humanrights@gov.ab.ca](mailto:humanrights@gov.ab.ca) ; Website: [albertahumanrights.ab.ca](http://albertahumanrights.ab.ca)

Alberta Human Rights Commission

Northern Regional Office

800 Standard Life Centre

10405 Jasper Avenue

Edmonton, AB T5J 4R7

Phone (780) 427-7661

Fax (780) 427-6013

**Unwelcome Inquiries or Comments** may be about an individual's personal life, physical attributes or appearance. These can be written, verbal or threatening in nature. Unwelcome sexual remarks, innuendo's, gestures, remarks, whistling, or taunting regarding a person's appearance, body, attire, age, marital status or health. It can be as an advance or solicitation made by an individual in a position of power. **Examples include** express or implied promise or reward for complying with a sexual request, comments unduly emphasizing gender, unwanted advances, touching, patting, pinching, leering, sexual jokes which cause embarrassment, unwelcome displays of pornography, derogatory or offensive graphic materials of a sexual nature.

## PROCEDURE

**GPLT has put in place Violence and Harassment Reporting and Resolution Procedures which are made available to everyone along with this Policy. Everyone will be required to review and sign the GPLT Commitment to Provide a Safe and Inclusive Workplace contract.**

### **Additional Considerations**

If you notice something **involving or related to any activities of GPLT(delete in the building)** that is unsafe, it is important to bring it to the attention of the production team.

If you are being asked to do any activity or task beyond your physical capabilities or comfort level, please bring it to the attention of your creative team **or Board Liaison**. Consent is of the utmost importance.

If at any point in time you are uncomfortable with a situation, **you have several options. You can talk to any person you trust in the cast, your scene partner, creative team, or Board Liaison** to find a comfortable solution.

### **You have options for Conflict Resolution (not in any order of importance or action)**

1. Address the conflict with the individual(s) involved. If no resolution can be achieved, **or**;
2. Make the creative team aware of the conflict. If resolution still cannot be achieved, **or**;
3. Contact your Production Rep to make them aware of the issue. The Production Rep may bring your concerns to the board in confidence to attempt a resolution.

If at any time you feel unsafe or if attempting steps 1 and/or 2 may lead to violence or harassment, please feel free to contact the Production Rep right away.

## NOTES

Also see Policy 1.2.3. Conflict Resolution, for more information.