

FESTIVAL POLICY

The Festival Policy enables members of Canadian Actors' Equity Association (Equity) and independent producers to showcase artistic activities in live performance (e.g. full or partial theatre, dance, opera productions, improvisational performance, busking and scene studies) in a festival setting.

In order to access the Festival Policy, artistic activities may only be produced by individuals, groups of individuals, collectives, and not-for-profit theatre companies that are not adhered to a professional agreement negotiated with Equity.

1. ELIGIBILITY

The Festival Policy is available for artistic activities that meet the eligibility criteria below. Other festivals of a similar nature may be considered upon request to busrep@caea.com. Equity retains its authority to determine if an artistic activity or company meets the eligibility criteria of the Festival Policy.

To be eligible for consideration to operate under the Festival Policy, a Festival must provide the following documentation:

- The official mandate of the Festival
- Details on how participants are selected for the Festival
- A breakdown of ticket pricing
- List of venues used by the Festival
- A copy of the Festival's Anti-Harassment Policy and/or procedures for handling and resolving complaints of harassment
- Copies of the contracts between the Festival and the participating Theatre(s)/Artist(s) – each contract must detail the full understanding between the Festival and the Producer, including facilities and services made available, registration fee (if any), agreed upon compensation to the Artists (full box office, box office split, honorarium), load in and load out times, rehearsal times in the venue and performance schedule, as well as any other agreed upon arrangements
- Any other relevant information about how the Festival operates

Generally, Festivals operating under the Festival Policy:

- Select participants by lottery or other random selection process
- Offer programming of small scale productions with a limited number of performances and minimal technical and production requirements at reduced ticket prices
- Provide extremely limited technical support and limited rehearsal time in the venue
- Place limitations on load in and load out time
- Provide 100% of the box office to the Theatre/Artists
- Or in cases where there is a box office split, the Festival retains no more than 30% of the box office in consideration of there being no registration fee, additional tech support, or other services provided
- In cases where there is no ticket price or attendance is by Pay What You Can, Equity may agree to the participants being paid an honorarium

Once a Festival is approved by Equity, the Festival is responsible for letting each participant group (Producer) know that Equity's Festival Policy is available to them. The following is to be added to the contract between the Festival and the Producer and also to any publicity and festival programs:

“[FESTIVAL NAME] is an approved festival under Canadian Actors' Equity Association's Festival Policy.”

In addition, the Festival must advise the Producer that it is their responsibility to liaise with Equity and pay the necessary insurance fees if they plan to engage Equity members as part of their piece.

A complete list of other eligible national and local festivals is available online at www.caea.com/eligiblefestivals. Please consult this list and the eligibility requirements before submitting a Festival Policy application form. Questions about this list may be directed to busrep@caea.com or by phone to the National Office (see contact information above).

2. APPLICATION AND INSURANCE

Equity members may not rehearse or perform without Equity's written approval of the Festival Policy application.

A completed Festival Policy application (see pages 3-4) must be filed with Equity at least thirty (30) days prior to the start of rehearsals.

A Festival Policy application must be accompanied by:

- (A) the names and signatures of the Equity members and non-members involved in the artistic activity / production.
- (B) insurance premium payments of \$12.00 per Equity member involved in the artistic activity/production **(for each Monday through Sunday engagement week)**. Insurance premiums are required for all performance weeks in addition to the week prior to the first public performance. Equity encourages insurance coverage to be in place for the full duration of the artistic activity/production, however, as informal or part-time rehearsals may be scheduled, insurance premiums for part-time rehearsals are not mandatory.

If an insurance premium is not paid for a rehearsal week, insurance coverage will not apply for that week.

- (C) Equity deductions for working dues and RRSP do not apply.

3. WORKING TERMS AND CONDITIONS

Artists working under this Policy agree to adhere to and abide by Equity's Not In OUR Space! program. Participants signed to the application form confirm they have been provided with, and read, the producer's harassment policy. A template for a harassment policy is available [here](#) for small scale producers/ productions working under this Policy.

In addition to workplaces free from harassment or other health and safety issues, Equity is committed to ensuring an inclusive work environment without racial and cultural discrimination or misrepresentation. To that end, where a production deals with identity-specific content, or characters outside the lived experience of the creative team, the producer/organizer is encouraged to consult with appropriately knowledgeable Elders or individuals from those cultures or communities to ensure informed and respectful choices are made relating to representation (including hair, makeup, wardrobe or use of culturally- or identity-specific items in the production). Such consultation should be conducted with sufficient lead time to enable useful integration of any learning into pre-production, rehearsal and production.

Equity members must elect a Deputy/Liaison to represent the Equity members of the collective in matters related to the production/activity. The Artists must inform Equity of who is elected as the Deputy/Liaison. Standard working terms and conditions do not apply to any activities facilitated under the Festival Policy. Equity advises participants to limit work hours in a week to a maximum of forty-two (42), including rest breaks, meal breaks and overnight rest periods appropriate to the production, and agree to a preliminary schedule prior to the beginning of rehearsals.

Equity members undertake activities under the Festival Policy at their own risk as Equity does not guarantee any fees or working conditions.

Equity members shall not rehearse or perform in any venue (traditional, site-specific or non-traditional) that is not deemed to be safe and sanitary.

4. RECORDINGS

Audio and visual recordings and still images may be used for archival, publicity, or promotional purposes. Any further use of recordings is prohibited without the written permission of Equity, and is subject to any conditions which Equity may require for such usage.

The company is responsible for the control and use of all recorded material and must use best efforts to ensure that the material cannot be copied or downloaded.

Equity members must be given twenty-four (24) hours notice prior to any recording. No Artist is obligated to participate. A recording must be made during regular rehearsal or performance hours.

No company member may be required to appear nude in a recording or still image. Outside of cosmetic changes, a member of the company must approve a recording in which their image has been altered, or placed in a context unrelated to the original use.

(A) Publicity

A maximum of ten (10) minutes of performance or rehearsal may be presented on a current affairs program during the current run of an artistic activity/production or on the company’s website or on a current affairs website. Production photographs may be taken and used for publicity for the same time period.

(B) Promotional and Archival Recordings

The company may make a recording of actual performance or rehearsal for the express purpose of demonstrating the nature of its work, and the work of the company members for promotion to potential sponsors, funders, donors and performance presenters. There may be no broadcast, including on the Internet, of a promotional recording. The names of all Artists in the artistic activity/production must appear in the recording.

(C) Use of Recordings by an Artist

With the consent of all members in the company, a member of the company may use recorded material for their own individual souvenir or personal use.

5. PROGRAM AND WEBSITE NOTICE

When possible, the following should appear on the website or program for the artistic activity: “This is a Canadian Actors’ Equity Association production under the Festival Policy.”

FESTIVAL POLICY APPLICATION

Name of festival:

Name of producer / organizer (if applicable):

Name of artistic activity (production):

Name of company/collective/individual:

Address: City: Province: Postal code:

Telephone: Email: Website:

Rehearsal venue address:

Rehearsal dates: (from) (to)

Performance venue address:

Performance dates: (from) (to) Total number of performances:

Total number of rehearsal and performance weeks (Monday to Sunday inclusive):	(A)
Total number of Equity members participating:	(B)
Insurance premium calculation:	x = x \$12.00 = \$
A	B C
Attach cheque made payable to Equity with your application in the amount of: \$	

Equity contacts (must be Equity members) involved in the production:

Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

We, the undersigned members of Canadian Actors’ Equity Association in good standing, understand that minimum fees, working terms and conditions do not apply to any artistic activities facilitated under the Festival Policy. Equity members undertake artistic activities at their own risk. Equity cannot guarantee any fees or working conditions.

Under "Discipline" indicate Performer (PER), Director (DIR), Choreographer (C), Fight Director (FD), Intimacy Director (ID), stage manager (SM), assistant stage manager (ASM).

Name (Please print)	Signature	Member number	Discipline

Non-members of Canadian Actors’ Equity Association

Under "affiliation" please indicate membership in ACTRA, Union des artistes (UDA), or any other professional association or union.

Name (Please print)	Signature	Affiliation	Discipline

If more space is required for names, please attach additional pages.

Comments

Amended October 26, 2021