



# COURTENAY LITTLE THEATRE - MEMBERSHIP FORM

P.O. Box 3033, Courtenay, BC, V9N 5N3

*Please select a category: Individual [\$30] Family [\$40] Student [\$15]*

*You may pay by Cash, Cheque or e-transfer to theatrebookkeeping@gmail.com*

Name *[Please print clearly]*: \_\_\_\_\_

Email *[Please print very clearly]*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: [H] \_\_\_\_\_ [Other] \_\_\_\_\_

Please summarize your experience in theatre:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Here are some of the areas where you are welcome to become involved with CLT.

Please circle the ones where you are willing to participate.

- |                     |                            |                        |
|---------------------|----------------------------|------------------------|
| Producing           | Set Design                 | Make-up / Hairdressing |
| Directing           | Set Construction           | Front of House         |
| Acting              | SetPainting / Set Dressing | Publicity              |
| Stage Management    | Sound Design               | Food Organization      |
| Costume Design      | Sound Operation            | Backstage Crew         |
| Costume Preparation | Lighting Design            | Music / Singing        |
| Props               | Lighting Operation         | Other?                 |

*CLT is a not for profit society to which you are now applying to become a member. Personal information is collected so that you may be provided with information on CLT activities. You may be contacted from time to time concerning your interests and activities as a member.*

*Personal information of members is not made available to any other organization.*

Membership Fee Paid: \$ \_\_\_\_\_ CLT: \_\_\_\_\_ Date: \_\_\_\_\_

## WELCOME TO COURTENAY LITTLE THEATRE!

Our mission statement: "We provide opportunities to discover the joy of theatre"

### Our Purposes

- to plan, initiate, co-ordinate, assist, sponsor and organize dramatic activities in the Comox Valley.
- to contribute to the cultural development of the Comox Valley through theatre
- to stimulate and emphasize the value of drama and the arts as part of community life and as a recreational activity
- to foster, develop, organize, and administer some festivals when requested
- to work with and encourage continuing co-operation with similar theatrical groups on a regional, provincial and federal basis.

Email us at [info@courtenaylittletheatre.com](mailto:info@courtenaylittletheatre.com)

As a new member to our theatre community, you may want to become more involved with the club than just attending monthly meetings. Please read on to discover new ways to contribute to the club and its productions.

The following activities occur on a regular basis and involve no particular set of skills other than a willingness to jump right in:

1. general meetings and event nights
2. event planning (Christmas party, parade entries, festival events, summer BBQ, Christmas hamper collection)
3. poster distribution
4. tent card gluing and distribution
5. weekly costume and sewing circle
6. front of house (training by Sid Theatre is required)
7. Ordering/monitoring janitorial supplies
8. general maintenance or renovations of space (contact Keith Dessler of the Space Cadets)
9. committee volunteer (requests usually made at general meetings for scholarship, play reading, board of directors, etc.)

attend any possible pre-production 'call for volunteers' meetings

If you want to become involved with a production, who you contact will depend on your area of interest. Most of these positions are filled months before a show goes on stage.

- Contact the Director if you are interested in designing sets, costumes, specialty props, lighting, sound, make-up, hair, or graphics.
- Contact the Stage Manager if you want to be an assistant stage manager, back stage crew, props runner, lighting operator or sound operator.
- Contact the Producer if you are interested in publicity, set construction, set painting, props acquisition, front of house, poster and tent card distribution, set dressing or set moving.

Courtenay Little Theatre is encouraging its members to consider mentoring or shadowing interested persons, to train enthusiastic volunteers and pass on specialized skills so valuable to the smooth running of a successful production.

SHADOWING is defined as an opportunity to watch, listen, and take personal notes while an individual is performing his/her duties.

MENTORING is defined as an opportunity to learn from an individual who is interested in teaching, answering questions and fielding suggestions.

Shadowing or Mentoring will occur when:

1. there is an individual in a given position (eg. Director, Stage Manager) wanting and willing to be shadowed or mentor someone.
2. there is a commitment to attend all necessary rehearsals and shows
3. shadowing or mentoring guidelines set out by the position head are agreed to and abided by

Opportunities for shadowing or mentoring in certain positions may or may not be available depending on the person in a given position and the nature of the production.

If interested, contact the producer(s) of the show and make a request to become involved as a shadow or mentor for a particular position.

***Courtenay Little Theatre respects all individuals and welcomes diversity. Anyone interested in being a member of Courtenay Little Theatre is welcome to participate. Casting choices will be made based on the Director and Music Directors decision and what they feel is best suited for the role.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Canadian Code of Conduct for the Performing Arts

We pledge to create safer, more inclusive, respectful workplaces where artists can thrive, free from all forms of harassment, including sexual harassment, discrimination, bullying and violence.

Harassment can take many forms including unwanted sexual attention, inappropriate jokes or texts, threats, and other unwelcome verbal, written, visual, or physical communication or conduct.

We believe that every artist, cultural worker, volunteer and employee should expect the following:

- A work environment that encourages the creative process, provides transparent communication and promotes mutual respect from everyone involved
- A workplace free from harassment, discrimination, bullying and violence in all forms
- When harassment, discrimination or violence takes place, empowerment to speak out, report abuses in good faith, expect thorough, timely investigations and appropriate measures and/or consequences
- Expect those they work with to recognize the personal and physical boundaries of others
- Never to have to be alone with individuals who make them uncomfortable or who threaten their safety
- Never be forced to conduct work in non-professional environments in which they may feel uncomfortable or at personal risk, such as but not limited to private hotel rooms, vehicles or homes.
- Rehearsals and performances involving culturally-specific content will be conducted with advance consultation, care, sensitivity, and respect
- Rehearsals and performances involving sensitive material – including intimacy, nudity, violence, or sexual content – will be conducted with the utmost care, advance consent and respect
- If required to engage in any form of physical contact—such as but not limited to dancers, actors, and choreographers – ensure that the contact is consensual and expect to be able to speak out against any touch to which they do not consent

In support of these values and expectations, we commit to:

- Enact policies and procedures that maintain zero tolerance for harassment, discrimination, bullying and violence
- Ensure that Code of Conduct, policies, and procedures are reviewed at least annually and attached to all contracts and letters of agreement
- Convene artists, cultural workers, volunteers, and employees before each season or project to discuss the Code of Conduct, shared values and expectations, and provide information on policies and reporting mechanisms
- Provide artists, cultural workers, volunteers, and employees with definitions of harassment, including sexual harassment, discrimination, bullying, and violence
- Make available or provide training resources for artists, cultural workers, volunteers and employees so that all stakeholders learn the difference between acceptable and unacceptable workplace behavior, know how to report inappropriate conduct, and discover how to cultivate a healthy workplace culture
- Post Code of Conduct and all anti-harassment policies and procedures prominently in all workplaces
- Ensure that the Code of Conduct, and all anti-harassment policies and procedures apply to all individuals who conduct work on the company's behalf, including artists, cultural workers, guest artists, directors, choreographers, conductors, staff members, board members, contractors, interns, suppliers, and volunteers
- Ensure that these policies apply in any environment where company or project work is being conducted, including auditions, rehearsals, meetings, job interviews, company functions, fundraising events, off-site performances and tours, and work-related conferences and training sessions
- Provide a system for reporting and investigating acts of wrongdoing, including,
  - » Identifying and/or establishing reporting mechanisms to disclose abusive behavior, including designating individuals to receive and process these complaints when possible
  - » Providing and prominently posting information on additional reporting resources (third-party tip lines, union partners, community agencies and local authorities)
  - » Ensuring that allegations of inappropriate behavior are investigated and resolved in a thorough and timely manner and that the parties involved will benefit from the principles of natural justice, by learning of the allegations against them and having the opportunity to respond to them
  - » Protecting whistleblowers so they are shielded from any repercussions for reporting violations in good faith
  - » Ensuring that parameters are in place to protect, whenever possible, confidentiality and the privacy of information during an investigation. The name of the complainant, circumstances of the complaint, investigation reports, complaints, witness statements and other documents or information will be kept strictly confidential, except when disclosure is necessary as part of the investigation
  - » Enacting consequences for violations that are commensurate with the acts committed, including additional training, controls, suspension, or termination
  - » Offering further training and/or counseling to artists, cultural workers, volunteers and employees after a violation occurs in the workplace
  - » When a complaint is made that involves illegal conduct, applicable authorities must be notified in accordance with local, provincial and federal laws, including human rights legislation and health/safety legislation

Artists tell the stories of our time through courageous acts of creativity that require vulnerability, honesty, sacrifice, and talent. It is our shared responsibility to create safe spaces for artists to create within, and by signing on to this pledge, we commit to this work on behalf of all Canadian performing artists.

For more information or to see a full list of signatures to the code of conduct, visit [www.respectfulartworkplaces.ca](http://www.respectfulartworkplaces.ca).

I \_\_\_\_\_ have read and understand Courtenay Little Theatre Society Code of Conduct Policy as outlined above:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_