

# Website Posting Guidelines

## Out of the Box Theatre Company

1. The content of a post on our blog can be on any aspect of playback theatre performance and public events Out of the Box Theatre Company are involved with. This may include such things as discussion about a particular performance night, the acting, music, lights the nature of the stories. It might be general comment on the forms of playback, the skills used, the history, philosophy and so forth. A person might say why or how they are personally involved in playback or what they enjoy about it.
2. Out of the Box may post items to promote an audition or training opportunity, an upcoming performance, event or other general information. We may also post a brief and friendly status update about activities the troupe is involved with such as the next spring jam, retreat, performance, etc. Out of the Box may post a photo of the troupe at such events provided we have the permission of those pictured.
3. Respect others privacy. It is important that the audience members and others feel safe to share their stories to enjoy the playback experience.
  - a. Under no circumstance post or comment about a person's story or a performance from a commissioned gig as these are usually done in the context of agreed mutual confidentiality such as workshops, team building, health professionals or therapy groups.
  - b. At a public performance do not post information or images identifying the teller or others to the story and avoid personal or sensitive detail that may embarrass those involved. Audience members may volunteer to tell a personal story in front of other members of the public and so their consent to share their story publicly is self-evident. However that does not extend to website publication without their express permission. If you are the teller and you give permission to post information about the story please consider and respect the privacy of others involved too.
  - c. If you have permission to include an image, name or details of a story in our blog then it is good practice to state that you have that permission in your posting.
  - d. A posting should not include the specifics of a rehearsal, team meeting, training session or team retreat as this is not part of the public domain.
4. Be generous, friendly, respectful and positive towards others in the playback community including troupe members, our audience, visitors and the public. It's ok to express an opinion on things to do with playback and even how that may relate to the wider story of our lives of both positive and negative experience. It is ok to express differences of opinion especially if comment is invited. This is acceptable provided it is constructive, respectful and fair comment and not a form personal attack.
5. Keep postings family friendly and community minded. Avoid offensive language, or comments that discriminate against individuals on the basis on race, religion, gender, ethnicity, sexuality or political affiliation.
6. You may post an image provided it meets the spirit of these guidelines. Use your judgment here, general photos of performers with the audience is probably ok, easily identifiable close ups of people should not be posted without their permission. Images likely to offend or embarrass are not appropriate.
7. Acknowledge the ideas, writing and creative efforts of others. Do not plagiarise or infringe on other's copyright.
8. Never post personal contact details, passwords, email addresses or other personal information.
9. You may post a link to another public website or to within our website if it is relevant to your discussion and appropriate content. Avoid links to offensive material. Never post anything or insert links to anything illegal. In the online world that might include, but not limited to, such activities as making personal threats, inciting violence, child pornography, illegal downloads, etc.
10. If you are concerned about content on our website that may be in breach of these guidelines please contact Out of the Box Theatre.
11. Anyone authoring posts or commenting on our website have a responsibility to abide by these guidelines. Out of the Box reserves the right to edit or remove any content posted on the website in breach of our guidelines. A breach of our guidelines may also result in a person's subscription being cancelled without notice.

### Disclaimer

Out of the Box does not in any way claim to guarantee the enforcement of any part of these guidelines or within any given time frame. Out of the Box reserves the right to post, edit or remove any content on our website at any time including the content of these guidelines. We also reserve the right to create, manage and cancel subscriber access and to change, limit or expand the scope of content or comment that may be posted to any part of this website at any time at our discretion.