



### Electronic Production Communications

- Director will create an electronic communication space for cast, crew, and production team to communicate for the duration of the rehearsal and performance. Examples are a Facebook group or WhatsApp group chat. Alternative platforms may only be used with unanimous agreement from all volunteers.
- Admins will be Director, Stage Manager, and one KMC Onstage Staff member. Additional admins may be added as appropriate for the production.
- ALL cast, crew, and production team members must be added to the group. In the case of Youth cast, at least one parent/guardian must be added for each child. All KMC Onstage Staff must be added to the group.
- The purpose of this space is to facilitate efficient communication with production team, cast, and crew. Admins will ensure that communication is kept relevant to the show, and minimize unnecessary chatter that creates excessive notifications.
- The settings for this group must be set to “private” and kept as confidential as possible. NO sharing any content outside of the group without explicit written authorization from KMC Onstage staff and/or production team.
- All content must comply with [DOD Social Media Policy](#) and KMC Onstage Social Media requirements:  
We do not allow graphic, obscene, explicit sexist, homophobic, or racist comments or submissions nor do we allow content or comments that are abusive, hateful or intended to harass or defame anyone or any organization.
- KMC Onstage Staff will post as needed to communicate about volunteer performance opportunities, marketing materials to promote the show, complimentary ticket booking, facility and Garrison updates that may impact rehearsals or performances (weather condition closures, facility usage conflicts, facility closures, etc).
- Content shared that contains copyrighted material, such as rehearsal tracks, choreography videos, etc. MAY NOT BE SHARED outside of the group.
- Photo or video content shared in the group that does not contain copyrighted material, such as cast photos, may ONLY be shared outside of the group with explicit written consent of ALL persons in the content.