



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

**SPRING AUDITION GUIDELINES FOR
PROFESSIONAL ACTORS – NON EQUITY ONLY**

ACTOR QUALIFICATION

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

- Be 19 years of age or older and have graduated from high school
- Not be enrolled in school, college, or university*
- Be available to work full time/year round
- Have a **minimum** of two paid acting contracts in PROFESSIONAL theatres
(*Professional Companies must be approved by SETC Auditions Committee*)

Some MFA candidates who are granted an exemption **prior to their state screening may apply as professionals – contact SETC office for details*

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 applications cannot be submitted.
- Choose ONE category of audition: Acting/Singing (90 sec), Acting Only (60 sec), Singing Only (60 sec).
- Check the box below your audition choice if you also dance.
- List your dates of work eligibility on the application.
- Check PREFERRED Day of Audition (Professionals will audition Thursday Afternoon, or Friday and Saturday MORNINGS)
- You must have a small electronic format headshot/photo of just yourself to upload to the application.
- List as many credits as possible on your application (minimum of 2, maximum of 6) with the year performed – start with most recent credits when completing the information.
- Provide the name and email of two references (directors) from PROFESSIONAL DIRECTORS who are from your list of application credits.
- Applicants will submit online payment no later than December 21st of \$200 (Visa or MasterCard) which includes your Audition fee, SETC Convention Registration, and 1 year SETC membership. December 22nd to January 15, 2010 the cost increases to \$230.
- NO REFUNDS AFTER APPLICATION DEADLINE -- JANUARY 15, 2010. (If you do not receive an 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.

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

****If you are participating in other activities at the SETC Convention that require additional fees – place a check on the “Fill Out Forms” page beside those activities and complete any necessary applications. 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 for all activities are COMPLETE to make your payment.**

All payments are processed via secure network using Plug N Pay technology.

AUDITION SCHEDULE

Professional non-Equity actors and Equity actors audition on **Thursday Afternoon, or Friday and Saturday MORNINGS** of the Annual Convention in the Year-Round categories/blocks of auditionees.

Mandatory Audition Briefings are scheduled 8:30am each day of the auditions; you should report to this briefing on the day of *your* audition.

Dance Call is held at the end of regular auditions. You may **ONLY** attend the Dance Call if a hiring company has requested to see you dance via the callback postings.

Callbacks by the individual companies are held through the same day as your audition, and go late into the nights.

AUDITION INFORMATION & INSTRUCTIONS

ACTING CATEGORY: The auditionee has the choice of a 90 SECOND Acting & Singing audition, a 60 SECOND Acting only audition, or a 60 SECOND Singing only audition. Auditionees must choose one category for audition and check this on the application. An accompanist is provided. No pre-recorded music, a capella, or self-accompaniment will be allowed for singing auditions. Give your music, mounted on a stiff cardboard, to the accompanist immediately before your audition (in the correct key - accompanist will not transpose). Write the last two lines of your monologue at the top so the accompanist can be ready to play for you. **NO BOOKS, NO LEAD SHEETS.**

Any auditionee who exceeds the allotted time limit, based on the audition category chosen/approved, will hear a signal to stop the audition, and the accompanist will stop playing.

- 1) Auditionees report 1 hour prior to assigned audition time to the Holding Room.
- 2) Performers will audition in groups of forty (40). At the end of each group, the companies will identify those actors that they wish to see at callbacks.
- 3) The audition numbers of those called back are posted on callback boards under the headings of the individual companies. Locations and general time frames for callbacks will also be posted.
- 4) **Initial** by your audition number if you accept the callback, or write **NO** if you do not wish to schedule.
- 5) Go to the sheet posted at the company's callback location and sign up for a specific callback time.
- 6) Photo/Resume requests should not sign up for a time slot, simply leave your materials at the designated location. Make sure your Audition # and current contact # is on your resume.
- 7) Auditionees called for the dance call should schedule callbacks around the dance call beginning at 5:15pm and lasting until 8pm or later – depending on the level of your dance ability.

Questions about this procedure will be addressed during the Mandatory Audition Briefing at 8:30am

DANCE CALL: For those requested via callback by a company to show dancing abilities, dance call will be held immediately following the regular auditions. **ONLY THOSE WHO HAVE BEEN REQUESTED TO ATTEND THE DANCE CALL ALLOWED.** The dance briefing and instruction will begin at 5:15pm. All three of the following combinations will be taught, with time to practice, then the combinations will be divided into 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.

GENERAL AUDITION INFORMATION

Changes in any information supplied on your audition application should be announced briefly at the end of your audition. Inform the Auditions Stage Manager or ASM in the holding room if you will need to announce a change. This does **NOT** count against your audition time.

Auditionees selected will be asked to further interview during callback periods. Some companies will conduct additional readings or ask you to sing during these sessions. Callback locations for each company

are indicated on the callback boards. You should NOT be asked to dance at anytime other than the SETC Dance Call.

No recording devices will be allowed in the audition room. **Cell phones/beepers must be OFF.**

Actors should thoroughly prepare their audition piece. They should not use Shakespearean material unless they have a work background and training in this genre, and they **SHOULD AVOID DIALECT**. Directors want to know if you can speak standard stage speech, not Irish or Southern, unless that is your natural speaking voice. Avoid sexually explicit or socially offensive material.

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 offered no earlier than 24 hours **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 during your interview, and make sure you attend all of your callbacks so you can judge your best options.

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

COMPANY LISTS WILL BE PASSED OUT IN THE HOLDING ROOM ON YOUR AUDITION DAY. 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 following the close of the SETC Convention.* Do not allow a company to pressure you into accepting any offer until you have attended all of your callbacks and weighed your options.

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. You will be notified of these at your briefing on the morning of your audition, and only those roles and shows listed are eligible for immediate contracts.**

Audition numbers will be assigned as applications are approved by the Auditions Committee, but may be not until late-January. Audition application deadline is **JANUARY 15, 2010!**

Cancellations made after the application deadline will not receive a refund.

For Questions or Assistance

April J'Callahan Marshall

Email: april@setc.org

Phone: 336-272-3645

General Instructions on How to Apply for the SETC Spring Professional Auditions / Non-Equity

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 to obtain general information about the Spring Auditions. Download the guidelines that fit your category: Non-Equity – i.e. this document.
- 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 2010 SETC Spring 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 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 (Spring Non-Equity).
- 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 any information is missing, you will see those 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** who will provide references for you, including their name, affiliation, email and phone number. *These references must be from directors of the professional credits you have listed on the application.* Once you have input information for BOTH references, make sure you place a CHECK in the boxes at the bottom of the page and click onto SAVE – this will contact the reference provider(s) and ask them to complete the reference. HINT: It is always helpful to call the reference and ask them to do this for you **prior** to sending out the request, and to alert them to be on the lookout for an email from SETC. You may also send reminders for a reference who has not responded in a timely manner by placing a check in the corresponding box and save again.
- 6) All portions of the application must be complete (including a photo & references) before you can prepare your application for payment & submission.

- 7) 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 file for you to print. Please check your application for misspellings, incorrect information, etc. Go back and make corrections as needed.
- 8) 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. Complete any missing information and select the "MY APPLICATION" button again.
- 9) **WAIT** for the page to refresh and then click on the "**BACK**" button at the **bottom** of the page. If you have done the previous steps correctly, your application status will now say "PENDING."
- 10) 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.
- 11) 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.
- 12) 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 to chris@setc.org.
- 13) Now wait. The SETC Auditions Committee will review applications as their schedules allow. Once your application has been reviewed, you will receive email notice from SETC as to whether or not you have received an audition slot, along with your audition number. THIS COULD BE as late as the end of January.
- 14) PLEASE – watch your email carefully for correspondence from SETC. Sometimes the emails are rejected, put into spam, trash, or deleted folders. If you have not heard from us in a reasonable amount of time, pick up the phone and call us. Also – add our email to your contact/address books.
- 15) If you have been awarded an audition slot, your email will include your audition number and a link to download the final schedule and more important information about the auditions and how they work. Print off that email and save it.
- 16) 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.
- 17) Then, you will come to convention and check in with the SETC Staff to get your badge. You will attend your morning briefing and proceed to the warm-up area, the holding room, or you may come back later to audition.
- 18) Callbacks should take place the same day as you audition in rooms at 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!!