**Mermaids Performing Arts Fund**

**Production Wellbeing Plan**

Wellbeing is essential to all productions as a cast that feels well and supported will be able to enjoy the experience and perform their best. Being involved in a production can create some wellbeing challenges: long rehearsals, emotionally charged scenes, and an extra addition of work onto already busy student lives. With these factors in mind, Mermaids has collated some key resources and recommendations on how to maintain wellbeing and support your cast and crew during the production, and we ask that you read this guide and then complete the wellbeing plan on the following page.

Recommendations

* At your first rehearsal, take the time to build community and set boundaries. Have everyone introduce themselves, some basic information (degree, year, etc.), and their pronouns if they would like. Also explain what is in place to ensure wellbeing throughout the show. This might include:
* Introducing a designated member of the production team to serve as the Wellbeing Coordinator. **Mermaids currently require that your Wellbeing Coordinator be a separate member of PT, to prevent conflict between the duties of other roles.**
* Explaining that cast members are free to take a breather if they need to at any point in rehearsal. You may also choose to ask that if they need anything more than a quick reset, or if they need to step out for the remainder of the rehearsal (or more), that they message the director or Coordinator.
* Discussing how you will begin and end each rehearsal. Consider whether you might begin each rehearsal with a 5-minute chat period, a quick character exercise, or a stretch. Similarly, how will you signify each rehearsal is over and that you are all leaving the rehearsal mindset. This helps to separate actors and crew from their show roles and their real lives.
* Decide on ‘working hours’: the times where cast and crew can exchange information and messages and expect a response; Outside of these hours, responses cannot be expected.
* Offer trigger warnings for each rehearsal as possible. Ideally, provide these in your rehearsal schedule so that participants can prepare themselves.
* Ensure that more intimate/challenging scenes are done incrementally. Schedule a rehearsal that is just the relevant actors and the director. Then introduce the scene at a run through that is more relaxed.
* Especially for physical interactions, do them enough that they are comfortable but do not repeat them unnecessarily to ensure people are not overwhelmed.
* Make the rehearsal process interactive. Ask for feedback throughout rehearsals and offer opportunities for dialogue about why things are being done a certain way.
* As you get closer to show dates, make sure you are reviewing the parts of the show actors are not yet comfortable with.

Key Resources

* The Advice and Support Centre
* The ASC are trained members of staff from Student Services, and they can help you to arrange appointments to speak with Student Services and get the support you need. You can book Student Services appointments online, new appointments are released DAILY [https://outlook.office365.com/owa/calendar/StudentServicesUniversityofStAndrews@UniversityofStAndrews907.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/StudentServicesUniversityofStAndrews%40UniversityofStAndrews907.onmicrosoft.com/bookings/)
* Phone: +44 (0)1334 46 2020
* Email: theasc@st-andrews.ac.uk
* The Chaplaincy
* Phone: +44 (0)1334 46 2866
* Email: chaplaincy@st-andrews.ac.uk
* [Samaritans](https://www.samaritans.org/?nation=scotland)
* Phone: 116 123
* Email: jo@samaritans.org
* [Breathing Space](https://breathingspace.scot/)
* Phone: 0800 83 85 87
* Webchat available Monday to Friday, 6.00pm to 2.00am, Saturday and Sunday, 4.00pm to 12.00am
* [Nightline](https://nightline.st-andrews.ac.uk)
	+ Open six days a week Mon-Sat
	+ Phone (open 8pm-7am): 01334 46 2266
	+ [Instant Message 8pm-12am](https://portal.nightline.ac.uk/im/St-An_Nightline)
	+ Email: nightline@st-andrews.ac.uk

Committee Members

* In term time, VP Bella Hirst (ih64@) oversees wellbeing
	+ - If you do not feel comfortable speaking with the VP, you can also reach out to our President, Louise (merpres@)
		- In the case that you do not feel comfortable speaking to the VP or President, you can speak with Sabbs we liase with, Sam (dosda@) or Lucy (does@).

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| **Show Title:**  |
| **Show Dates:**  |
| **Wellbeing Coordinator (as designated member of production team for wellbeing concerns)** |
| **Please list the relevant trigger warnings for your show:**  |
| **Please locate and list at least one (1) resource for each trigger warning that will be accessible to your cast and crew:**  |
| **Please list any physical requirements for specific roles that may provide accessibility challenges to the production:** |
| **Please list additional measures you will take to ensure cast and crew wellbeing throughout the production:**  |
| **Please sign below confirming your intent to share the above resources with your cast and implement additional wellbeing measures as necessary.** **Wellbeing Coordinator: Mermaids VP:** **Alternate Wellbeing Coordinator: Mermaids Productions Coordinator:**  |