

emBODY PROJECT THEATRE

RESEARCH, DOCUMENTATION & MEDIA POLICY

embodyprojecttheatre.com · embodyprojecttheatre@gmail.com

Applies to: All emBODY Project Theatre audiences, participants, artists, staff, and collaborators · Last updated: June 2026

emBODY Project Theatre is, at its core, a practice-as-research organization. Our work is not simply documented: it is studied. Rehearsal processes, Lab cycles, performances, and training sessions are sites of inquiry, and the materials generated through them (notes, images, recordings, surveys, and reflections) are part of our ongoing research. This policy explains how we collect, use, and protect that material, and what participants at every level of our work can expect. It is written in plain language so you can understand what applies to you.

This policy is the general umbrella for documentation and media practices across emBODY. The specific permissions you sign, such as a Talent Release for photography, video, and creative work, or an Informed Consent to Participate in Research for formal study involvement, govern your individual agreement in more detail and control where they are more specific than this policy. This policy also works alongside our Community Conduct & Care Policy and our Accessibility and Accommodations guidelines. If you have questions at any time, please reach out.

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1. WHY WE DOCUMENT

We document our work in order to reflect on and improve our artistic and pedagogical practices; support practice-as-research, including academic and professional sharing; understand how audiences and communities respond to our work; preserve an archive of our productions, Labs, and training programs; and share selected materials publicly to represent what we make. We do not sell personal data or share it with third parties for commercial purposes. Identifiable research data may be shared with named co-investigators or research partners identified in a specific project's Informed Consent to Participate in Research; this is distinct from, and not the same as, commercial third-party sharing, which we do not do.

2. WHO THIS POLICY APPLIES TO

This policy applies to everyone who participates in emBODY Project Theatre activities, including audience members and community participants at performances, showings, open rehearsals, public events, or community gatherings; Lab participants in Lab cycles, practice-as-research projects, or developmental workshops; Ensemble members and project collaborators working on productions or research-based projects; Studio and training participants in classes, intensives, and professional development offerings; and volunteers and partners supporting events or participating in joint activities.

3. WHAT WE DOCUMENT & COLLECT

Audience and Community Events

At performances, showings, and community events, we may invite audience members to complete voluntary surveys or feedback forms, conduct optional interviews or brief conversations about the work, and capture photography and video or audio recordings of the event space, audience, performance, or discussion portions. Participation in surveys and interviews is always optional. You may decline without any impact on your ability to attend events.

Lab Participants

In Labs and practice-as-research spaces, we may take rehearsal and process notes, record group reflections and debriefs, capture photography or video of selected exercises and sharings, invite written reflections and interviews, and track anonymized information about themes, methods, and impacts. Lab participants are informed at the beginning of each process about the kinds of documentation planned and have structured opportunities to set boundaries and ask questions.

Ensemble Members and Project Collaborators

For productions and project collaborations, we may document rehearsals through notes, schedules, and call sheets; capture photography and video of rehearsals and performances; collect bios, headshots, and program information; record audio or video for archival, research, or promotional use; and invite participation in surveys, interviews, or reflective writing. Some documentation, such as archival photos and show recordings, is an expected part of participating in a production and is addressed in your Talent Release. Optional research activities, such as extended interviews or surveys, are clearly identified as voluntary and are governed by the Informed Consent to Participate in Research where applicable.

Studio and Training Participants

In classes, workshops, and professional development sessions, we may take facilitator notes on exercises and group process, invite participants to complete feedback forms or evaluations, and capture photography or video of select activities for internal use or, with consent, public sharing. We track anonymized participation and program outcome data. Participants are informed at the start of a session if photography or recording will occur and can request not to be included in images or footage where possible.

Volunteers and Partners

For volunteers and partners, documentation is typically limited to photos at events, anonymized program records, and occasional interview or survey participation. Formal research involvement is always identified separately and is voluntary.

4. VOLUNTARY PARTICIPATION VS. EXPECTED DOCUMENTATION

We distinguish between core participation in a program and optional research activities. The following are always voluntary for all groups: completing surveys or written feedback, participating in interviews or extended research conversations, and engaging in any activity clearly labeled as research participation beyond standard attendance. Declining these voluntary activities will never affect your relationship with emBODY Project Theatre, your access to events, or your ability to participate in programs.

In some roles, certain documentation is generally understood as part of the work: rehearsal notes and call sheets for productions, archival photography or video of performances, and facilitator notes and anonymized class summaries. Even in these cases, we inform participants about the documentation in use, offer options to adjust how individuals appear in photographs or recordings where possible, and make space for conversation if someone has specific concerns.

If you formally consented to a research study, your right to withdraw and to request that previously collected data not be used is described in full in your Informed Consent to Participate in Research. This policy does not limit or replace those rights.

5. HOW WE USE DOCUMENTATION

Documentation and collected information may be used for internal purposes, including reflecting on artistic, pedagogical, and organizational practices, planning future projects and trainings, and onboarding staff and collaborators. It may also be used for research and scholarship, including practice-as-research documentation, presentations at conferences and professional gatherings, and written work about our methods and findings. When participant feedback is used in research outputs, it is typically anonymized unless explicit permission is obtained to use identifying details.

We may also use documentation for public representation, including sharing photos or short video clips on our website, social media, and print or digital materials; using archival images or clips in trailers and documentation; featuring testimonials, quotes, and feedback from participants, artists, or audience members; and sharing selected reflections in writing about our work. When testimonials, quotes, or identifiable images are used publicly, we either use them with the person's explicit consent or anonymize them so individuals are not directly identifiable.

6. PRIVACY, ANONYMITY & ATTRIBUTION

Surveys and written reflections may be collected anonymously or with names, depending on the context. Results used for research or public sharing are typically anonymized or aggregated. Interviews and qualitative research may be recorded with participants' knowledge and used in anonymized form, unless a participant explicitly agrees to be named. Quotes from participants may appear in publications, presentations, or online materials; unless explicit permission is given for attribution, full names are removed or altered.

Testimonials and website features may include a participant's name, image, and words when they have agreed to that use. If you consent to a testimonial and later wish to have it updated or removed from public-facing materials, contact us and we will make reasonable efforts to do so going forward. Photos and video captured at public events may be used in documentation and promotional materials. If you appear prominently in a photo or video and request that a specific image not be used publicly, we will make reasonable efforts to honor that request going forward.

7. PHOTOGRAPHY, AUDIO & VIDEO AT EVENTS

At events where photography or recording will occur, we will post a sign at the entrance when possible, make an announcement at the start of the event, and provide a way for attendees to indicate that they prefer not to be photographed or filmed. If you do not wish to appear in photographs or video, you may inform a staff member at the event and we will do our best to seat you outside camera range or to avoid capturing your image. You may also contact us after an event if you identify a specific image or clip you wish to discuss.

8. DATA STORAGE & ACCESS

We store documentation and collected information using secure digital systems and, where applicable, physical archives. Access to identifiable data is limited to emBODY Project Theatre leadership and designated collaborators who need it for artistic, pedagogical, or research purposes. Archival materials such as show recordings, rehearsal documentation, and photographs may be retained long term as part of the company's history and research record. Formal research data collected under a specific Informed Consent to Participate in Research follows the retention and destruction timeline stated in that form, typically at least three years post-study before deletion. For all other documentation, we aim to keep data only as long as needed for the purposes described here, in alignment with reasonable archival practices for arts and research organizations.

9. YOUNG PEOPLE & MINORS

When working with participants under 18, we require parental or guardian consent for participation in Studio programs, Labs involving minors, and community-based youth projects. Additional consent is requested for photography, audio, or video that may be used publicly. Youth participants retain the right to decline optional surveys, interviews, or documentation activities even when a guardian has provided general consent. Programs involving minors may use separate, program-specific consent forms with additional detail tailored to the setting.

10. QUESTIONS, CONCERNS & UPDATES

If you have questions about this policy, wish to clarify your preferences, or have concerns about how documentation involving you has been used, please reach out.

If your concern involves how emBODY's Artistic Director or another member of leadership used your image, words, or data, or you would simply feel more comfortable speaking with someone else, you may instead contact our Producer/Production Manager directly.

Corinne M. Mason, Artistic Director

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This policy may be updated periodically to reflect changes in our practices. The most current version will be available on the emBODY Project Theatre website.

Authorized Signature

Date: June 2026