STAG Drop-Out Procedure

This procedure should be utilised in the event that a cast/crew member decides to withdraw from the production process. This pack covers:

1. *Drop-out during the first half of the production process*
2. *Drop-out during the latter half of the production process*
3. *Drop-out during show week*

Any questions or feedback in regards to this protocol should be directed to our President at president@studenttheatreatglasgow.com or anonymously via the Feedback/Offical Complaints Form found here: https://docs.google.com/forms/d/e/1FAIpQLSfELyWovrq0-LXihZ9i33HXUwj5fpAjhAgGMBsGgU9Ok_OC3g/viewform.

Drop-out During the First Half of the Production Process

The first half of the production process occurs before the mid-point between casting and show night. Often before this point, the cast is still on-book. This helps gauge when a show is beginning to take shape and the amount of disruption to the production will occur and work for the replacement will have to take on. The procedure to be followed in the event of a drop-out in the first half of the production process is as follows:

1. A cast or crew member contacts their Production Manager (PM) to notify them of their wishes to leave the production process. Any cast or crew member who wishes to leave the production process should not be stopped.

   (Should the PM wish to drop out, in the case of the festival they should contact the festival director and in another production, they should contact the President. The Festival Director or the Board will then appoint a new PM.)

2. The PM contacts the production team. The cast or crew member wishing to drop out should be thanked for their involvement and then removed from the relevant group chats and pages for the production. They should also be reminded of the support available to them both within the society (through the Community and Welfare Officer) and out with STAG (relevant resources to recommend can be found here: https://docs.google.com/document/d/1X0R81BG31sqcw3ynVFhVbdtqGJfwazwE/edit?usp=sharing&ouid=114533535770396285330&rtpof=true&sd=true). It should be recognised that the circumstances leading to the drop out may have been difficult for the cast or crew member and they may be experiencing guilt due to dropping out. Therefore, all steps should be taken sensitively and with consideration for the state of mind of that cast or crew member.

3. The production team should plan how to recast/reassign the role. They should reassess previous call-back candidates/former applications as their first pool of eligible options. A viable candidate from this pool can be selected and approached to fill the role. Should they accept, they can be added to the process. Should they not accept, another candidate should be approached.

(Please only approach one candidate at a time.)

4. If no there are no viable candidates the STAG Board will reopen auditions via self-tape or applications to fill the role. The time provided for submission of these auditions/applications is up to the discretion of the Board.

5. After a replacement is chosen the production process continues as normal. If the programme hasn't been sent for print, both the original and replacement will be credited in the programme.

Drop Out During the Latter Half of the Production Process

1. A cast or crew member contacts their Production Manager to notify them of their wishes to leave the production process. Any cast or crew member who wishes to leave the production process should not be stopped.

   (Should the PM wish to drop out, in the case of the festival they should contact the festival director and in another production, they should contact the President. The Festival Director or the Board will then appoint a new PM.)

2. The Production Manager contacts the production team. The cast or crew member wishing to drop out should be thanked for their involvement and then removed from group chats and pages for the production. They should also be reminded of the support available to them both within the society (through the Community and Welfare Officer) and out with STAG (relevant resources to recommend can be found here: https://docs.google.com/document/d/1X0R81BG31sqcw3ynVFhVbdtqGJfwazwE/edit?usp=sharing&ouid=114533535770396285330&rtpof=true&sd=true). It should be recognised that the circumstances leading to the drop out may have been difficult for the cast or crew member and they may be experiencing guilt due to dropping out. Therefore, all steps should be taken sensitively and with consideration for the state of mind of that cast or crew member.

3. The production team should plan how to recast/reassign the role. They should reassess previous call-back candidates/former applications as their first pool of eligible options. A viable candidate from this pool can be selected and approached to fill the role. Should they accept, they can be added to the process. Should they not accept, another candidate should be approached.

   (Please only approach one candidate at a time.)

4. If there is enough time in the process to allow for it, the Board may reopen auditions via self-tape or applications to fill the role to the membership. However, as this may be too close to the show night, it may be advised that a member of the production team steps in to fill the role. Only at this point will directors/SMs etc. be considered for acting positions. Should there be a viable option within the production team, they will be able to take the role if they choose.

5. After a replacement is chosen the production process continues as normal. If the programme hasn't been sent for print, both the original and replacement will be credited in the programme.

Drop Out During Show Week

'Show week' refers to the 7 days up to and including show night. For productions with multiple showings, show night refers to the premier. This section is applicable for candidates who test positive for COVID-19 the week of the show or fall ill/injured and are, therefore, unable to complete the production process.

1. A cast or crew member contacts their Production Manager to notify them of their wishes to leave the production process. Any cast or crew member who wishes to leave the production process should not be stopped.

   (Should the PM wish to drop out, in the case of the festival they should contact the Festival Director and in another production, they should contact the President. The Festival Director or the Board will then appoint a new PM.)

2. The Production Manager contacts the production team. The cast or crew member wishing to drop out should be thanked for their involvement and then removed from group chats and pages for the production. They should also be reminded of the support available to them both within the society (through the Community and Welfare Officer) and out with STAG (relevant resources to recommend can be found here: https://docs.google.com/document/d/1X0R81BG31sqcw3ynVFhVbdtqGJfwazwE/edit?usp=sharing&ouid=114533535770396285330&rtpof=true&sd=true). It should be recognised that the circumstances leading to the drop out may have been difficult for the cast or crew member and they may be experiencing guilt due to dropping out. Therefore, all steps should be taken sensitively and with consideration for the state of mind of that cast or crew member.

3. For the week of the show, it is advisable that the replacement is someone who knows the show. Therefore, someone can be drawn directly from the current production team if suitable.

4. If there isn't a viable candidate in the production team, the team may approach the call-back pool, friends, or the membership to find a replacement. Should the team wish it and if they are really struggling to find a replacement the Board may consider opening auditions via self-tape or applications to fill the role. However, these will be open for a very limited amount of time only.

5. A replacement will be chosen and the show will proceed as normal. At this point in the process, a drop-out may be very stressful for all involved. Therefore, the PM should conduct check-ins with the cast, crew and production team to ensure that everyone feels comfortable in the process.