

## LIAISON REPORT

Thank you again for agreeing to support your fellow artists and the Association by serving as a Liaison!

Please complete this report and submit it to [liaison@caea.com](mailto:liaison@caea.com) as soon as possible following the close of production. It is essential to verify that all Equity members have been paid in full so that Equity can process the release of the Engager's security bond in a timely manner, as required by the Agreement.

Liaison name:  Email:

Engager:  Report date:   
mm/dd/yy

Production:

### FEES

Yes No N/A

- Have all weekly fees been paid?
- Have all additional service fees (including stage management overtime) been paid?
- Has GST/HST been paid to registered artists?
- Have return transportation expenses been paid to out-of-town artists?
- Have all out-of-pocket expenses been reimbursed?
- Have Stage Managers received payment of vacation pay?

If any of these items have not been paid, or there are any other outstanding contractual obligations, please contact an Equity Business Representative immediately at [busrep@caea.com](mailto:busrep@caea.com).

### RESPECTFUL WORKPLACE

Yes No N/A

- Did the First Day Talk/Joint Respectful Workplace Statement take place?
- Did a representative from the theatre participate in the First Day Talk/Joint Respectful Workplace Statement?
- Are Not in OUR Space! materials posted/present in the workplace and identified for everyone?
- Was a representative from the theatre identified as a contact person for concerns about maintaining a safe and respectful workplace?
- Did the theatre make available a Respectful Workplace Policy or other process for filing a complaint?
- Did the theatre make available any organizational anti-oppression materials?

Please provide more feedback on the following page...

**We want to hear from you!**

**Please report any issues pertaining to the collective agreement or engagement policy.**

You may also use this section to provide suggestions for improvements to the existing agreement/policy.

Please be sure to include the Clause number and suggest possible solutions to the issue.

---

**Please report any issues pertaining to maintaining a respectful workplace.**

---

**Please report any issues pertaining to environmental/physical health & safety.**