MT Space created the following *Mental Health Support Plan for Touring Artists* document in 2023 as part of their Balancing Act Level UP! Pilot Project.

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If you have any questions or would like to discuss these materials, please contact Balancing Act at balancingact@theatredirect.ca.

# MT Space
# Mental Health Support Plan for Touring Artists

*MT Space developed the following list of steps to take to support the mental health of touring artists before each tour.*

1. Draft a ***Letter of Intent*** for each participating artist. The letter should:
    a. Describe initial plans, scheduling, and basic tasks;
    b. Ask artists to share any accommodation requests based on point a);
    c. Ask artists to hold the dates;
    d. Ask artists if they would like to schedule a phone call to discuss any accommodations requested;
    e. Ask for any medical, allergy, or dietary needs and plans; and any other necessary medical information they would like to share;
    f. Request emergency contact information.

2. Schedule a **phone call** to get clarity on requests if needed, or ask artists to send detailed information by **email**. If a phone call takes place, send summary points from the call to have a record of the conversation on file and to allow for corrections to be made if needed. If details are sent by email, save a copy of the email.

3. **Contract:** Include accommodation points within the contract.

4. **Make sure Technical Director / Production Manager / Stage Manager are on board** with what 'safety plan', 'tap out', any any other relevant terms mean at MT Space. Make them aware of any accommodation requests that have been communicated and approved by artists.

5. In the **rehearsal room:**
    a. Make arrangements to have an Elder or counselor on-site as requested;
    b. Discuss the tap out process and ask everyone to start thinking about developing their personal safety plan. Also, have a general intimacy chat

about boundaries, establish safe words if needed, etc.

c. Give people the opportunity to share this information with the Stage Manager as needed;
d. Make everyone aware that there is an HR consultant available to all MT Space team members and artists for any support needed, and share the consultant's contact information;
e. Share a list of community resources available if applicable.

6. **Before the tour:** Give people an opportunity to write down their safety plan and share as much of it with the Stage Manager and Production Manager as they want. The most common option chosen is to put the safety plan into a sealed envelope for the Stage Manager to carry and open if needed.

7. **At the end of the tour:** Return safety plans to each artist or destroy the paper copies.

Some prompts for writing a personal safety plan:

1. List of support contact(s) and relationship(s).
2. List of therapeutic contact(s), such as: Elder, therapist, counselor, psychiatrist, etc.).
3. Any other information around medicine, diagnoses, conditions, etc., that hasn't been shared already.
4. What are your indicators that things aren't going well?
5. What are your steps for self-care?
6. What reminders would be useful for your self-care?
7. In case things are not going well, what steps would you like us to follow in providing supports?
8. Anything else you'd like us to know or be prepared for?

NOTE: when having discussions about dietary restrictions or allergies ALWAYS ask for severity of reaction and steps required!