



Volunteer Handbook

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PART ONE - GENERAL INFORMATION AND POLICIES

1. KCA Overview and General Information

1.1 Volunteer Handbook Statement of Purpose

Kingman Center for the Arts (“KCA”) is dedicated to and dependent upon its volunteers for success. We hold ourselves and all of our personnel to a professional standard in the quality of our productions, exhibitions and experiences. Our personnel includes a small number of employees, and a vast number of volunteers from our community. This Handbook has been written to serve as a code of conduct for all KCA volunteers. There are several things that are important to keep in mind about this Handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all of the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if a volunteer has any questions or concerns regarding the applicability of a policy or practice, he or she should address specific questions to the Volunteer Communication Committee (“VC Committee”).

1.2 Layout of the Volunteer Handbook

This Handbook is organized into six parts:

Part One: outlines general information and policies that apply to all KCA volunteers.

Part Two: outlines the roles, responsibilities, and procedures for KCA volunteers involved with a Beale Street Theater Production.

Part Three: outlines the roles, responsibilities, and procedures for KCA volunteers involved with the KCA Art Gallery and Gift Shop.

Part Four: outlines the role of the Education and Outreach branch of the KCA.

Part Five: contains examples of key forms used within KCA as a reference for volunteers.

Part Six: contains the Volunteer Acknowledgement to be signed by all volunteers after review of the Handbook.

1.3 KCA Mission Statement

The KCA’s mission is to establish and enrich the culture and community of Kingman, AZ, through art-related education, performances and venues. While KCA values the freedom of artistic expression, its main focus will be the promotion of art that would be appropriate and uplifting for most audiences of any age, gender, race, culture or religion.

1.4 Core Values

Community: Connecting people through the arts, and in doing so, creating a shared community and culture.

Creativity: Providing the opportunity to express ideas and experiences in an open and safe environment.

Excellence: Exceeding expectations in the quality of our productions and the effective stewardship of our resources.

Personal Growth: Providing all participants with the opportunity to develop their artistic skills through experience and education.

Inclusivity: Striving to provide an atmosphere that is safe and welcoming to all those who wish to participate.

1.5 KCA Code of Conduct

This section applies to all KCA volunteers as a Code of Conduct. KCA volunteers are all unpaid persons participating in a KCA event, committee, activity, project, or in any capacity in which they are representing the KCA.

1.5.1 General

All KCA volunteers are expected to be courteous, professional, respectful, and uphold the KCA mission at all times.

1.5.2 Communication

All communication made by KCA volunteers, whether written, digital or verbal, is expected to be courteous, professional, respectful, and uphold the KCA mission.

1.5.3 Dress Code

All KCA volunteers are expected to dress in a neat, clean manner. Clothing with offensive or inappropriate imagery or language is strictly prohibited. Any volunteers wearing clothing deemed contrary to these policies, will be asked to change their clothing. Some volunteer roles may require the wearing of specific costumes or uniforms as directed by the Event Organizer.

1.5.4 Attendance

All KCA volunteers are expected to be punctual and present at any KCA activity, shift, rehearsal, event, or other function to which they have committed. Excessive tardiness or absenteeism may result in termination of the volunteers's involvement with the KCA. If a KCA volunteer will be late or absent for any reason, they must notify their Event Organizer within a reasonable amount of time.

1.6 Volunteer Relationship with KCA

We value the contributions of all volunteers, but circumstances may arise that warrant the dismissal of a volunteer. Volunteers are not employees or contractors of the KCA, and KCA may dismiss a volunteer at any time for any legitimate and non-discriminatory reason. Volunteers are also free to end their volunteer services at any time.

1.7 Vision Statement

- To demonstrate excellence by producing high-quality productions, creating positive experiences for our supporters, and providing efficient stewardship of our resources;
- To build relationships with individuals, businesses, and organizations so that KCA will be a cornerstone of a thriving arts collective that promotes our community as a great place to live, work, and raise a family;
- To foster arts education in our community;
- To expand artistic programming to give volunteers and patrons more involvement, opportunities, strengthen community support, and use our space creatively and efficiently; and
- To work to provide local venues that support arts activities.

1.8 Equality, Diversity and Inclusion

KCA strives to be a diverse and inclusive community organization, fostering a strong sense of belonging for all participants, employees and volunteers. We believe that our most valuable assets are the people and the collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our community members invest with us. We are committed to diversity, inclusion and equity among participants in our organization, including students, teachers, staff, board members and volunteers. We encourage participation by individuals from diverse backgrounds, including race, ethnicity, gender, gender identity/expression, LGBTQ+ affiliation, disability, socioeconomic status, religion, language, national origin, and in the case of participating adults, age and veteran status.

2. KCA Board of Directors and Key Volunteers Directory

Position	Name	Contact Info
Board Chair	Delphine Brandt	delphine@bealestreettheater.com
Board Vice Chair	Matt Hecht	matt@bealestreettheater.com
Board Secretary	Amy Lowry	secretary@bealestreettheater.com

Board Treasurer		
Board Member	Sara Peterson	sara@bealestreettheater.com
Board Member	Christine Fredriksen	hr@bealestreettheater.com
Board Member	Sarah Brady	sibrady10@gmail.com
VC Committee Chair	Christine Fredriksen	hr@bealestreettheater.com
Art Gallery Chair	Sara Peterson	sara@bealestreettheater.com
Finance Chair		
Fundraising Chair		
Community Outreach Chair	Sara Peterson	sara@bealestreettheater.com
Productions Chairs	Delphine Brandt Matt Hecht	delphine@bealestreettheater.com matt@bealestreettheater.com
Bookkeeper	Ana Batty	anamariabatty@gmail.com
Exhibition Curator	Carol Campbell	submissions@kingmanarts.org
Gallery Gift Shop Coordinator	Teri Merrill	retail@bealestreettheater.com
Costume Director	Kathy Arellano	costumes@bealestreettheater.com

3. KCA Staff Directory

Position	Name	Contact Info
Executive Director	Kristina Michelson	kristina@bealestreettheater.com
Education/Outreach Director	Sidney Valdez	education@bealestreettheater.com
KCA Gallery Director	Inessa Burnell	gallery@bealestreettheater.com

4. Definitions

Actor: A volunteer who has been engaged to perform a role on stage in a production.

Annual Budget: Document created annually by the Finance Committee and approved by the Board that sets financial spending expectations for all KCA programs and activities.

Artist: A person who produces fine artwork for the KCA Gallery.

Blocking: A term to describe the location of actors on the stage and the movements that they make.

Board of Directors (the “Board”): The group of volunteers who act as the fiduciaries in steering the KCA towards a sustainable future by adopting sound ethical and legal governance and financial management policies, as well as by making sure the KCA has adequate resources to advance its mission.

Callbacks: When the director would like to see an actor again, perhaps to hear the actor read from the script or next to another actor.

Cast: All of the actors in the production.

Chair of the Board of Directors: The volunteer responsible for overseeing the functions of the KCA Board of Directors.

Crew: A volunteer who has been engaged to perform technical tasks for a production such as moving set pieces, props, costumes, and any other backstage tasks to produce a production.

Dress Rehearsal: A rehearsal, typically within the last week before a show opens, where the actors will wear their costumes during the run of the show.

Event Organizer:

- in the case a cast or crew member in a theater production, either the Director, Assistant Director or the Stage Manager;
- in the case a volunteer or employee in the front of house during a theater production, either the House Manager or the Director of Programming;
- in the case of an activity involving the KCA Art Gallery, either the Exhibition Curator or the Gallery Staffing Coordinator; or
- in the case of all other KCA activities, the person overseeing the event or activity.

Executive Director: The employee responsible for overseeing the operation of the KCA non-profit organization. The Executive Director’s position is overseen by a Board of Directors, and he or she is responsible for managing the organization’s daily activities and directing the nonprofit to achieve its mission and vision.

Front of House: The part of the performance venue that is open to the public (usually the foyer and auditorium) and the people staffing those areas.

Member: Any individual who has served as a volunteer, ticket holder, patron or staff member in the preceding calendar year is considered a member of KCA's Beale Street Theater.

Musician: A person who has been engaged to play an instrument in the orchestra for a production or other event.

Off Book: The term used to describe when the actors rehearse without the aid of the script.

Personnel: All volunteers, employees, and board members participating in a KCA event, committee, activity, project or in any capacity in which you are representing the KCA.

Preview Performances: When the cast goes out in the community and performs a song or scene from the upcoming play as a form of live advertisement/promotion.

Strategic Plan: The document which outlines the KCA's goals and objectives for the subsequent five year period after its implementation. It is modified and reviewed throughout the year by the Board and the Executive Director.

Strike: The term used to describe the taking down/dismantling of the set at the end of the performance.

Tech run: The time that actors take a back seat, while the technical crew (lights, sound, music, costumes, props) runs through the show to sort out what they must do to make the technical aspects of the show a success.

Usher: A volunteer who has been engaged to perform front of house tasks for a particular performance of a production.

Volunteer: Any individual who is engaged in any kind of work/activity with or on the behalf of KCA without the benefit of financial compensation.

Volunteer Communication Committee ("VC Committee"): A committee responsible for the creation and implementation of KCA policies, procedures, and training relating to volunteers, including KCA Board Members. This committee is composed of the Executive Director and the VC Committee Chair, and may also include other KCA Board Members or key volunteers.

VC Committee Chair: the Chair of the VC Committee and a member of the KCA Board of Directors.

5. Grievance Reporting and Conflict Resolution

A cornerstone of this Handbook is accountability. KCA recognizes that no KCA sponsored event or activity can be successful and rewarding for participants if there is no recourse for violations of the policies and procedures outlined in this Handbook. Therefore, we have detailed the steps for a grievance reporting path to address concerns that volunteers may have regarding the policies and procedures of KCA or the actions of other KCA personnel. This Handbook contains the necessary contact information regarding the grievance reporting path.

5.1 Grievance Reporting Steps for Personnel

In the event of a conflict, the concerned party should follow the following steps in reporting a grievance and seeking resolution of the conflict:

Step One - If it is safe to do so, the concerned party should try to resolve the conflict directly with the offending party in a professional manner, using conflict resolution techniques.

Step Two - If Step One is not appropriate or has failed to resolve the conflict, the concerned party should bring the conflict to the attention of the Event Organizer (defined below).

“Event Organizer” is defined for the purposes of this policy as follows:

- in the case of a conflict involving a cast or crew member in a theater production, either the Director, Assistant Director or the Stage Manager;
- in the case of a conflict involving a volunteer or employee in the front of house during a theater production, either the House Manager or the Director of Programming;
- in the case of an activity involving the KCA Art Gallery, either the Executive Director (the “ED”), Exhibition Curator or Gallery Staffing Coordinator; or
- in the case of all other KCA activities, the person overseeing the event or activity.

Step Three - If Step Two has failed to resolve the conflict, the concerned party should bring the grievance to the attention of the VC Committee, either by contacting the ED or the VC Committee Chair.

Step Four - If Step Three has failed to resolve the conflict, the concerned party should bring the grievance to the attention of the Chair of the Board of Directors.

5.2 Conflict Resolution Procedure for Event Organizers

In the event that a grievance has been brought to the attention of an Event Organizer, he or she should adhere to the following procedural guidelines:

- Grievances may be discussed amongst Event Organizers and reported to the VC Committee, but must otherwise remain strictly confidential.
- Every grievance should be given serious consideration and the concerned party bringing forth the grievance should be treated with respect and courtesy.
- All grievances should be documented and submitted in confidence to the VC Committee within a reasonable time after receiving notice of said grievance.
- Grievances may be reported to the VC Committee by sending an email with the following information to hr@bealestreettheater.com:
 - Name and contact information of the concerned volunteer.
 - Name of the offending party(ies) involved.
 - Detailed description of the grievance.
 - Actions taken/things said to all parties to resolve the conflict and address the grievance.
- If an Event Organizer is unable or needs assistance in resolving the conflict and addressing the grievance, or dismissal of a personnel is warranted, he or she will refer the matter to the VC Committee as soon as possible. The Event Organizer does not have the authority to dismiss personnel.
- Grievances involving harassment, threats of violence, acts of violence, hate speech, sexual harassment or any other extreme case of conflict, must be well documented and brought to the attention of the VC Committee immediately.

5.3 Conflict Resolution Procedure for the HR Committee

When a grievance is received by the VC Committee, it will meet as soon as possible to discuss the grievance and the steps necessary to resolve the conflict.

If the conflict requires further review, may warrant legal action, requires law enforcement involvement, or has the potential to negatively impact the mission of the KCA, an Incident Report Form (in *Part Five* of this Handbook) must be completed and brought forthwith before the KCA Board of Directors for consideration.

6. KCA Volunteer Training Program

KCA volunteers will go through training to prepare themselves to work with community members. The training content and length will depend on the following criteria:

- The position and the duties required
- Any prior experience and training
- The KCA's special needs
- The position and the policies outlined by the Board

During the training session, the volunteer will be briefed on his or her position within the organization and the behaviors that are considered acceptable and unacceptable by KCA. The volunteer will receive an official welcome, an electronic copy of this Handbook and the opportunity to learn more about KCA's history, services and mission statement.

The volunteer will also learn the specific responsibilities of his or her position and any additional training for the use of equipment or tools.

Volunteers will be required to sign the Volunteer Commitment and Liability Waiver (located in *Part Five* of this Handbook). These forms serve as an official waiver in the event that the volunteer is injured while serving as a KCA representative.

7. General Safety Rules

7.1 Volunteer Safety Responsibilities

The primary responsibility of KCA volunteers is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of a volunteer's time spent with the organization, volunteers must become familiar with, and observe and obey rules and established policies for health, safety and preventing injuries at work. Volunteers must learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, volunteers should review applicable and appropriate safety rules.

If a volunteer has questions about how a task should be done safely, he or she must not begin the task before discussing the situation with an Event Organizer or the ED. Together, they will determine the safest way to do the job.

If, after discussing a safety situation with an Event Organizer or the ED, volunteers still have questions or concerns, they are required to contact the VC Committee Chair.

No one is ever required to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

7.2 Conduct

Horseplay and practical jokes are prohibited. Volunteers are required to work in an injury-free manner displaying accepted levels of behavior.

Conduct that places personnel or others at risk, or that threatens or intimidates others, is prohibited.

7.3 Drugs and Alcohol

Smoking use and/or possession of illegal drugs, or use and/or possession of alcohol while working or volunteering is prohibited. Reporting as a representative of the organization while under the influence of illegal drugs or alcohol is prohibited.

7.4 Housekeeping

Volunteers should clean up several times throughout their volunteer shift, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away when

finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

7.5 Incident Reporting

All injuries, suspected injuries and/or accidents in the course of any KCA activity or event must be reported to the Event Organizer as soon as practicable. The Event Organizer is then required to complete an Incident Report Form (in *Part Five* of this Handbook) and submit the Incident Report Form to the VC Committee within a reasonable time. Failure to promptly report an injury may result in dismissal.

An accident investigation will be conducted to determine the root cause of the accident. The injured party will be asked to participate in the investigation.

7.6 Safety Orientation Training

KCA is committed to providing safety- and health-related orientation and training for volunteers at all levels. In addition to the training described in *Part One, Section 6* of this Handbook, KCA will maintain and support a program to educate and familiarize volunteers with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to, the following:

- organization-specific accident and incident data;
- hazards associated with the work area;
- hazards associated with a specific job or task;
- operation of equipment;
- personal protective equipment (PPE) use and care;
- emergency procedures; and
- volunteer accident reporting requirements.

7.7 Off-Site Safety

KCA volunteers are required to follow all safety and security procedures during off-site visits. If a contact person does not provide advice regarding safety hazards, KCA volunteers should consider the following:

- Know the location of emergency exit(s).
- Mind the walking paths to avoid tripping and slipping hazards. When on stairs, maintain three-point contact (hand on rail and feet on stairs);
- When visiting construction sites, eye protection, hearing protection and hard hats are required. This equipment will be in the possession of volunteers and not provided by the site contact person.

- Wear supportive and slip-resistant shoes.
- Avoid clothing that is constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help volunteers stay safe and injury free. Violation of the above rules or conduct that does not meet minimum accepted safety standards may result in dismissal.

When working at different locations, volunteers are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the KCA.

7.8 Periodic Inspections

It is a policy of KCA that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures.

Volunteers are responsible for cooperating during these inspections and Event Organizers are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

7.9 Liability

It is a policy of KCA to ask all volunteers to sign a Release and Waiver of Liability prior to participation in any KCA activity or event. For reference, a copy of the Release and Waiver of Liability is attached in *Part Five* of this Handbook.

8. Emergency Action Plan

8.1 General Emergency Guidelines

Volunteers should review the following guidelines to prepare for an emergency.

- Stay calm and think through your actions.
- Know the emergency numbers (fire/police/ambulance/911).
- Know the internal emergency number (ED 928-530-8432).
- Know the VC Committee Chair number (VC Committee Chair 505-362-8913).
- Know where exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe an emergency is occurring; you will not get in trouble.
- First aid supplies and emergency equipment are located in (In the case of the KCA Art Gallery, the first aid kit is in the restroom cabinet. In the case of all other locations, please ask your Event Organizer) for use by those who are authorized and properly trained.

8.2 Evacuation

Volunteers will be notified of a fire alarm either by the fire alarm system or by a paged announcement.

Upon becoming aware of a fire alarm, volunteers should immediately evacuate the event site without delay to retrieve personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Use of elevators is prohibited during fire alarm situations.

Event Organizers should be the last to leave the area. Check the job site to be sure that all personnel have evacuated.

Volunteers with mobility, visual, hearing, or other conditions that may hinder them from becoming aware of an emergency or evacuation should request special assistance through the VC Committee.

Upon exiting the building, volunteers should report to the Event Organizers for a head count.

If any personnel is missing, an immediate report should be made to the Event Organizers who will in turn report to the first available fire department officer.

Volunteers should stay together in a group so that periodic updates on the situation can be issued.

The order to re-occupy a job site or building will be issued by the Event Organizer or ED.

In the event of inclement weather, the Event Organizers will make arrangements for all personnel to move to shelter.

8.3 Fire Safety

Volunteers should alert other persons in the immediate hazard area.

In the event of an emergency, any volunteer can activate a fire alarm or call the ED to page an emergency announcement.

Trained volunteers can use a fire extinguisher, following these guidelines:

P = Pull the safety pin

A = Aim the nozzle at the base of the fire

S = Squeeze the operating lever

S = Sweep side to side covering the base of the fire

*When using a fire extinguisher, all volunteers in the vicinity must always stay between the fire and an exit, staying low and backing away when the fire is extinguished.

*If the fire is too hot/smoky, volunteers are encouraged to evacuate immediately, discarding the fire extinguisher.

Volunteers should notify the Event Organizers of the location of the fire. He or she will relay this information to the fire department.

8.4 Violence and Emergency Action Plan

Any volunteer who feels that he or she has been threatened should immediately report the concern to an Event Organizer or to appropriate local authorities.

If any person is observed exhibiting threatening behavior or making threatening statements, the individual who discovers the situation should warn others in the area and immediately notify an Event Organizer or the VC Committee, staying away from the person exhibiting threatening behavior.

Depending upon the level of concern, personnel must call the police department (911) immediately.

It is prohibited to confront any person exhibiting threatening behavior.

If volunteers have reason to believe that events in their personal lives or any other situation could result in an act of violence at work, they should privately discuss the issue with the ED or the VC Committee Chair and develop a prevention plan together.

8.5 Emergency Contact Information

FIRE DEPARTMENT: Kingman Fire Department, CALL: 911

POLICE DEPARTMENT: Kingman Police Department, CALL: (928) 753-2191

EMERGENCY MEDICAL SERVICES (AMBULANCE): Call 911

HOSPITAL: Kingman Regional Medical Center, CALL: (928) 757-2101

EXECUTIVE DIRECTOR: Kristina Michelson, CALL: (928) 530-8432

VCC CHAIR: Christine Fredriksen, CALL: (505) 362-8913

9. Harassment and Sexual Harassment Policy

The KCA does not tolerate harassment of our employees, volunteers, community members or guests. Any form of harassment related to a person's race, color, sex, sexual orientation/identification, religion, national origin, age, citizenship status, veteran status or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, sex, sexual orientation/identification, religion or national origin; sexual advances; requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature. The intention to sexually harass another individual expressed through language, expressions and

proximity to another is as detrimental as the actual act. Further, as of 1998, the Supreme Court recognizes that Title VII of the *Civil Rights Act of 1964* also applies to same-sex harassment.

Violation of this policy by a volunteer shall subject that volunteer to immediate dismissal.

9.1 Examples of Harassment and Sexual Harassment

Examples of conduct prohibited by this policy include, but are not limited to:

Physical Actions:

- Neck or shoulder massaging
- Hugging, kissing, or patting another's body
- Touching oneself with sexual overtones while in the proximity of another
- Pushing, shoving, hitting

Verbal Actions:

- Whistling or making cat calls at another individual
- Discussing sexual topics that make others uncomfortable
- Making comments about another individual's body parts and/or clothing
- Shouting or yelling at someone in front of others
- Stalking someone at their home or online

Non-Verbal Actions:

- Making sexual gestures with one's hands, tongue, or other body parts
- Looking an individual up and down
- Winking, licking lips, or blowing kisses at another individual

9.2 Reporting and Conflict Resolution

If a volunteer believes that he or she is being subjected to harassment, the volunteer should:

Step One: If the volunteer feels comfortable enough to do so, tell the harasser that his or her actions are not welcome and must stop.

Step Two: If Step One was unsuccessful or the volunteer does not feel comfortable with Step One, the volunteer should report the incident immediately to an Event Organizer, who will promptly and confidentially notify the VC Committee.

Step Three: If the harassment continues, the volunteer should report to the KCA Board.

All reported incidents will be investigated. Complaints, and actions taken to resolve complaints, will be handled as confidentially as possible given KCA's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against volunteers who report a suspected incident of sexual harassment is prohibited.

Anyone who violates this policy or retaliates against another staff member or volunteer in any way will be subject to disciplinary action up to and including immediate dismissal.

10. Social Media and Publicity

10.1 Promotion and Marketing

Facebook, Twitter, Instagram, Snapchat, and other social media networks are beneficial tools that may be used to promote KCA. Social media constitutes a major component of KCA's marketing plan. Therefore, volunteers are encouraged to use all types of social media to help advertise, promote or market KCA events and activities. Volunteers are encouraged to join the KCA Facebook group and electronic mailing list.

10.2 Negative Comments and Cyberbullying

When posting about KCA or KCA events or activities on public forums, volunteers should keep posts positive and respectful. Volunteers must not insult KCA, KCA events or activities, artists, cast-mates, audience members, or related groups, activities or people in a place where the general public has access to it. If volunteers choose to engage in negative social media activity in a public forum, KCA reserves the right to remove said volunteer from the production, exhibition or other KCA event and prevent the volunteer from future participation with KCA. What volunteers do, say or share in private messages is their own business. However, if a private message demeaning KCA or its members is made public by a third party to whom the message was shared, said volunteer will be held accountable.

We respect all cast, crew, volunteers and employees. Cyberbullying publicly or privately will not be tolerated.

10.3 Publicity

As a part of any KCA activity, volunteers may be called upon to participate in promotional activities, including attending photo sessions, interviews, and public previews. The Event Organizer will make every attempt to notify all participants in a reasonable and timely manner.

KCA will be producing media content with the intention of using it in marketing campaigns. Content may include pictures or videos of productions, events, rehearsals and classes. Content may be posted on the KCA or BST websites, on Facebook, in print, email advertising, or on YouTube. KCA images and recordings will be used solely at the discretion of KCA and not sold to any other entity for commercial gain. Volunteers featured in any KCA photos or recordings will not be financially compensated for the use of their images.

10.4 Fair Use of Images

If volunteers do not wish to have their images featured in KCA marketing materials or otherwise displayed by KCA, they must notify the Producer (in the case of printed theater material), the Production Social Media Manager (in the case of all theater social media), or the ED (in the case of all other publications) as soon as possible. If an image is posted by KCA in error, posted prior to receipt of any notification to the contrary, or a

volunteer is not comfortable with the image, he or she should notify the ED, and KCA will remove the image as soon as practicable.

PART TWO - BEALE STREET THEATER

1. Personnel

1.1 Executive Production Committee

The Executive Production Committee reports to the Board and is a committee composed of at least the ED, Director of Programming, Production Committee Chair, Technical Director, Costume Director, Set Director, Choreographer and at least one member of the Board. The Production Committee Chair will lead its meetings and can be a member of the Board of Directors or another trusted KCA volunteer.

The Executive Production Committee is responsible for selecting the KCA productions and overseeing the staffing of the productions scheduled for the upcoming year.

1.2 Production Selection

The Executive Production Committee will meet each year in March (the “Selection Meeting”) to select productions for the upcoming season of shows. The production season runs from July through June of each year (the “Production Season”).

At the Selection Meeting, the Executive Production Committee will interview community members who are interested in directing a production. The Executive Production Committee will then make a final determination on who will direct the productions for the upcoming Production Season.

1.3 General Production Committee

The General Production Committee reports to the Executive Production Committee, and is a committee composed of the members of the Executive Production Committee and all directors, assistant directors, stage managers and support staff who have been approved by the Executive Production Committee to participate in the productions scheduled for the upcoming Production Season.

The General Production Committee will be responsible for staffing and supporting the productions for the Production Season.

The General Production Committee will meet monthly to discuss production progress, marketing and other production needs that may arise during the Production Season.

1.4 Production Personnel Team

The Production Personnel Team reports to the ED, who in turn reports to the General Production Committee. The Production Personnel Team on any given production will include the Director of Programming, Producer, Director, Assistant Director, Stage Manager, Technical Director, Music Director, Costume Director, Choreographer, Productions Social Media Manager, Set Director and Make-Up Director.

The Production Personnel Team will set the schedule for the production, which will include the scheduling of any dates for performances, auditions, callbacks, rehearsal dates, tech runs, set installation, dress rehearsals, clean up, previews and cast party.

The Production Personnel Team will conduct a walkthrough of the Event Facility with the Event Facility representative to identify proper utilization expectations. All Production Personnel should consider the procedures and policies set forth in this Handbook, especially those relating to conduct and safety, when considering the utilization expectations of the Event Facility. A second walk-through should be conducted with the Event Facility representative once the production has ended. The Production Personnel Team must obtain confirmation from the Event Facility representative that the facility was left in an appropriate condition that meets the expectations of the Event Facility representative.

1.5 Producer

The Producer reports to the Director of Programming and has the following responsibilities:

1. work closely with the Director of Programming to ensure that the production is on schedule and within the set production budget;
2. reserve the venue for the production performances and coordinate with the venue staff throughout the event;
3. schedule audition and rehearsal locations;
4. in collaboration with the KCA Marketing Coordinator, ensure appropriate credits and honor to any copyrights on all promotional materials (posters, banners, flyers, postcards, etc.);
5. relay to the Director of Programming the final cast and crew list, play order of acts and scenes, the Director's Note and business sponsor information for insert in the production's master program;
6. coordinate the distribution and signing of any required paperwork (see *Part Five* of this Handbook) for Production Personnel (Volunteer Application, Production Participation Contract, Liability Waiver, Social Media Release) or general productions volunteers (Audition Form, Liability Waiver, Social Media Release and general Information Sheet) and delivering signed documents to the Assistant Director;
7. participate in a walkthrough of the Event facility prior to and after use as described in *Part 2, Section 1.3* of this Handbook, take notes during the initial walkthrough of any existing damage and the general condition of the facility;
8. notify the Event Facility representative of any problems with the Event Facility as soon as possible; and
9. adhere to the policies and procedures of KCA and uphold the KCA mission.

1.6 Director

The work of the Director is central to the production of a play, since it is the Director who sets the vision for the production for everyone involved. The Director has the challenging task of bringing together the many complex pieces of a production—the script, actors, set, costumes, lighting, sound and music—into a unified whole. The Director oversees and communicates the vision of the production to the key volunteers of the production. The Director reports to the Director of Programming and has the following responsibilities:

1. select the Assistant Director, Stage Manager, Choreographer and Music Director. (The Stage Manager selects the stage crew; the Technical Director selects the tech crew; the Set Director selects the set crew; and the Costume Director selects the costume crew.);
2. craft the vision of the production and communicate it to the production crew;
3. cast the play;
4. conduct rehearsals;
5. oversee the cast and crew;
6. attend all Productions Personnel Team meetings and any Productions Committee meetings requested by the Productions Committee;
7. strike at the end of the production run;
8. participate in a walkthrough of the Event Facility prior to and after use as described in *Part 2, Section 1.3* of this Handbook; and
9. adhere to the KCA policies and procedures in this Handbook and the KCA mission;

A more detailed description of the Director's responsibilities based on the specific production will be provided to the Director, if applicable, by the Producer prior to auditions for the production.

NOTE: For the purposes of this Handbook, the Director is considered an "Event Organizer." As an Event Organizer, the Director should have detailed knowledge of the policies contained in this Handbook, especially as it pertains to an Event Organizer's role in (1) being the contact person for grievance reports made by KCA volunteers under *Part 1, Sections 5.1 and 5.2* of this Handbook; (2) being a representative of KCA safety practices and a key volunteer responsible for reporting injuries, suspected injuries, or accidents as described in *Part 1, Sections 7 and 8* of this Handbook; and (3) being aware of what constitutes sexual harassment and reporting any such incidents pursuant to *Part 1, Section 9.2* of this Handbook. When starting an Event Organizer's position, the volunteer should, as soon as possible, complete a volunteer training session offered by KCA, and must do so annually going forward.

1.7 Assistant Director

The Assistant Director reports to the Director and has the primary role of assisting the Director in his or her efforts to produce a quality production. The Assistant Director has the following responsibilities:

1. assist the Director in the management of the cast and crew;
2. assist the Director and Producer in creating the rehearsal schedule;

3. help ensure that the Director's vision is being carried out;
4. communicate with cast and crew;
5. attend all rehearsals and provide support as needed to the Director;
6. provide the cast list and bios to the Producer for the production's master program; and
7. adhere to the policies and procedures of KCA and uphold the KCA mission.

A more detailed description of the Assistant Director's responsibilities based on the specific production will be provided to the Assistant Director, if applicable, by the Producer prior to auditions for the production.

NOTE: For the purposes of this Handbook, the Assistant Director is considered an "Event Organizer." As an Event Organizer, the Assistant Director should have detailed knowledge of the policies contained in this Handbook, especially as it pertains to an Event Organizer's role in (1) being the contact person for grievance reports made by KCA volunteers under *Part 1, Sections 5.1 and 5.2* of this Handbook; (2) being a representative of KCA safety practices and a key volunteer responsible for reporting injuries, suspected injuries, or accidents as described in *Part 1, Sections 7 and 8* of this Handbook; and (3) being aware of what constitutes sexual harassment and reporting any such incidents pursuant to *Part 1, Section 9.2* of this Handbook. When starting an Event Organizer's position, the volunteer should, as soon as possible, complete a volunteer training session offered by KCA, and must do so annually going forward.

1.8 Stage Manager

The Stage Manager is responsible for running the production during performances. The Stage Manager carries out the Director's vision with the help of the Technical Director and stage crew. The Stage Manager reports to the Director and has the following responsibilities:

1. select a stage crew;
2. attend rehearsals and write stage and blocking cues given by the Director;
3. work with the Set Director and Director to plan for set logistics;
4. oversee backstage crew during venue rehearsals;
5. work with the Technical Director to coordinate lighting and sound cues;
6. run the tech run rehearsal;
7. call the play during performances;
8. participate in a walkthrough of the Event facility prior to and after use as described in *Part 1, Section 1.3* of this Handbook; and
9. adhere to the policies and procedures of KCA in this Handbook and uphold the KCA mission.

A more detailed description of the Stage Manager's responsibilities based on the specific production will be provided to the Stage Manager, if applicable, by the Producer prior to auditions for the production.

NOTE: For the purposes of this Handbook, the Stage Manager is considered an "Event Organizer." As an Event Organizer, the Stage Manager should have detailed knowledge of the policies contained in this Handbook, especially as it pertains to an Event Organizer's role in (1) being the contact person for grievance reports made by

KCA volunteers under *Part 1, Sections 5.1 and 5.2* of this Handbook; (2) being a representative of KCA safety practices and a key volunteer responsible for reporting injuries, suspected injuries, or accidents as described in *Part 1, Sections 7 and 8* of this Handbook; and (3) being aware of what constitutes sexual harassment and reporting any such incidents pursuant to *Part 1, Section 9.2* of this Handbook. When starting an Event Organizer's position, the volunteer should, as soon as possible, complete a volunteer training session offered by KCA, and must do so annually going forward.

1.9 Choreographer

The Choreographer reports to the Director and has the following responsibilities:

1. obtain a list of dance numbers from the Director;
2. obtain a recording of the music from the Music Director;
3. choreograph the desired dance numbers;
4. schedule choreography rehearsals with the Production Personnel Team;
5. teach dance numbers to the cast; and
6. adhere to the policies and procedures of KCA and uphold the KCA mission.

A more detailed description of the Choreographer's responsibilities based on the specific production will be provided to the Choreographer, if applicable, by the Producer prior to auditions for the production.

1.10 Music Director

The Music Director reports to the Director and has the following responsibilities:

1. obtain a recording of the production's music to be used by the Choreographer (The recording may be found on YouTube, or may be a hand recording of the piano version of the score. Care should be taken to ensure this recording is the same version that will be played by the orchestra or band.);
2. teach the music to the cast (A vocal coach may be available to assist.);
3. attend rehearsals to work with the Director to map out the music cues in the production;
4. staff the orchestra with musicians;
5. conduct separate rehearsals with the orchestra before dress rehearsals;
6. conduct the orchestra during the dress rehearsals and the production; and
7. adhere to the policies and procedures of KCA and uphold the KCA mission.

A more detailed description of the Music Director's responsibilities based on the specific production will be provided to the Music Director, if applicable, by the Producer prior to auditions for the production.

1.11 Costume Director

The Costume Director reports to the Director and has the following responsibilities:

1. create the overall costume design for the play with the assistance of the Director;
2. obtain a costume budget from the Producer;

3. attend a pre-arranged rehearsal in order to take cast members' measurements;
4. ensure that each member of the cast has a costume that fits his or her character and the Director's vision of the production;
5. keep a record of all costume sets and pieces;
6. select and oversee the costume crew;
7. bring sewing and mending equipment to dress rehearsals and performances in case mending or altering is needed;
8. work with the costume crew to sew, mend, alter or purchase costume items;
9. communicate with cast members about their costume;
10. keep costumes organized before and during productions;
11. arrange for laundering of costumes at the end of the production run;
12. return any borrowed items and put KCA costumes back into storage in an organized manner; and
13. adhere to the policies and procedures of KCA and uphold the KCA mission.

A more detailed description of the Costume Director's responsibilities based on the specific production will be provided to the Costume Director, if applicable, by the Producer prior to auditions for the production.

1.12 Set Director

The Set Director reports to the Stage Manager and has the following responsibilities:

1. design the production set according to the Director's vision for the production;
2. obtain a set budget for the production from the Producer;
3. select a construction crew;
4. oversee the construction of the production set;
5. oversee the installation of the production set;
6. institute all safety precautions; and
7. adhere to the policies and procedures of KCA and uphold the KCA mission.

A more detailed description of the Set Director's responsibilities based on the specific production will be provided to the Set Director, if applicable, by the Producer prior to auditions for the production.

1.13 Makeup Artist

The Makeup Artist reports to the Director and has the following responsibilities:

1. design the makeup for each character with the assistance of the Director and the input of the Costume Director;
2. obtain a makeup budget for the production from the Producer;
3. arrange for makeup practice at least two weeks prior to performance to fine tune the look;
4. use makeup that is hygienic and of good quality;

5. take care to ensure allergic reactions to the products are avoided;
6. thoroughly clean all application tools between uses on different people to maintain cleanliness; and
7. adhere to the policies and procedures of KCA and uphold the KCA mission.

A more detailed description of the Makeup Artist's responsibilities based on the specific production will be provided to the Makeup Artist, if applicable, by the Producer prior to auditions for the production.

1.14 Productions Social Media Manager

The Productions Social Media Manager reports to the KCA Marketing Coordinator and has the following responsibilities:

1. maintain a posting schedule that adequately promotes the production on Facebook and Instagram, as well as any other social media platforms the Producer recommends;
2. respect all copyrighted material and be aware of any volunteers who do not wish to have their images shared on social media; and
3. adhere to the policies and procedures of KCA and uphold the KCA mission.

A more detailed description of the Production Social Media Manager's responsibilities based on the specific production, if applicable, will be provided to the Production Social Media Manager by the Producer prior to auditions for the production.

1.15 House Manager

The House Manager reports to the Director of Programming and has the following responsibilities:

1. staff, foster and train a pool of permanent front of house volunteers;
2. work with the Director of Programming to determine the front of house needs for each production;
3. staff each production and attend in the capacity of manager;
4. coordinate with the VIP Room Manager;
5. coordinate the front of house equipment needed for each production, including tables, chairs, cash boxes, donation boxes, programs, email sign-up sheet, flyers advertising other KCA events, usher baskets and the front of house box;
6. obtain the Float Money from the Director of Programming and prepare it for use;
7. obtain concession and merchandise items for sale at the production and give them to the appropriate volunteers for sale;
8. balance the Float Money at the end of each production with the Director of Programming; and
9. adhere to the policies and procedures of KCA and uphold the KCA mission.

NOTE: For the purposes of this Handbook, the House Manager is considered an "Event Organizer." As an Event Organizer, the House Manager should have detailed knowledge of the policies contained in this Handbook, especially as it pertains to an Event Organizer's role in (1) being the contact person for grievance

reports made by KCA volunteers under *Part 1, Sections 5.1 and 5.2* of this Handbook; (2) being a representative of KCA safety practices and a key volunteer responsible for reporting injuries, suspected injuries or accidents as described in *Part 1, Sections 7 and 8* of this Handbook; and (3) being aware of what constitutes sexual harassment and reporting any such incidents pursuant to *Part 1, Section 9.2* of this Handbook. When starting an Event Organizer's position, the volunteer should, as soon as possible, complete a volunteer training session offered by KCA, and must do so annually going forward.

1.16 Ushers

The main responsibility of ushers is to provide friendly and helpful assistance to guests of our facility. The ushers report to and receive direction from the House Manager. Ushers must be 12 years or older. All ushers under the age of 16 must be accompanied by an adult.

1.17 VIP Room Manager

The VIP Room Manager reports to the House Manager and Director of Programming and has the following responsibilities:

1. staff, foster and train a pool of permanent VIP Room volunteers;
2. work with the Director of Programming to obtain a sponsor for each production;
3. coordinate the VIP Room equipment needed for each production, including tables and chairs;
4. coordinate refreshments and drinks for the VIP Room;
5. staff each production and attend in the capacity of manager; and
6. adhere to the policies and procedures of KCA and uphold the KCA mission.

2. Policies and Procedures

2.1. Cast, Crew and Musician Policies and Procedures

2.1.1 Rehearsal Expectations

Rehearsal Expectations for cast, crew and musicians include:

1. attending all rehearsals, including dress rehearsals and technical rehearsals for which the team member is called to attend;
2. arriving and being ready to begin on time for all rehearsals – *excessive tardiness is disrespectful to all cast members and the production team;*
3. notifying a member of the production team as soon as possible if the team member is unable to attend a rehearsal or will be late – *absences for which the production team has not been notified or an excessive number of absences by a team member may result in recasting or dismissal from the production, and a history of missing rehearsals will impact the team member's participation opportunities in future KCA productions;*
4. helping to ensure that only cast, crew, theater personnel and persons approved by the Director are allowed to attend rehearsals — *rehearsals are closed to the general public;*

5. (for cast) working to have lines and blocking memorized as soon as possible – *off book deadlines fluctuate from show to show*;
6. refraining from prompting an actor for lines when the cast is off book — *only the Stage Manager is permitted to do so*;
7. (for musicians) arriving at least 45 minutes prior to the performance;
8. (for musicians) refraining from leaving the pit area during a performance, unless it is intermission;
9. keeping all electronic devices OFF during rehearsals – *electronic devices may only be used during a team member's designated break time. In the event of an emergency for which a team member needs to be contacted, one of the emergency contact numbers listed on the team member's Participation Contract should be used. Repeated violation of this policy may result in a team member being asked to turn his or her phone in to the Stage Manager upon arrival at the theater*;
10. dressing appropriately for rehearsal – *wearing comfortable clothing that allows for movement and that can get dirty; and avoiding dangling jewelry such as earrings, bracelets, necklaces, etc. Performance shoes should be worn during rehearsals*;
11. committing to attendance with good personal hygiene – *rehearsals can be hot, intense, and happen in close proximity*;
12. being respectful to the cast and crew members;
13. referring to *Part 1, Section 5* of this Handbook in the case of any grievances with a cast or crew member;
14. refraining from entering areas of the Event Facility that have not been reserved by KCA – *Event Organizers should ensure that prohibited areas remain off limits and locked, if possible*;
15. refraining from entering the tech booth unless said team member is a member of the technical crew or has been asked to by the Tech Director;
16. ensuring that the rehearsal space is kept clean – *team members should consume food only in designated areas; wrappers and trash should be placed in trash bins; and personal items and trash should not be left in the rehearsal space*;
17. refraining from bringing any valuables to rehearsal – *KCA is not responsible for the loss or theft of any personal items team members may bring to rehearsals*; and
18. adhering to the policies and procedures of the KCA, and comporting oneself in a manner that befits that KCA's mission and vision.

2.1.2 Performance Expectations

Performance Expectations for cast, crew and musicians include:

1. arriving at the appropriate call time, prepared for the performance;
2. calling the Stage Manager as soon as possible if the team member will be late or has an emergency;
3. remaining quiet during performances, including in the green room, dressing rooms and backstage;
4. refraining from using electronic devices as they can be distracting to the performance and audience – *the Stage Manager may confiscate electronic devices at his or her discretion*;
5. (for actors) remaining in the green room until the Stage Manager has called the actor on deck in order to keep the wings and backstage areas clear;
6. (for actors) refraining from entering the front of house area beginning one hour prior to showtime and ending at the show's completion;
7. refraining from entering areas of the Event Facility that have not been reserved by KCA – *Event Organizers should ensure that prohibited areas remain off limits and locked, if possible*;

8. refraining from entering the tech booth unless said team member is a member of the technical crew or has been asked to by the Tech Director;
9. ensuring that the rehearsal space is kept clean – *team members should consume food only in designated areas; wrappers and trash should be placed in trash bins; and personal items and trash should not be left in the rehearsal space;*
10. (for actors) greeting guests in the lobby at the end of the performance; and
11. **attending strike upon the completion of the final performance** – *those under the age of 12 are exempt; and volunteers must be at least 18 years old to operate a power tool, and must have undergone safety training related to such tools.*

2.1.3 Costumes

The general policies for team members regarding costumes, include:

1. treating the costume designers with professional respect;
2. (for cast members) providing their own costume pieces such as shoes, undergarments and pants, which must be approved by the Costume Director;
3. (for cast members) purchasing their own costumes is optional and must be approved by the Costume Director;
4. treating costumes with utmost care and respect – *refraining from eating or drinking while in costume, when possible, or being vigilant about preventing stains and spills. Food items or drinks that are likely to cause staining, are strictly prohibited. Team members may be charged up to a full replacement or cleaning cost of any costume pieces damaged due to their improper care or use;*
5. storing costumes in garment bags – *actors may be asked to provide their own garment bags;*
6. returning costumes to the designated garment bag in the manner in which it was provided;
7. refraining from smoking while in costume;
8. refraining from touching the costume pieces that have been assigned to other team members; and
9. (for actors) refraining from making any changes to his or her hair once it has been approved by the Costume Director – *this includes but is not limited to cutting, styling and/or dyeing of hair.*

2.1.4 Props and Sets

The general policies for team members regarding props and sets, include:

1. refraining from touching props or set pieces that have been assigned to other team members;
2. treating props and set pieces with utmost care – *they are not toys and must be treated with respect, and team members may be charged up to a full replacement or cleaning cost of any prop or set pieces damaged due to their improper care or use;*
3. returning all props to their designated space on the prop table immediately after use;
4. refraining from the use of power tools unless a team member is over the age of 18, has been approved by the Stage Manager or Set Director, and has completed safety and other training related to the use of that equipment;
5. refraining from touching or otherwise disturbing any items in the scene shop and green room including but not limited to tools, machines, supplies, pins, makeup, hairspray, spike tape, washers and screws without the express permission of the appropriate production staff; and
6. refraining from touching or otherwise disturbing any finished or unfinished set pieces unless instructed to by the Stage Manager.

2.2. Front of House Policies and Procedures

2.2.1 Usher Responsibilities Prior to a Shift

The expectations for ushers prior to a shift include:

1. arriving one hour before showtime to ensure sufficient time to receive instructions, task assignments and responses to any questions prior to the opening of the lobby to patrons;
2. calling the House Manager, as soon as possible, in the event of an emergency, or to inform the House Manager if said usher will be late or unable to attend his or her shift; and
3. wearing black and white dress clothes, or failing that, any nice, appropriate clothing is acceptable – *it is permissible if groups of ushers prefer to wear a form of nice, appropriate, matching clothing.*

2.2.2 Usher Roles and Responsibilities During a Shift

Ushers will have responsibilities based on their assigned roles. These roles include:

1. **Concession Sales Ushers:** are responsible for selling concessions and other sale items before the show and during intermission. They must be trained in money handling procedures.
2. **Fundraising Ushers:** are responsible for handling any fundraising activities that may take place during a given show, including but not limited to selling Fangrams and raffle tickets, and promoting our fundraising goals for the year to patrons. They must be trained in money handling procedures.
3. **Greeters:** are responsible for greeting patrons at the entrance and directing them to where they must proceed upon entry and also answering any questions patrons may have. Some of these ushers may also be asked to conduct marketing surveys of patrons.
4. **Ticket Sellers:** are responsible for selling show tickets. They must be trained in money handling procedures.
5. **Ticket Takers:** are at the main doors of the auditorium checking tickets to make sure patrons have tickets for the correct performance. They may be responsible for distributing programs. They are responsible for walking through the auditorium at the end of the performance and picking up any trash left by patrons.
6. **VIP Ushers:** are responsible for staffing the VIP lounge, stocking refreshments, greeting guests and helping guests locate their assigned seats. They are also responsible for tidying up and taking down the VIP lounge.

Not all ushers are required to stay through the entire show, but they are invited to stay and watch the performance for free. Seats will be assigned based on the availability for a given performance. Volunteer groups are not guaranteed seats together.

Ushers represent KCA and are one of the first people that patrons encounter when arriving at the show. Ushers must uphold the KCA mission and values, and behave in a kind, courteous, and professional manner at all times. Ushers must refrain from conducting personal conversations in front of patrons.

2.2.3 Ticket Sales Procedures

1. The ED will give the Float Money to the House Manager for each production for use in the register for ticket sales. The House Manager will be responsible for counting the Float Money and entering it on a Production Sales Form (in *Part Five* of this Handbook). Ticket sellers will sell tickets at the door (entrance to the production facility) by taking payment via cash, check or credit card, using the POS system.
2. The ED will give the Float Money to the House Manager for each production for use in the register for concessions. The House Manager will be responsible for counting the Float Money and entering it on a Production Sales Form (in *Part Five* of this Handbook). Concessions sales people will accept payment via cash, check or credit card, using the POS system.
3. The House Manager will balance both the ticket sales and concessions sales registers at the end of each show and report the balance to the ED.

PART THREE - KCA ART GALLERY AND GIFT SHOP

1. Personnel

1.1 General

The KCA Art Gallery is located 402 E Beale St, Kingman, AZ 86401 (the “Art Gallery”).

1.2 Art Gallery and Education and Outreach Committee

The Art Gallery and Education and Outreach Committee is a committee composed of at least the ED, Gallery Director, Exhibition Curator, Education and Outreach Director, Gallery Gift Shop Coordinator, and one member of the KCA Board of Directors as Art Gallery and Education Chair. The Art Gallery and Education Committee is responsible for the general management of the Art Gallery and the KCA Education and Outreach programs. This management includes: marketing, fundraising, financial oversight, and any other coordination which may be necessary for general operations. The Art Gallery and Education Committee reports to the Board.

1.3 KCA Gallery Director

The KCA Gallery Director reports to the ED and has the following responsibilities:

1. managing the gallery@kingmanarts.org email list;
2. acting as director for Art Gallery events, such as First Fridays and other downtown events and activities;
3. entering artwork into the Art Gallery POS system;
4. working with volunteers and the Art Gallery and Education and Outreach Committee to facilitate the marketing of Art Gallery activities;
5. ensuring the KCA policies and procedures for the Art Gallery and Gift Shop as described in *Part Three, Section 2* of this Handbook are followed;
6. serving on the Art Gallery and Education and Outreach Committee;
7. managing the galleryvolunteering@kingmanarts.org email list;
8. curating the pool of Art Gallery sitters;
9. scheduling sitting shifts;
10. training new volunteer sitters;
11. managing the Art Gallery’s electronic lock;
12. setting up Square register, or other electronic register, codes for volunteers; and
13. adhering to the policies and procedures of KCA and upholding the KCA mission.

NOTE: For the purposes of this Handbook, the KCA Gallery Director is considered an “Event Organizer.” As an Event Organizer, the KCA Gallery Director should have detailed knowledge of the policies contained in this Handbook, especially as it pertains to an Event Organizer’s role in (1) being the contact person for grievance reports made by KCA volunteers under *Part 1, Sections 5.1 and 5.2* of this Handbook; (2) being a representative

of KCA safety practices and a key volunteer responsible for reporting injuries, suspected injuries or accidents as described in *Part 1, Sections 7 and 8* of this Handbook; and (3) being aware of what constitutes sexual harassment and reporting any such incidents pursuant to *Part 1, Section 9.2* of this Handbook. When starting an Event Organizer's position, the volunteer should, as soon as possible, complete a volunteer training session offered by KCA, and must do so annually going forward.

1.4 Exhibition Curator

The Exhibition Curator will further the mission of the KCA by facilitating the opportunity for artists of all ages and levels to participate in art shows in the Art Gallery. The Exhibition Curator reports to the ED and has the following responsibilities:

1. preparing the annual schedule of art shows, including dates and deadlines for submission, installation and deinstallation;
2. managing the submission@kingmanarts.org email list by preparing submissions for viewing by the Exhibition Curator and artist jury;
3. working with an artist jury to curate the selection of artwork for each show;
4. working with volunteers to install and uninstall artwork, oversee the safe handling of artwork;
5. preparing wall labels and artist sales spreadsheet;
6. replacing artwork as it sells;
7. ensuring the KCA policies and procedures for Gallery Exhibitions as described in *Part Three, Section 2* of this Handbook are followed;
8. communicating the Art Gallery status and needs to the ED;
9. communicating with the artist community;
10. serving on the Art Gallery and Education and Outreach Committee; and
11. adhering to the policies and procedures of KCA and upholding the KCA mission.

NOTE: For the purposes of this Handbook, the Exhibition Curator is considered an "Event Organizer." As an Event Organizer, the Exhibition Curator should have detailed knowledge of the policies contained in this Handbook, especially as it pertains to an Event Organizer's role in (1) being the contact person for grievance reports made by KCA volunteers under *Part 1, Sections 5.1 and 5.2* of this Handbook; (2) being a representative of KCA safety practices and a key volunteer responsible for reporting injuries, suspected injuries or accidents as described in *Part 1, Sections 7 and 8* of this Handbook; and (3) being aware of what constitutes sexual harassment and reporting any such incidents pursuant to *Part 1, Section 9.2* of this Handbook. When starting an Event Organizer's position, the volunteer should, as soon as possible, complete a volunteer training session offered by KCA, and must do so annually going forward.

1.6 Gallery Gift Shop Coordinator

The Gallery Gift Shop Coordinator will further the KCA mission by facilitating the opportunity for artists of all ages and levels to participate in the retail space. The Gallery Gift Shop Coordinator reports to the ED and has the following responsibilities:

1. managing the retail@kingmanarts.org email list;
2. curating gift shop art;
3. entering gift shop items into Square register, or other electronic register system that may be in use;
4. creating price tags and displaying gift shop items;
5. scouting for new artists for the gift shop;
6. ensuring the KCA policies and procedures for the Art Gallery Gift Shop as described in *Part Three, Section 2* of this Handbook are followed;
7. serving on the Art Gallery and Education and Outreach Committee; and
8. adhering to the policies and procedures of KCA and upholding the KCA mission.

NOTE: For the purposes of this Handbook, the Gallery Gift Shop Coordinator is considered an “Event Organizer.” As an Event Organizer, the Gallery Gift Shop Coordinator should have detailed knowledge of the policies contained in this Handbook, especially as it pertains to an Event Organizer’s role in (1) being the contact person for grievance reports made by KCA volunteers under *Part 1, Sections 5.1 and 5.2* of this Handbook; (2) being a representative of KCA safety practices and a key volunteer responsible for reporting injuries, suspected injuries or accidents as described in *Part 1, Sections 7 and 8* of this Handbook; and (3) being aware of what constitutes sexual harassment and reporting any such incidents pursuant to *Part 1, Section 9.2* of this Handbook. When starting an Event Organizer’s position, the volunteer should, as soon as possible, complete a volunteer training session offered by KCA, and must do so annually going forward.

1.7 Gallery Sitters

The Gallery Sitters report to the Gallery Staffing Coordinator and have the following responsibilities:

1. attending a training session with the Gallery Staffing Coordinator;
2. scheduling shifts with the Gallery Staffing Coordinator;
3. arriving at each shift on time and prepared to work;
4. staying for the full duration of each sitting shift;
5. being responsive to the needs of the Art Gallery customers;
6. balancing the cash register Float Money at the beginning and end of each shift; and
7. reaching out to the Gallery Staffing Coordinator if help is needed to respond to questions customers may have.

2. Policies and Procedures

2.1 Art Gallery Facility

The KCA leases the Art Gallery, and volunteers should as soon as possible bring to the attention of the ED any issues, repairs or concerns with the Art Gallery facility that may arise.

2.2 General

The KCA Art Gallery accepts artwork from artists and craftspeople for display and sale. The Art Gallery has four scheduled open submission exhibitions per year. Additional exhibitions may be scheduled per the Art Gallery and Education and Outreach Committee. Artwork is subject to KCA's mission as reproduced in *Part One, Section 1.3* of this Handbook.

2.3 Art Submission and Approval Procedures

2.3.1 Call for Art

1. The Exhibition Curator will send a request for interest via email list approximately six weeks prior to the exhibition, with a specific submission deadline provided.
2. A log of interested artists will be kept, and best practice includes thumbnails of each proposed artwork.
3. After close of the call, the Exhibition Curator will email all interested artists indicating acceptance or not into the exhibition.
4. Selection of proposed work is subject to the curatorial baseline of "appropriate and uplifting for most audiences." If there are any questions regarding curatorial content, they will be determined by the ED, who may bring the question to the Board for final determination.

2.3.2 Inventory

Upon receipt of the Art Gallery Inventory Sheet and Release and Waiver of Liability Form (in *Part Five* of this Handbook) (the "Inventory and Liability Form"), KCA personnel will check the information and inventory. A KCA personnel will ensure that the Inventory and Liability Form is signed by the artist submitting the art and the KCA personnel. KCA personnel will keep the original Inventory and Liability Form on file at the Art Gallery. Upon return of the artwork to the artist, the KCA personnel will ensure that the artist has initialed and dated each item on the Inventory and Liability Form as acknowledgment, and that the Inventory and Liability Form is filed and stored at the Art Gallery.

KCA personnel will accept artwork and facilitate temporary storage or immediate display.

2.3.3 Liability

KCA will not be liable for any damage or loss of the artist's work, equipment, or other personal property unless due to gross negligence on the part of KCA personnel. The artist will bear the sole responsibility of obtaining adequate insurance for his or her work and property. The Art Gallery does not have or offer storage facility services.

2.3.4 Art Display

KCA personnel will only accept artwork that is delivered ready to display. Floor-standing pieces must be stable without attachment to the floor.

The Art Gallery will not hang artwork with sawtooth hangers, holes for nails, or other built-in hanging methods. Securely attached D-rings with wire are preferred, screw-eyes with wire are acceptable, and placement

should be 1/3 down the frame. Wire should be taut and should not be closer than two inches from the top of the frame when hung. Fabric pieces should have a sleeve or tabs for hanging. If, in the opinion of the installation crew, the display method or equipment will not safely accommodate artwork or space is limited, artwork may not be displayed.

The duration of display is at the sole discretion of KCA personnel. KCA personnel will notify artists when artwork is taken off display, if different than recorded in the Call for Art. If artwork is not picked up at the designated time, KCA personnel should document any attempts to contact the artist on the Inventory and Liability Form.

2.3.5 Commission for Art

The KCA will retain thirty percent (30%) of the sale price, or twenty percent (20%) of the sale price if the artist is a Charter Member. The KCA will compensate the artist for sales at the close of the show. KCA, a 501(c)(3) non-profit organization, does not collect the Transaction Privilege Tax (sales tax). KCA personnel will note sales on the Inventory and Liability Form, with the date and the initial of the KCA personnel handling the sale.

2.3.6 Sales of Art

Art Gallery sitters will record the sale of any artwork on both the artist's Inventory and Liability Form and the KCA sales log in the "notes" column.

2.3.7 Return of Art

Art not picked up by the date indicated on the Inventory and Liability Form or after notification by KCA, as documented on the Inventory and Liability Form, will become property of KCA with all rights to dispose of or store granted to KCA.

PART FOUR - KCA EDUCATION AND OUTREACH

1.1 General

The Education and Outreach branch of the KCA provides arts education opportunities to adults and children in our community and helps raise awareness about KCA and local arts through programs, classes and workshops.

1.2 Art Gallery and Education and Outreach Committee

The Art Gallery and Education and Outreach Committee is a committee composed of at least the ED, Exhibition Curator, Education and Outreach Director, Gallery Gift Shop Coordinator, Gallery Staffing Coordinator, and one member of the KCA Board of Directors as Art Gallery and Education Chair. The Art Gallery and Education and Outreach Committee is responsible for the general management of the Art Gallery and the KCA Education and Outreach programs. This management includes: marketing, fundraising and financial oversight, and any other coordination which may be necessary for general operations. The Art Gallery and Education Committee reports to the Board.

1.3 Education and Outreach Programs

The Education and Outreach branch of the KCA is responsible for planning and implementing all education programs offered by KCA. These programs include:

- 1.1 Disney Musicals in Schools
- 1.2 Children's theater workshops and classes
- 1.3 Adult theater, music or dance workshops and classes
- 1.4 Visual arts workshops and classes

1.4 Education and Outreach Volunteers

The Education and Outreach branch of the KCA does not currently involve specialized volunteers. KCA Education and Outreach programs are overseen by an employee, the Education and Outreach Director, under the supervision of the ED. Teachers involved in implementing the Education and Outreach Programs are paid contractors and not volunteers. Any volunteer who assists with Education and Outreach Programs will adhere to the policies as outlined in *Part One* of this Handbook and will report to the Education and Outreach Director or ED as Event Organizer.

PART FIVE - AGREEMENTS AND SAMPLE FORMS



Kingman Center for the Arts Volunteer Application

PLEASE PRINT CLEARLY

Name: _____ Age: _____

Email: _____

Phone: _____

Best way to contact: email / phone / text

I would like to be enrolled on the Kingman Center for the Arts email list and stay informed of upcoming events and performance opportunities. Yes / No

1. Tell us in what capacity you are interested in volunteering:

___ performer in a Beale Street Theater Production

___ director or in another managerial role in a Beale Street Theater Production

___ crew member managing or assisting with tech, props, costumes, set building and/or backstage in a Beale Street Theater Production

___ front of house volunteer (ticket sales, ushering, VIP lounge, concessions) in a Beale Street Theater Production

___ fundraising volunteer

___ marketing volunteer (graphic design, social media, flyer and poster distribution) ___ community outreach volunteer

(networking, public speaking to spread the word about KCA) ___ KCA Art Gallery volunteer

___ grant writing volunteer

___ other, please specify _____ wherever I can be

most useful based on my skills listed below!

2. Please describe your past experience, talent, training, education and skills related to the volunteer positions you selected above:

3. If you are interested in performing in a Beale Street Theater production, please answer the questions a through c, below. If not, please skip ahead to question 4.

a. Do you have any theater/dance experience? (circle one) Yes No b. If so, what other productions have you been in?

c. For what role are you auditioning ?

4. Please indicate below what week nights and anytime on Friday, and Saturday that you ARE NOT available to volunteer. Please be as exact as possible.

Day of the Week	Morning Afternoon Evening
Monday	
Tuesday	
Wednesday	

Thursday	
Friday	
Saturday	
Sunday	

5. Please indicate any specific dates for which you know that you will not be available to volunteer this year:

6. Do you have any previous volunteer experience not listed above? Please describe.

7. Criminal History

Have you ever been convicted of a crime, regardless of whether that conviction was later set aside or expunged?

Crime means all felonies, misdemeanors and serious offenses. Examples include but are not limited to: DUI, assault, sexual assault or misconduct, traffic offenses and some City Code offenses. etc.

YES NO

IF YES, please explain:

Disclosure:

While the Kingman Center for the Arts is grateful to those willing to volunteer their time and assist with its programs and events, the nature of the programs run by KCA and the Beale Street Theater require that all volunteers be screened in order to volunteer with our organization. This screening process may include a background check at the expense of the volunteer.

Agreement and Signature:

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am

accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) _____ Signature _____

_____ Date: _____

_____ Parent/Guardian signature _____

(if applicant is under 18 years of

age): _____

Social Media Waiver

Name of participant: _____ Age: _____

Kingman Center for the Arts will be producing media content with the intention of using it in marketing campaigns. Content may include pictures or videos of productions, events, rehearsals and classes. Content may be posted on our website, on Facebook, in print or email advertising, or on our YouTube channel.

By signing this waiver, you give permission for Kingman Center for the Arts to use your image in our marketing campaigns.

___ I give permission for Kingman Center for the Arts to use my image in its marketing campaigns.

___ I understand that images and recordings made will be used solely at the discretion of KCA and not sold to any other entity for commercial gain.

___ I understand that I will not be financially compensated for the use of my image. ___ I DO NOT give permission for

KCA to use my image in its marketing campaigns. Signature _____

_____ Date _____

(NOTE: ONLY FOR PRODUCTIONS AND MUST BE UPDATED FOR EACH SPECIFIC PRODUCTION)

Production Participant Contract Information

Performance Dates and Times : Feb. 29th 7:00pm, Mar. 1st 7:00pm, Mar. 2nd 1:00pm, Mar. 8th 7:00pm, Mar 9th 1:00pm,
Mar 9th 7:00pm
At Kingman High School

All performance dates and times are MANDATORY.

Rehearsal Etiquette:

Be on time to rehearsal. Continual lateness causes delayed start times which may result in additional rehearsals added to the schedule to make up the lost time.

Show respect. Please be respectful of the director and assistant director by promptly following directions. Excessive talking during rehearsal creates delays in learning parts and also may result in added rehearsals to the production schedule.

Wear appropriate clothing to rehearsal. Clothes and shoes that you can move around in are preferred. Please don't wear anything that may be distracting to the other performers. Food is to be eaten only in designated areas. We are responsible to pay for cleaning of the facility if there are any spills in the areas we are using. We would rather use this money for the BST theater renovations!

All cast and crew are expected to stay after the last performance to clean up the stage area. Behavior

Gossiping, backbiting and negativity are poison to a production. Anyone who participates is making an important commitment. You do not have to like everyone you work with but we expect you to be nice and respectful during rehearsal. If you are having problems with a cast member or production crew member, please bring it to the attention of the director, assistant director or producer.

Other behavior that will not be tolerated during rehearsal and performance time is excessive swearing, lewd or inappropriate behavior or dress, drug or alcohol use, or anything that is highly offensive to any of our cast or production members.

Costumes

Costumes are part of the overall artistic vision the director has for the play. Great care is taken to make sure colors look good together on stage and that the pieces fit well together. If you have costume items you think will fit your character, show them to the costume design crew and they will tell you if it is something you will be able to wear for performance. You may be asked to provide costume pieces that are not practical for the theater to buy. These items include pants for the men and dance shoes for the women and underclothing for all.

Signature is required on the following page titled "Participant Contract Signature Page". Please keep this sheet for your records.

Participant Contract Signature Page

Beale Street Theater

I have read the above information in the document titled “Participant Contract” and agree to the terms and conditions laid out therein.

Printed Name (Participant): _____ Date: _____

Signature (Participant): _____ I would like a cast t-shirt.

Yes / No Size: _____ (cost runs between \$12-\$15) Emergency Contacts: please PRINT

Name: _____ Phone: _____ Name: _____

_____ Phone: _____ Any medical or other

conditions we should be aware of:

Release and Waiver of Liability

_____ Kingman Center for
the Arts

This Release and Waiver of Liability ("Release") executed on (date) _____ by (Participant name) _____ in favor of Kingman Center for the Arts and its directors, officers, employees, and agents ("KCA"). The Kingman Center for the Arts is a nonprofit corporation organized and existing under the laws of the state of Arizona.

In Consideration for being able to serve as a participant with KCA, the undersigned Participant and/or guardian do hereby freely, willfully, and without duress execute this Release and Waiver of Liability under the following terms:

Release, Discharge, and Promise not to Sue: Participant and/or guardian does release and forever discharge and hold harmless KCA and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or hereafter may arise from Participant's activities with KCA. Participant and/or guardian understands and acknowledges that this Release discharges KCA from any liability or claim the Participant and/or guardian may have with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Participant's activities with KCA. **Insurance:** Participant and/or guardian understands that in the event of any injury, illness, death, or damage to property KCA does not assume any responsibility for or obligation to provide financial or other assistance, including but not limited to, medical, health or disability benefits or insurance of any nature. Participant and/or guardian expressly waive any such claim for compensation or liability on the part of KCA beyond what may be offered freely in the event of such injury or expenses are incurred.

Medical Treatment: Participant releases and forever discharges KCA from any claim that arises or hereafter may arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during Participant's activities with KCA. **Media Release:** Participant and/or guardian grants and conveys to KCA all right, title, and interest in any and all photographic images and/or video or audio recordings made by KCA during the Participant's activities with KCA; including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. KCA may freely reproduce and use these images or recordings on its print media, website, or any other advertising, or social media.

Relationship of Parties: Participant and/or guardian understand that no employer/employee relationship will exist between Participant and KCA. Participant expects no compensation in return for services provided.

Governing Law: This Release is governed by the State of Arizona and is intended to be as broad and inclusive as permitted by Arizona law. Participant and/or guardian agrees that in the event that any clause or provision of this Release is held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable.

Assumption of Risk: Participant and/or guardian understand that the services provided to KCA may include activities that may be hazardous, including but not limited to: Acting, dancing, stage fighting, stage aerobatics, lifting, use of power and other tools, use and construction of props and set.

Other: Participant will follow any and all safety precautions presented in writing or verbally. Signature of Participant

_____ Date _____

Signature of Guardian/Parent _____ Date _____ If Participant is under
eighteen (18) years of age

Social Media Waiver

Name of participant: _____ Age: _____

Kingman Center for the Arts will be producing media content with the intention of using it in marketing campaigns. Content may include pictures or videos of productions, events, rehearsals and classes. Content may be posted on our website, on Facebook, in print or email advertising, or on our YouTube channel.

By signing this waiver, you give permission for Kingman Center for the Arts to use your image in our marketing campaigns.

___ I give permission for Kingman Center for the Arts to use my image in its marketing campaigns.

___ I understand that images and recordings made will be used solely at the discretion of KCA and not sold to any other entity for commercial gain.

___ I understand that I will not be financially compensated for the use of my image. ___ I don't give permission for KCA to

use my image in its marketing campaigns. Signature _____

Date _____

KCA INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations, criminal activities, or any serious personnel behavior incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report: [DATE]

1. PERSON INVOLVED

Full Name: [NAME] Address: [ADDRESS]

Identification: ☐ Driver's License No. [#]

Phone: [PHONE NUMBER] E-Mail: [E-MAIL ADDRESS]

2. THE INCIDENT

Date of Incident: [DATE] Time: [TIME] ☐ AM ☐ PM

Location: [LOCATION]

Describe the Incident: [DESCRIBE THE INCIDENT]

3. INJURIES

Was anyone injured? ☐ Yes ☐ No

If yes, describe the injuries: [DESCRIPTION OF INJURIES]

4. WITNESSES

Were there witnesses to the incident? ☐ Yes ☐ No

If yes, enter the witnesses' names and contact info: [NAMES OF WITNESSES]

5. POLICE / MEDICAL SERVICES

Police Notified? ☐ Yes ☐ No If yes, was a report filed? ☐ Yes ☐ No

Was medical treatment provided? ☐ Yes ☐ No ☐ Refused

If yes, where was medical treatment provided? ☐ On site ☐ Hospital ☐ Other: [OTHER]

6. PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Report received by: [NAME] Date: [DATE]

Follow-up action taken:

Action Taken: DESCRIBE]

Release and Waiver of Liability

Kingman Center for the Arts

This Release and Waiver of Liability (“Release”) executed on (date) _____ by (Participant name) _____ in favor of Kingman Center for the Arts and its directors, officers, employees, and agents (“KCA”). The Kingman Center for the Arts is a nonprofit corporation organized and existing under the laws of the state of Arizona.

In Consideration for being able to serve as a participant with KCA, the undersigned Participant and/or guardian do hereby freely, willfully, and without duress execute this Release and Waiver of Liability under the following terms:

1. **Release, Discharge, and Promise not to Sue:** Participant and/or guardian does release and forever discharge and hold harmless KCA and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or hereafter may arise from Participant’s activities with KCA. Participant and/or guardian understands and acknowledges that this Release discharges KCA from any liability or claim the Participant and/or guardian may have with respect to bodily injury, personal injury, illness, death, or property damage that may result from the Participant’s activities with KCA.
2. **Insurance:** Participant and/or guardian understands that in the event of any injury, illness, death, or damage to property KCA does not assume any responsibility for or obligation to provide financial or other assistance, including but not limited to, medical, health or disability benefits or insurance of any nature. Participant and/or guardian expressly waive any such claim for compensation or liability on the part of KCA beyond what may be offered freely in the event of such injury or expenses are incurred.
3. **Medical Treatment:** Participant releases and forever discharges KCA from any claim that arises or hereafter may arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during Participant’s activities with KCA.
4. **Media Release:** Participant and/or guardian grants and conveys to KCA all right, title, and interest in any and all photographic images and/or video or audio recordings made by KCA during the Participant’s activities with KCA; including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. KCA may freely reproduce and use these images or recordings on its print media, website, or any other advertising, or social media.

Relationship of Parties: Participant and/or guardian understand that no employer/employee relationship will exist between Participant and KCA. Participant expects no compensation in return for services provided.

Governing Law: This Release is governed by the State of Arizona and is intended to be as broad and inclusive as permitted by Arizona law. Participant and/or guardian agrees that in the event that any clause or provision of this Release is held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable.

Assumption of Risk: Participant and/or guardian understand that the services provided to KCA may include activities that may be hazardous, including but not limited to: Acting, dancing, stage fighting, stage aerobatics, lifting, use of power and other tools, use and construction of props and set.

Other: Participant will follow any and all safety precautions presented in writing or verbally.

Signature of Participant _____ Date _____

Signature of Guardian/Parent _____ Date _____

If Participant is under eighteen (18) years of age

Production Sales Form

Ticket Sales

Opening Till	# of Bills		Closing Till	# of Bills	
\$20		=	\$100		=
\$10		=	\$50		=
\$5		=	\$20		=
\$1		=	\$10		=
			\$5		=
			\$1		=
			Cents		=
Totals		\$			\$
Minus Opening Till					\$ =
Total Should Equal Cash Sales on Ludus					\$
Difference if Any					\$

Concession Sales

Opening Till	# of Bills		Closing Till	# of Bills	
\$20		=	\$100		=
\$10		=	\$50		=
\$5		=	\$20		=
\$1		=	\$10		=
			\$5		=
			\$1		=
			Cents		=
Totals		\$			\$
Minus Opening Till					\$ =
Total Should Equal Cash Sales on Square					\$
Difference if Any					\$

Art Gallery Inventory Sheet and Release and Waiver of Liability

Release and Waiver of Liability

Kingman Center for the Arts This Release and Waiver of Liability ("Release")
executed on (date) _____ by (name) _____ (the
"Participant") in favor of Kingman Center for the Arts and its directors, officers, employees, and agents
("KCA"). The Kingman Center for the Arts is a nonprofit corporation organized and existing under the laws of
the state of Arizona. In Consideration for being able to serve as a participant with KCA, the undersigned
Participant and/or guardian do hereby freely, willfully, and without duress execute this Release and Waiver of
Liability under the following terms: 1. Release, Discharge, and Promise not to Sue: Participant and/or guardian
does release and forever discharge and hold harmless KCA and its successors and assigns from any and all
liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or hereafter may
arise from Participant's activities with KCA. Participant and/or guardian understands and acknowledges that
this Release discharges KCA from any liability or claim the Participant and/or guardian may have with respect
to bodily injury, personal injury, illness, death, or property damage that may result from the Participant's
activities with KCA. 2. Insurance: Participant and/or guardian understands that in the event of any injury,
illness, death, or damage to property KCA does not assume any responsibility for or obligation to provide
financial or other assistance, including but not limited to, medical, health, or disability benefits or insurance of
any nature. Participant and/or guardian expressly waive any such claim for compensation or liability on the part
of KCA beyond what may be offered freely in the event of such injury or expenses are incurred. 3. Medical
Treatment: Participant releases and forever discharges KCA from any claim that arises or hereafter may arise on
account of any first-aid treatment or other medical services rendered in connection with an emergency during
Participant's activities with KCA. 4. Media Release: Participant and/or guardian grants and conveys to KCA all
right, title, and interest in any and all photographic images and/or video or audio recordings made by KCA
during the Participant's activities with KCA; including, but not limited to, any royalties, proceeds, or other
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and KCA. Participant expects no compensation in return for services provided. Governing Law: This Release is
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any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the
remaining provisions hereof which shall continue to be enforceable. Assumption of Risk: Participant and/or
guardian understand that the services provided to KCA may include activities that may be hazardous, including
but not limited to: Acting, dancing, stage fighting, stage aerobatics, lifting, use of power and other tools, use and
construction of props and set. Other: Participant and/or guardian understand this is the complete and only
agreement between the parties. Participant will follow any and all safety precautions presented in writing or
verbally.

Signature of Participant _____ Date _____
Signature of Guardian/Parent _____ Date _____ If
Participant is under eighteen (18) years of age

PART SIX - VOLUNTEER AGREEMENT AND ACKNOWLEDGEMENT

Appreciation

Regardless of your contribution to KCA, you are making a dramatic difference in the lives of others by volunteering your time. You are a vital resource for this organization, which could not survive without the assistance and determination of community members like you. While participating in this experience, we are confident that you will feel a sense of giving to others and enjoy the impact you have made on our community. Thank you for your time and effort.

Conduct and Professionalism Commitment

As a volunteer for the KCA, and in consideration for the opportunity to give back to our community and support the cultivation of local arts, I agree to:

- treat all KCA staff, volunteers, and patrons with respect and consideration;
- attend any required KCA volunteer training sessions;
- fulfill my responsibilities with KCA to the best of my ability, regardless of how small my role or how large my personal problems;
- do my best to be on time and present for my responsibilities with KCA;
- follow the instructions given to me by my supervisor, and bring any concerns or grievances to his or her attention in keeping with KCA procedures;
- apply hard work and cooperation because every successful KCA event or activity is a collective effort;
- be patient and avoid temperamental outbursts and gossip, which create tension and serve no useful purpose;
- take responsibility for my actions and errors, and make amends where necessary;
- refrain from making caustic criticism of another artist's work in any form;
- inspire the public to respect me and my craft through graciousness in accepting both praise and constructive criticism; and to
- direct my efforts in such a manner that when I leave the KCA, it will stand as a greater organization for my having volunteered there.

Signature _____ Date _____

Parent signature, if participant is under age 18

Safety Commitment

Further, I commit to using every reasonable precaution and adhering to all procedures and policies regarding safety as proscribed in all KCA safety training sessions and within this Handbook.

I will at all times conduct myself in a manner that prioritizes the health and safety of myself, those around me, and any private property and venues for which I may come in contact.

Signature _____ Date _____

Parent signature, if participant is under age 18

Volunteer Handbook Acknowledgement

I, _____, understand the requirements and expectations outlined by the KCA Volunteer Handbook.

I acknowledge receipt of the KCA Volunteer Handbook and agree to abide by the policies and guidelines outlined within as a condition of my involvement with Kingman Center for the Arts.

I understand that if I have questions regarding KCA policies, I will consult with my Event Organizer or any member of the Volunteer Communications Committee.

Signature: _____

Printed Name: _____

Date: _____