

KANATA THEATRE GUIDELINES FOR SPACE AND TIME ALLOCATION

Introduction

In early January 2014, the Board decided that general guidelines for space and time allocation within the playhouse should be adopted and distributed to all members for the purposes of scheduling future seasons to ensure a pattern consistent with the last four years.

Many members have asked questions about our current scheduling approach. Some thought that the first play opens too soon after summer. Others expressed concern that many of the plays are scheduled over long weekends, when some theatre patrons are away. Another comment was that the season seems to end too early in the Spring.

The Board looked at various ways of scheduling our season to address these concerns, and discovered some facts that many of us had overlooked. First, although we think of our season as five “big” plays and two “small” plays, the reality is that all seven of our productions – the five main season plays, the December Holiday play and the KYOS year-end play – are significant productions that require considerable preparation. Second, with the introduction of Family Day, there is now a long weekend in almost every month of the theatre season, making it impossible to avoid having plays fall on some of those dates. Third, and equally important, we rent the theatre in late November and through most of June for a number of dance school recitals and a high school graduation. These key activities build strong links with the community we serve and also provide an important source of revenue.

After considering several options, the Board concluded that the timing of plays that has been used over the past few years should continue. As such, the Board reaffirmed the following guidelines for scheduling to ensure effective and efficient use of space, and to allow all members to schedule their activities well in advance.

GUIDELINES

1. Space Allocation:

- a. The five plays of the regular season are to be allocated a base of five weeks in the rehearsal hall, five weeks on stage, and two weeks of performances.
- b. Due to its music and choreography, the Holiday Play is to receive a base of eight weeks in the rehearsal hall, four weeks on stage, and four days of performances.
- c. The KYOS Teen Production rehearses in the rehearsal hall throughout the year, and is to be allocated one week in early June on stage. In addition, KT Kids has a “Friends & Family” event in the Spring as space and time allow, most likely in the rehearsal hall during their normally scheduled class.

2. Play Schedule: To achieve this pattern of space allocation, the plays need to run as follows with “anchor dates” highlighted:

- a. First play opens the 3rd Tuesday of September.
- b. Second play opens on the Tuesday 7 weeks after the start of the first play.
- c. Third play (holiday) opens December 27.
- d. Fourth play opens the 1st Tuesday of February.
- e. Fifth play opens on the Tuesday 7 weeks after the start of the fourth play.
- f. Sixth play opens on the Tuesday 7 weeks after the start of the fifth play.
- g. Seventh play (KYOS) on stage one week after strike for the sixth play in the evening.

3. Rehearsal Hall Use:

- a. There are to be no rehearsals or meetings of any kind during all Members' Preview and Opening Night performances.
- b. Rehearsals for main season plays are to be scheduled for Tuesday, Thursday, and Sunday nights except when the Tuesday is an Opening Night. That rehearsal will be moved to the Wednesday.
- c. Rehearsals for the Holiday Play are to be scheduled for Tuesday and Thursday nights and either Saturday OR Sunday afternoon. An Opening Night Tuesday will mean rehearsal is moved to the Wednesday.
- d. The KT Youth Program has two ongoing bookings: 1) KYOS Teens on Friday nights 7-10 pm from September - June; 2) KT Kids on Saturday mornings 9:30 - 11 am (Sept. - Dec.) and 9 - noon (January - May).
- e. In most cases, Monday and Wednesday evenings will be free for production, Board, or various committee meetings, auditions, and member training events all of which should be booked with the Bookings Manager in advance.
- f. All groups using the rehearsal hall are encouraged to clear furniture, props, and other items so that the space is usable by the next group. Each group is also responsible for leaving the kitchen area clean and tidy.

Note: While there is some flexibility in the schedule, members are encouraged to respect these guidelines in order to minimize playhouse congestion. If unique circumstances dictate that a production needs to make different arrangements, the director or producer must first negotiate any such changes with all other potentially affected parties (other productions/Youth Drama groups). Upon arriving at agreement with these parties, the director or producer submits a request for additional space/time to the Director, Building Operations and/or Director, Theatrical Operations for approval. Changes only come into effect when the Bookings Manager has formally amended the booking schedule.

4. Stage Use:

- a. A production that is on stage may schedule additional rehearsals on stage at any time (**except during the first week on stage**) without negotiating schedule amendments.
- b. Directors and producers are cautioned to allow sufficient time for technical set-up (lights, sound, construction etc.)
- c. There is no need to book this additional rehearsal or tech time with the Bookings Manager provided that rehearsals are confined to the stage and auditorium only.

5. Lobby Use: The lobby may be used as an alternate meeting or rehearsal space if necessary and if there are no performances. Please contact the Bookings Manager for availability.

6. Construction Scheduling: Although each production is allocated a number of weeks on stage, there is a period of time after each production strikes - typically one week - during which the stage must be kept clear to hang and focus lights, carry out necessary maintenance and painting, and on occasion, to accommodate City of Ottawa use or short term rentals. The Director, Playhouse Operations will inform the producer of each play of the date on which their construction may begin. Any change to that date must be negotiated and approved in advance.

7. Priorities: Except in unusual circumstances designated by the Director, Building Operations and/or

Director, Theatrical Operations, the following priority guidelines are to be respected:

- a. The production on stage (“current show”) has sole use of the stage and auditorium. Any secondary use must be cleared with the Director/Producer of the current show.
 - b. The current show has priority use of the workshop, costume room, and green room but these spaces should be shared with other productions whenever possible.
 - c. The current show may also wish to use the rehearsal hall during performance weeks. Light refreshments are typically served in this space after some performances. These gatherings should be coordinated with any other production/group using the rehearsal hall.
 - d. Special care may be needed in coordinating rehearsal hall use between any large cast main stage play - where the space may be needed for make-up and costume changes - and other scheduled activities such as other rehearsals and KYOS.
 - e. Audition dates are not scheduled at the beginning of the season. Directors should contact the Bookings Manager for available dates, times and spaces. The Bookings Manager will normally book audition dates in chronological order. i.e. The third play should not hold auditions before the second play.
 - f. Production meetings are not scheduled at the beginning of the season. Producers/Directors should contact the Bookings Manager for available dates, times, spaces.
 - g. Board meetings are not scheduled at the beginning of the season. These meetings are scheduled as required at the discretion of the President.
 - h. The GM and AGM are held at the discretion of the Board. The GM is typically held in early June, and the AGM in September, subject to availability of the auditorium or rehearsal hall.
 - i. All users of the Playhouse should be willing to accommodate schedule changes given reasonable notice and suitable alternatives.
- 8. Online Calendar:** The pre-populated master schedule will be posted online by no later than the end of April each year. Directors and producers are encouraged to consult this calendar when making requests for time and space within the playhouse for auditions, production meetings, or additional (alternate) rehearsal dates.

Original Document Authors: Don Bell, Wendy Wagner; January 2014
Amended #4a; March 11, 2016 - Wendy Wagner
Amended #3 “note”: August 18, 2018 - Wendy Wagner
Amended #7 “priorities”: August 18, 2018 - Wendy Wagner
Amended #7 “priorities” - added part (i): August 20, 2018 - Wendy Wagner