



Curtain Call Collective

Curtain Call Collective Welcome Pack

Rehearsal space address
Lodge, St Johns 60,
Inverkeithing
KY11 1LW

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Our Mission Statement

We aim is to inspire and empower individuals of all ages to realise their full potential through the transformative power of theatre. We aim to promote a vibrant community where people can come together to learn, knowledge share, and develop their physical, social, and theatrical skills. By providing a safe and inclusive space, we encourage creativity, collaboration, and personal growth, enriching the lives of our members and the broader community.

Information within this pack

- ❖ Introduction by committee
- ❖ Committee Information
- ❖ Policies
- ❖ Member information (values, behaviours, costs, etc)
- ❖ Costume information
- ❖ Events and Fundraising
- ❖ Safety
- ❖ Tuck Shop
- ❖ Complaint and Grievance
- ❖ Membership Agreement Form
- ❖ Volunteer Agreement Form
- ❖ GDPR Consent Form
- ❖ Permission Form (P1)

Introduction by the Committee

Welcome, and thank you for choosing Curtain Call Collective, Inverkeithing community drama/theatre group.

We have this welcome pack as a guide for all members joining curtain call collective. We spend a lot of time teaching our members what it means to be part of our theatre group and what we expect of them.

This guide outlines the expectations we have for our members and what they can expect from us. We always prioritise the safety and care of our members.

We ask that each member takes the information within this pack seriously. It is important to understand when representing Curtain Call Collective, whether out in the community or on social media, respect is paramount. Members should always conduct themselves in a manner that reflects positively on our group.

Thank you for taking the time to read this guide. We hope it helps you feel more confident and informed about our group.

Kind regards,

Curtain Call Collective Committee

Our Board / Production Team

Paula Dolan	Director
John Dolan	Co-Director & Staging
Danyella Philip	Treasurer
Ambrin Wilson	Secretary & Acting Coach

Voting Members

Amy Glass	Choreographer
Emma Parsley	Acting Coach
Karl Reid	Music Producer
William Cowan	Volunteer

Policies

Equal Opportunities

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Curtain Call Collective will strive to avoid intentional and unintentional discrimination by virtue of gender, sexual orientation, race, ethnic origin, age, disability, and religious belief.

The group will undertake whatever changes that may be necessary to implement the above.

Protection of Children and Vulnerable Adults

In compliance with national legislation, Curtain Call Collective has policies in place for the protection of children and vulnerable adults. Curtain Call Collective will ensure all Members and coaches who work with children have a sound knowledge of these policies. Curtain Call Collective will also follow all policies, procedures, and protocols in the interests of the health and safety of children and vulnerable adults during training and public events.

Our Policies are available on request.

Membership Information

Membership into Curtain Call Collective is open to all who are not under any legal disqualification. There will be no discrimination on grounds of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

Membership Tiers

There are 3 types of memberships within our organisation.

The Board / Production Team

Role: The board is composed of volunteers who act in the interest of the group by providing information, knowledge, administration, and ensuring adherence to all policies.

Election: Board members are elected by voting members every three years.

Eligibility: To be a board member, one must be elected and over the age of 16.

Responsibilities: Board members are responsible for the overall governance of the community group, including strategic planning, financial oversight, and policy development.

Voting Members

Eligibility: Voting members must be at least 16 years of age.

Rights: They have the right to vote for board members and are required to attend the Annual General Meeting (AGM).

Commitment: Voting members are volunteers who agree to the responsibilities of being voting members. Membership is free but requires a certain level of commitment.

Responsibilities: Voting members participate in decision-making processes, attend meetings, and support the activities of the community group.

Cast Members

Eligibility: Cast members can be from the age of 5 years and up. Anyone can join to be a cast member but is required to pay the membership fee.

Role: They participate in shows, help with production, and are expected to be committed to the production of the pantomime.

Rights: Cast members do not have voting rights.

Responsibilities: Cast members are expected to attend rehearsals, contribute to the production process, and perform in shows.

We want to have an inclusive environment where all ages can learn from each other, we do not have separate workshops/shows for age groups to allow holistic learning.

The committee may, at its discretion, refuse to admit any person into Membership. Each applicant will be notified by writing or by e-mail on its decision whether on the agreement of membership or not.

All Memberships are **non-transferable**.

Cast Members must provide 2 weeks' notice should they wish to withdraw their membership.

Meetings

Annual General Meeting (AGM)

Purpose:

The purpose of the Annual General Meeting is to provide a forum for the members of the community theatre group to review the past year's activities, discuss future plans, elect board members, and address any significant issues affecting the organisation. The AGM ensures transparency, accountability, and member participation in the governance of Curtain Call Collective.

Timing & Quorum:

The AGM shall be held once a year, within the first quarter of the calendar year. The exact date and time of the AGM will be determined by the board and communicated to all members at least 30 days in advance.

A quorum for the AGM shall consist of at least 25% of the voting members. If a quorum is not present, the meeting shall be adjourned and rescheduled within 30 days.

Special Meetings

Purpose:

The purpose of special meetings is to address urgent or significant matters that arise between Annual General Meetings (AGMs) and require immediate attention or decision by the membership or board. Special meetings ensure the organisation can respond promptly to important issues, maintain effective governance, and uphold the interest of Curtain Call Collective.

Values

Each member does have responsibilities as part of their membership. We ask for certain standards of behaviour, which are:

- ❖ Commitment
- ❖ Self-discipline
- ❖ Honesty & Integrity
- ❖ Loyalty
- ❖ Understanding & Respect

The production team encourage all members to adopt these values. The team also follow these values: they are expected to be thoughtful, professional, and caring in the way they behave.

Behaviour

As well as the positive values previously listed, some behaviour is not acceptable and may result in a member being asked to leave.



Bullying:

This can be emotional or physical, neither is tolerated and instances are firmly dealt with. Victims of bullying are encouraged to report it. We will also not put up with bullying between members outside of rehearsal space.



Smoking / Vaping:

Smoking / vaping is not permitted within any premises that we conduct shows or rehearsals. Members under the age of 18 are not permitted to smoke/vape.



Alcohol:

Members and staff are not allowed to drink alcohol during shows or rehearsals. Any members who arrive under the influence will not be allowed to participate in rehearsals/shows.



Drug Abuse:

Drug abuse is not tolerated. Trying to bring drugs into rehearsal/show premises or trying to persuade other members to use drugs will lead to dismissal from the group. Parents/guardians or the police will be told of drug related incidents.



Theft:

In a close-knit team atmosphere of the group there is no place for mistrust. Stealing from your fellow members is unforgiveable and will lead to dismissal.



Disregard:

Disregard to information provided at rehearsals, show days & events such as “only go where permitted” will not be tolerated and can lead to dismissal.

Cost

Memberships are £10.00 per month, payable to our treasurer. These fees cover materials used during rehearsals and shows, ensuring we can provide quality costumes and props for our cast and crew.

Please note as membership fees are monthly, we cannot offer refunds for absences due to sickness or holidays. Fees are collected from January to November, with no charges in December to keep costs reasonable for members, even if events are held.

We offer discounts for close family members (siblings, spouses, and/or parents/guardians) who join. For example, if one member joins, the cost is £10.00. If a brother joins, the cost for the brother is £8.00, and if a mother joins, the cost for the mother is £6.00, making the total monthly amount £24.00. The lowest membership fee is £6.00, as illustrated in the example.

Details on where memberships can be paid will be updated once a bank account has been set up for the group.

Costumes



Costumes will be provided by the Curtain Call Collective Production team



Members are not required to contribute financially towards costumes or shoes.



Members may occasionally be asked to wear their own shoes or provide parts of their costumes to enhance their character.



Curtain Call Collective is not responsible for any damage to personal belongings.



Members are expected to handle costumes and props with care and respect, as some items may be irreplaceable.



Members must ensure all costumes are collected at the end of rehearsals and shows and returned to the production team as instructed.



Under no circumstances can members purchase or keep costumes or props, as this allows us to reuse them for future productions and benefit other members.



If costumes are intentionally damaged, members will be asked to cover the cost of repairs or replacements. We understand that accidents happen and encourage members to be open and honest if something goes wrong.



Curtain Call Collective T-shirts (with logo) are available for purchase from the production team for £7.00.

Events & Fundraisers

To secure funding for future events and showcase the cast's skills and talents, we will participate in various events and fundraisers. Participation is entirely voluntary, but greater involvement helps us better represent our values to the local community.

Events:

It is crucial that the values and behaviours outline in this document are upheld during rehearsals, shows, events, and fundraisers. Members represent Curtain Call Collective at all times. Most events will be local, such as the Inverkeithing Gala, and members may need to provide their own food and clothing.

Fundraisers:

We aim to ensure everyone enjoys our fundraisers, as they are a key part of our identity. These activities not only raise money for upcoming shows but also promote our group to potential new members.

A permission slip must be completed and signed before any members under the age of 18 can partake in fundraisers and/or events.

Safety

Your safety and well-being are our top priorities. To ensure a safe and enjoyable experience for everyone, please consider the following guidelines:

- Familiarise yourself with emergency procedures, including evacuation routes and emergency contacts.
- Know the location of first aid kits and identify members trained in first aid.
- Ensure you are only in designated areas for you. Any members found in areas that have been advised out of bounds may be asked to leave.
- Do not use any equipment or tools unless trained.

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- Use non-toxic materials for costumes and makeup and ensure proper ventilation.
- Participate in physical and vocal warmups to prevent injuries.
- Keep the stage and rehearsal area clear of obstacles and ensure proper lighting to avoid trips and falls.
- Do not handle chemicals unless trained to do so.
- Maintain cleanliness in common areas and equipment.
- Follow protocols if you are feeling unwell to prevent the spread of illness.
- Records of injuries, incidents, and accidents will be kept in our records.

By adhering to these guidelines, we can create a safe and supportive environment for everyone involved. Your cooperation and commitment to safety are greatly appreciated.

Tuck Shop

New to 2025, there will be a tuck shop available to all members to purchase food and drink during break periods. Any profit from this will be used to supply costumes, equipment, or any additional items.

Handling Complaints & Grievance

If you have any complaints or grievances, please bring them to a member of the production team. For serious matters, you may go directly to the director.

Parents, Guardians, and members are encouraged to discuss any concerns or issues with the director. If you are not satisfied with the response, you have the right to file a formal complaint in writing to the director. The director will inform the committee and conduct a thorough investigation. A written response will be provided after the investigation.

At Curtain Call Collective, we take complaints and grievances seriously and strive to find a suitable resolution for all parties involved.



Membership Agreement Form

Please ensure all requested information is provided IN BLOCK CAPITALS. Rest assured that all details will be securely held and treated with strict confidentiality in accordance with GDPR regulations. Your information will be used solely for Curtain Call Collective purposes and will not be shared with any third parties. Please also complete the GDPR form.

Personal Information

Name of Member	
Address	
Date of Birth	
Name of School (if applicable)	
Mobile Tel No. (Member)	
Mobile Tel No. (Parent / Guardian)	
Email Address(es) (<i>this is to obtain a form of communication with you</i>)	

Emergency Information

Please supply the names and details of two people that may be contacted in an emergency:

Contact Number One	
Name:	
Relationship:	
Address:	
Phone No:	

*Contact Number Two***Name:****Relationship:****Address:****Phone No:****Medical Information****Do you have any medical conditions or allergies we should be aware of?***(Please specify)***Do you require any special accommodations?***(Please specify)***Are you currently taking any medication that we should be aware of?***(Please specify)***Mental Health Support****Do you have any mental health conditions or specific needs we should be aware of to support your well-being?***(Please specify)***Do you require any accommodations or support related to your mental health?***(Please Specify)*

Permission to Administer Medication

If necessary, do you give permission for a designated member of Curtain Call Collective to administer your medication?	Yes	No
If yes, please provide detailed instructions for administering the medication:		

Membership Agreement

By signing this agreement, you are indicating that you are generally available for rehearsals and performances and will provide notice should circumstances change.

- I adhere to the guidelines and policies of Curtain Call Collective
- I agree that all information provided in this form is correct.
- By signing this form, you commit to Curtain Call Collective and will make every effort to be present.

Signature: _____

Date: _____



GDPR Consent Form

Introduction

Thank you for your interest in becoming a member of Curtain Call Collective. During your time with us we will be working towards putting on productions for the local community.

We respect your privacy and are committed to protecting your personal data. This GDPR consent form outlines how we collect, use, and store your personal information in compliance with the General Data Protection Regulation (GDPR).

1. Personal Information Collected

We may collect and process the following types of personal data:

- Name
- Address
- Email Address
- Phone Number
- Date of Birth
- Information about any medical conditions, disabilities, and/or allergies
- The contact details of your parents/guardians, any other emergency contact and details of the person collecting you after rehearsals/show (inc. their name, email address, and contact number)
- Your photograph
- Any other information provided voluntarily.

2. Purpose of Data Processing

Your personal data may be used for the following purposes:

- Membership management
- Communication

3. Consent

By signing this consent form, you agree to the collection, processing, and storage of your personal data as described above. You have the right to withdraw your consent at any time by contacting us at curtaincallcollective1@gmail.com

4. Data Security

We are committed to ensuring the security of your personal data. All reasonable precautions will be taken to prevent the loss, misuse, or alteration of your information.

5. Data Sharing

Your personal data will not be shared with third parties.



6. Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes outlined in this consent form or as long as required by law.

7. Your Rights

You have the following rights regarding your personal data:

- Right to access: you can request access to your personal data held by us.
- Right to rectification: you can request corrections to any inaccuracies in your personal data.
- Right to erasure: you can request the deletion of your personal data under certain circumstances.
- Right to restrict processing: you can request restrictions on the processing of your personal data under certain circumstances.
- Right to portability: you can request a copy of your personal data in a commonly used, machine-readable format.

8. Videography and Photography

Your videos and/or posters will be retained by our team for a period of three years. Once a publication exists on the internet it cannot be controlled, Curtain Call Collective can only control the files we manage.

9. Contact Information

If you have any questions or concerns about our data processing practices or wish to exercise your rights under GDPR, please contact us at curtaincallcollective1@gmail.com.

By signing the below, you acknowledge that you have read and understood this GDPR Consent Form and agree to the processing of your personal data described herein.

Signature: _____

Date: _____



Volunteer Agreement Form

Please ensure all requested information is provided IN BLOCK CAPITALS. Rest assured that all details will be securely held and treated with strict confidentiality in accordance with GDPR regulations. Your information will be used solely for Curtain Call Collective purposes and will not be shared with any third parties.

Personal Information

Name of Volunteer	
Address	
Mobile Tel No. (Member)	
Email Address(es) <i>(this is to obtain a form of communication with you)</i>	

Emergency Information

Please supply the names and details of two people that may be contacted in an emergency:

<i>Contact Number One</i>	
Name:	
Relationship:	
Address:	
Phone No:	
<i>Contact Number Two</i>	
Name:	
Relationship:	
Address:	
Phone No:	

Medical Information

Do you have any medical conditions or allergies we should be aware of?

(Please specify)

Do you require any special accommodations?

(Please specify)

Are you currently taking any medication that we should be aware of?

(Please specify)

Mental Health Support

Do you have any mental health conditions or specific needs we should be aware of to support your well-being?

(Please specify)

Do you require any accommodations or support related to your mental health?

(Please Specify)

Permission to Administer Medication

If necessary, do you give permission for a designated member of Curtain Call Collective to administer your medication?

Yes

No

If yes, please provide detailed instructions for administering the medication:

Role Preferences & Commitment

What are your preferred roles? (e.g., backstage, technical support, etc.)		
<i>(Please specify)</i>		
Are you understanding of the commitment expectations (e.g., punctuality, reliability, etc.)	Yes	No

Volunteer Agreement

By signing this agreement, you are indicating that you are generally available for rehearsals and performances and will provide notice should circumstances change.

- I adhere to the guidelines and policies of Curtain Call Collective
- I agree that all information provided in this form is correct.
- By signing this form, you commit to Curtain Call Collective and will make every effort to be present.

Signature: _____

Date: _____

Permission Form for Participation (P1)

This form is to obtain your consent to participate in various events and fundraisers organised by our production team. Your participation helps the success of these activities, and we appreciate your commitment and support.



Personal Information

Name of Member	
Mobile Tel No. (Member)	
Mobile Tel No. (Parent / Guardian)	
Email Address(es)	
Emergency Contact Name	
Emergency Contact No.	

Event Details: I consent to participate in the following events and fundraisers organised by the production team:

Event: _____

Date(s): _____

Location(s): _____

Consent and Agreement: By signing this form I agree to:

- Participate in the specified events and fundraisers.
- Follow all guidelines and instructions provided by the production team.
- Acknowledge that the production team will provide duty of care during these events.

Health & Safety:

- I have disclosed any relevant medical conditions or allergies: Yes/No
- I consent to emergency treatment if necessary: Yes/No

Media Release: I grant permission for the production team to photograph and/or video record me during these events and to use these images/videos for promotional purposes: Yes/No

Signature: _____

Date: _____

