



**CONVENTION 2010 – Lexington, KY  
Southeastern Theatre Conference**

**SPRING AUDITION GUIDELINES FOR  
DANCER-ONLY APPLICANTS**

**DANCER-ONLY QUALIFICATION**

*In order for a dancer to qualify and be approved for these auditions, the candidate must:*

- Be 19 years of age or older and have graduated from high school
- Students must be available to work a full summer, or full time/year round
- Professionals must be available to work full time/year round
- Have two directors/choreographers from credits listed on your application who will provide an online reference for you via email
- Have a minimum of two paid professional dance positions at approved theatres  
**OR** a minimum of four years training, **plus** dance performance experience
- Be proficient in basic dance routines and have had a minimum of four years of formal training. In particular, a high level of skill in technique and ballet is expected. Tap is not required, but is highly sought after by many hiring companies.
- **Dancer-Only** applicants are required to **MAIL** a video tape or DVD of their dancing to the SETC Central Office to **reach the office** no later than January 15th. Tape/DVD should include turns such as pirouettes, chainés, and any other turns you would like to show. Include leaps such as grand jetés, russians (for the guys), and any other leaps you would like to show. Display your extension through battements and/or développés. Your tape/DVD should show off your technique, specialties, and performance skill. Tap skills are not required, but you may include them, if you would like. The length of your dance should be between 1 to 3 minutes long.
- In addition, if you wish to be considered as a singer, you must include 16 bars of you singing at the beginning of your tape/dvd.
- If you are not the only dancer on the tape/DVD, make sure you describe where you are throughout and what you are wearing.
- Make sure your name is on your tape!!
- *To have your tape/DVD returned, please include a self addressed, postage-paid, package in which to return it, otherwise, it will become the property of SETC.*
- Late submissions will not be accepted.

*Slots are limited and only the most qualified candidates will be given the opportunity to participate in the dancer-only auditions.*

**APPLICATION INSTRUCTIONS**

*Please read **before** filling out on-line application. Application does **not** guarantee audition slot.*

- All applications must be submitted ON-LINE via the link provided on the SETC main auditions page.
- Complete all the information required. Incomplete forms cannot be submitted.
- Rank your training and skill in EACH of the dance types from 1-4 (4 highest)
- List your dates of work eligibility on the application.
- You must have a small digital headshot/photo of just yourself to upload to your application.
- List multiple and varied credits on your application with the year performed – start with most recent credits when completing the information
- Provide the name and email of two references (director or choreographer) with whom you have danced. Again, these must be from the credit/performances listed on your application.
- Applicants will submit online payment which includes your Dance Audition fee, SETC Convention Registration, and 1 year SETC membership. If paid by December 21, 2009 (Visa or MasterCard) cost is \$200 (\$120 – students) Costs increase for applications submitted December 22- January 15<sup>th</sup> – the final deadline: Adults \$230, Students \$155.
- **NO REFUNDS AFTER APPLICATION DEADLINE -- JANUARY 15, 2010.** (If you do not receive a dance audition slot, you will receive a refund less \$5 processing fee).

- You must have a working email in order to receive information, auditions number, etc.

*NOTE: Because of spam filtering issues with Yahoo, AOL and Hotmail – it is highly suggested that you utilize an email of another type. Gmail seems to allow delivery of our automated emails which contain audition #, etc. it also helps to add SETC emails to your address book.*

### **Incomplete Applications cannot be submitted – make sure all fields are complete**

\*\*If you are participating in other activities which require additional fees – select these on the “Fill Out Forms” page, and complete any necessary applications for these activities. In order to prevent duplicate payments, the on-line system will only allow payment ONCE – **WAIT UNTIL THE END** of your order when all forms are COMPLETE to make payment. All payments are processed via secure network using Plug N Pay technology.

### **MAILING INSTRUCTIONS FOR VIDEO/DVD**

*Mail to SETC, 1175 Revolution Mill Dr Studio 14, Greensboro, NC 27405  
to be **RECEIVED** in the SETC office  
no later than 1/15/10.*

### **AUDITIONS SCHEDULE**

**ALL Dancer-Only auditionees will dance at the DANCE CALL on Friday evening. There is a MANDATORY BRIEFING at the Dance-Call following the regular auditions. Time for the dance call will be posted in front of the Dance Room– this can change from the original schedule you will receive – it is up to you to make sure you stop by earlier in the day for any new information!!**

Dancer-only applicants will be seen in the **final** groups of the dance combos. **Callbacks** by the individual companies will be held (in most cases) through the same day.

### **AUDITIONEE INSTRUCTIONS**

**Dance Call:** Questions about dance auditions and callbacks will be addressed during the Mandatory Dance Briefing. All three of the following combinations will be taught, with time to practice, then the combinations will be divided into male/female groups of 6 and you will be given a chance to dance:

male/female groups and you will be given a chance to dance:

**Combination #1:** for actors who move well.

**Combination #2:** for the **advanced** dancer. Both ballet and jazz combined into one combination.

**Combination #3:** for those who tap well. An intermediate/advanced tap combination.

Actors may do a single combo, 1 & 3, or 2 & 3. You may not do #1 and #2 – ALL Dancer-Only applicants must do combo #2 at minimum, and most companies prefer to see you tap (combo #3) as well.

- Wear something you can move in and yet shows the line of your body
- Shoes – wear something you can dance in - you will most likely be dancing on carpet
- Wear your audition number
- Callbacks will be posted after the Dance Call – check the Callback Room

### **GENERAL AUDITION INFORMATION**

Changes in the information supplied on your audition application (i.e. availability) should be announced briefly at the start of your audition. Inform the Stage Manager or ASM if you will need to announce a change during the briefing.

Dancers called back will be asked to further interview during callback periods. Some companies will conduct readings or ask you to sing during these sessions. Callback locations for each company will be indicated on the callback boards. Companies are NOT allowed to ask you to dance at anytime other than the SETC Dance Call.

You may be taped at the dance call and or at callbacks.

**Cell phones/beepers must be OFF.** There will NOT be room in the dance space to place your belongings, do not bring valuables unless you can find a locker or friend where you can store them.

Many of the directors audition performers at several locations around the country and final decisions on casting are usually made after all their auditions are completed. Although some contracts may be signed immediately **following**

the SETC convention, most contracts will be mailed at a later date to those performers the company selects. Do NOT be pressured to sign a contract and make sure you attend all of your callbacks and have chance to consider offers from other companies. If a company pressures you, please report this to SETC.

Some openings listed by the various companies will be intern/apprenticeships rather than full paid acting roles. Check your roster of auditioning companies for this information.

**THESE COMPANY LISTS WILL BE PASSED OUT at the Dance Call. ALL SIGNED CONTRACTS NOT HONORED BY ACTORS OR COMPANIES SHOULD BE REPORTED TO THE SETC AUDITIONS COMMITTEE (via SETC's Central Office).**

---

## **PLEASE NOTE**

**According to SETC guidelines, in the interest of fairness to all applicants & other companies, Professional Companies are prohibited from making employment offers until 24 hours after the END of the SETC Convention.\* Do not allow a company to pressure you into accepting any offer/signing contracts until you have attended all of your callbacks and had a chance to consider all offers.**

**Please report any variance from this policy to the SETC Auditions Staff.**

**\*In rare instances of immediate need (i.e., the next few weeks show openings), some exceptions may be granted by SETC, and contracts offered on site. You will be notified of these at your briefing. Only those roles approved may have contracts offered prior to the close of the convention.**

# General Instructions on How to Apply for the SETC Spring Professional Auditions - Dancer Only


*Please don't wait until the deadline or too close to the deadline because this takes time to get your references, etc.!!*

- 1) Go to the SETC website [www.setc.org/auditions/spring.php](http://www.setc.org/auditions/spring.php) to obtain general information about the Spring Auditions. Download the guidelines that fit your category –dancer-only.
- 2) **PRINT OFF & SAVE THESE INSTRUCTIONS SO YOU CAN HAVE THEM FOR LATER USE.**
- 3) Once you have read the guidelines and feel you meet the qualifications to apply, go ONLINE to <http://setc.matchingneeds.com> to complete your SETC audition application. **Select** Spring 2010- SETC Convention.
- 4) You must have a username and password to enter the site. If you have been a member, applied, auditioned, or attended an SETC convention in the past, you already have a UserName and Password. **Please do NOT create a new record.** You may use either the Password Help option, or EMAIL the SETC office via [setc@setc.org](mailto:setc@setc.org) for assistance. Include your full name (with middle initial), email address, and phone number in your email.
- 5) If you are NEW to SETC, use the new member feature from the login page and create a username and password (use only lower case letters and numbers -- no special symbols like \* & \_ or such).

## ONCE YOU ARE LOGGED IN THE REGISTRATION DATABASE

- 1) Place a CHECK in the box beside your activity (Dancer Only).
- 2) Click on "SAVE" at the bottom of the page and WAIT UNTIL the Page Refreshes itself.
- 3) Click on the **RED UNDERLINED** link to enter your application. Use TAB to move between fields, use previous or next question to go to a different page

**After you complete any page of any application, SAVE & wait until the page refreshes itself.** If information is missing, you will see required fields listed in red at the top of the page. On some pages, you must complete all information on the page before it will save **any** of the information.

- 4) You will need all your contact information (including email and phone #), an electronic headshot, your theatrical resume and educational background. The photo to upload will need to be a recent black & white photo of just yourself -- headshots are best. The photo will appear on your application and will be photocopied for each of the companies present. (Maximum size is 2.5" x 2.5" or 1500x1500 pixels). If you need help with this contact SETC.
- 5) In addition you will need to supply information for TWO professional directors or choreographers who will provide references for you, including their name, affiliation, email and phone number. Once you input information for BOTH references, make sure you place a CHECK in the boxes at the bottom of the page – this will send an email to the reference provider(s) and ask them to complete their portion. HINT: You should call your potential reference and ask if you can list them, and verify their email information, and to alert them to be on the lookout for an email from SETC.
- 6) Check back frequently to make sure your references have received the email and have completed their portion of the reference. Again – if you need help with this contact SETC. Do not wait until the day before the deadline!
- 7) All portions of the application must be complete (including a photo & references) before you can prepare your application for payment & submission.
- 8) Print off a copy of your application – use the tiny icon in the upper left corner of any page of the application (  ), and it will bring up a pdf for you to print. Please check your application for misspellings, incorrect information, etc. Go back and make corrections as needed.

- 9) Once the application is completely filled out, **select "MY APPLICATION IS NOW COMPLETE."** If any information is missing, you will see required fields listed in red at the top of the page. If you have done all the previous steps correctly, your application will go to a "pending" status.
- 10) **WAIT** for the page to refresh and then click onto the "**BACK**" button at the **bottom** of the page. If you have done the previous steps correctly, your application status will now say "PENDING."
- 11) Select "**Submit Complete Application(s) to SETC and make payment**". CONFIRM your choices, and you will be directed through making your payment with a Visa or MasterCard.
- 12) Do not leave the system, close your browser, or turn off your computer until you are given a CONFIRMATION NUMBER. Either Print off the page with that number, or write down the number and date you submitted payment.
- 13) You will receive an email receipt via our secure online transaction system Plug-N-Pay. Save this receipt for your records. **If you do not receive a receipt** within 2 business days, contact SETC at [chris@setc.org](mailto:chris@setc.org) .
- 14) Now wait. The SETC Auditions Committee will review applications AFTER THE CLOSE OF DANCER APPLICATIONS – January 15th. Once your application has been reviewed, you will receive notice from SETC as to whether or not you have received a DANCER-ONLY slot.
- 15) PLEASE – watch your email carefully for correspondence from SETC. Sometimes the emails are rejected, put into spam, trash, or deleted folders. Make sure [setc@setc.org](mailto:setc@setc.org) is listed in your address book. If you have not heard from us in a reasonable amount of time after the deadline, pick up the phone and call us.
- 16) If you have been awarded an audition slot, your email will include your audition number and a link to download the schedule and more important information about the auditions and how they work. Print off that email and save it.
- 17) Make your hotel reservations. Go to <http://www.setc.org/conventions/hotels.php> for information on how to make your reservations and links to the SETC special rate hotels.
- 18) Then you will come to convention and check in with the SETC Staff to get your badge. You will attend the dance briefing, learn the routines, and then go knock 'em dead with your dancing.
- 19) Callbacks will take place the same day (in most cases) in rooms in either the convention center or hotel room/suites of the professional companies within walking distance.

**REMEMBER:** If at any time you need help with the online application process, or have any questions about the auditions, email or call us. We are here to help, but please don't wait until the deadline or the night before – it may be too late!!

### **Break a leg!!**

Audition numbers will be sent within two weeks **after** the January deadline. Dancer application deadline is **JANUARY 15, 2010!**

For Questions or Assistance, Contact

Email: [april@setc.org](mailto:april@setc.org)

Phone: 336-272-3645