



Southeastern Theatre Conference ♦ Fall Professional Auditions

Hilton Atlanta, Airport – Atlanta, GA
Sunday, September 11, & Monday, September 12, 2011

FALL AUDITION GUIDELINES and REQUIREMENTS FOR PROFESSIONAL ACTORS

Fall Auditions are a service of the Southeastern Theatre Conference.
These auditions are for Professional Theatres and Professional Actors.

Students may not apply for these Auditions.

QUALIFICATIONS

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

- ❖ Not be enrolled in school (i.e. have completed your education/training)
- ❖ Be 19 years of age or older **and** have graduated from high school
- ❖ Have two prior paid acting contracts in **professional** theatres.
 - *(Professional Companies are approved by the Auditions Committee)*
- ❖ Two recommendations from **professional** directors **from credits listed on your application.**
 - *(Members of Actors Equity Association are exempt from this requirement but must provide Equity member number on application, **and** present Equity card ONSITE at the auditions).*

TO SUBMIT AN APPLICATION – (APPLICATION DOES NOT GUARANTEE AUDITION)

(Please read before going online to complete your application.)

- ❖ To get your username and password **email** SETC -- info@setc.org
- ❖ Complete all the information required on the ONLINE application.
 - Incomplete forms cannot be submitted– this **includes** photo and references
- ❖ Applications must be complete & submitted **ONLINE** – including payment
 - **Deadline - August 15th**
- ❖ \$35 payment (Visa/MasterCard via Online process) – by July 15th
- ❖ \$45 payment (Visa/MasterCard via Online process) – July 16th – August 15th
- ❖ ACTIVE email address to which correspondence, audition numbers and schedules will be sent

**Applicants who do not receive an audition slot will have payment refunded less \$5 processing fee
NO REFUNDS for cancellations after August 15th**

ATTENTION EQUITY ACTORS: *The Southeastern Theatre Conference does not guarantee the attendance of Equity companies or number of Equity jobs available at the Fall Auditions.*

Actors who receive audition slots are to make their own hotel and travel arrangements. The approved Host Hotel where you should make reservations is the **HILTON ATLANTA AIRPORT**.

APPLICATION/AUDITION PROCEDURES & INFORMATION

1. Auditionees are required to fill out the entire Audition Application Form and upload a current photo via the online application process. This photo will be reproduced many times for the auditioning theatre's packets; therefore, the quality of the photo should be of high resolution and contrast in order to copy well.
2. The recommendation of two professional directors, who will attest to the auditionee's employability, is required on the audition application. Recommendations must be from acting contracts listed on the application. **Equity** members do not require recommendation, but must provide AEA Member # and date of expiration via the application process. They must present their Equity card at check-in at the Auditions.
3. Once the application is submitted (PAID), the applicant should wait until hearing from SETC with regard to assignment/approval for an audition slot.
4. Auditions will be held on both Sunday and Monday. Numbers 1-240 will audition on Sunday, while numbers 241-400 audition on Monday. The auditionee must audition on the day corresponding to the audition number assigned. You will be allowed to request the day preferred for your audition. In the unlikely event that the day requested is already filled, the alternate day will be automatically assigned unless an auditionee informs the SETC Central Office in writing that only the day cited is available for audition. Upon receipt of your audition number, check to make sure the day requested is the day scheduled. Contact SETC Professional Central Office Staff should there is a problem.

5. Attendance at the SETC Audition Briefing, on the day of your audition, is **MANDATORY** at 9:00am .
6. If there is any change in the information supplied on the audition application form, the corrected information should be provided to the Stage Manager in the Holding Room, and can be announced at the end of your audition. Auditionees should bring enough copies of their resume/photo to distribute to companies that request them at callbacks. (Approximately 35-50 professional companies attend these auditions.) Auditionees must attend the Mandatory Audition Briefing, the General Audition, and Call-Back Interview(s), all of which are scheduled for the same day(s). Dance Call is optional.
7. Auditionees should use material they perform exceedingly well. This includes singing: those who do not sing well are discouraged from doing so in the audition. Dialects should not be used and profanity for shock value is discouraged. Typically, theatres are looking for presence, type, quality and projection of sound, and a general idea of acting talent. Depth and range of talent can be explored at the callbacks.
8. The audition may consist of acting, singing, or acting and singing presented at the same time. All auditionees must verify with the stage manager in the holding room if *acting only*, *singing only*, or *acting and singing* before going on stage. If acting only, the time limit is sixty (60) seconds; if singing only, the time limit is sixty (60) seconds; if singing and acting, the time limit is a total of ninety (90) seconds. **Equity** actors have 90 seconds for their audition, regardless of whether they are just singing/acting, or doing both. An audition accompanist is provided. Music must be in the correct key; the pianist will not transpose. Auditionees **cannot** accompany themselves on a musical instrument, nor are taped accompaniment or a capella singing permitted.
9. 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. The audition numbers of those called back will be posted on a bulletin board under the headings of the individual companies. Locations and general time frame for callbacks will also be posted. You should initial by your audition number if you accept the callback. Write NO THANKS if you do **not** accept that callback. Go to the sheet posted at the company's callback location (either in meetings rooms or the company's suites at the Hilton) and sign up for a specific callback time. Questions about this procedure will be addressed during the Mandatory Audition Briefing.
10. **Dance Call:** For those who would like to show their dancing ability, a dance call will be held each day following the regular auditions. Companies may also call back individuals whom they wish to see dance. The approximate time will be announced at the 9:00am briefing. Plan around this when scheduling your callbacks. All three of the following combinations will be taught, with time to practice "in the hall," then the combinations will be divided into male/female groups and you will be given a chance to perform the combinations for the companies :
 - Combination #1:** movement combination for the actor who moves well.
 - Combination #2:** a combination that includes both advanced ballet and jazz.
 - Combination #3:** an intermediate/advanced tap combination.
 You may perform one or two combinations, but not all three. You may perform combinations 1 and 3 or combinations 2 and 3, but you may **not** do combinations 1 and 2.
11. During callbacks, the auditionee should be prepared to distribute his/her resume/photo, to repeat the general audition material, to present additional material, and to read from material provided by the Company. You may NOT be asked to dance, but you may be asked to sing. Time is limited; while an auditionee may see ten or twelve companies, a company may see as many as seventy-five actors.
12. Many of the companies will also audition performers at other locations. For these organizations, final casting decisions may not be made until several weeks after the SETC Fall Auditions. Therefore, SETC only allows contracts to be offered 24 hours AFTER the close of the Auditions/Callbacks. Companies are prohibited from offering contracts on-site at this event. If a callback is received, it's a good idea for the auditionee to drop the company a card during the coming weeks to follow up, especially if your contact information changes. Companies may also collect resumes/pictures to keep on file for the future.

DISCLAIMERS: *The Southeastern Theatre Conference shall not be responsible or liable in any way for any loss, death, injury or damage to persons or property suffered or incurred by any person in connection with this program or any portion of it. SETC does not guarantee the number of equity companies or the number of equity jobs available through the Fall Auditions.*

ROYALTY AND COPYRIGHT DISCLAIMER: *The Southeastern Theatre Conference, Inc. shall not be responsible for clearing royalties on any materials presented in the SETC Auditions. Furthermore, relative to copyrights, each individual is responsible for securing permission to alter or edit materials presented.*

NONDISCRIMINATION: *The right to membership, to hold office, and to participate in SETC activities, including (but not limited to) conventions, meetings, auditions, and performances shall not be abridged because of race, national origin, sex, religion, age, sexual preference, or physical handicap.*

General Instructions on How to Apply for SETC Fall Professional Auditions

Plan ahead -- please don't wait until the deadline date or too close to the deadline, in order to allow your references time to respond!! Your application must have a "Submitted/PAID" status to be considered for an audition slot.

- 1) Go to the SETC website www.setc.org/auditions/fall.php to obtain general information about the Fall Auditions, hotel reservations, etc. Download the guidelines that fit your category – actor or dancer.
- 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.
- 4) You must have a Username and Password to enter the site. If you have been a member, auditioned, applied 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 info@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 INTO YOUR MEMBERSHIP ACCOUNT

- 1) Click on the sidebar menu link that says "FILL OUT FORMS" or scroll down to the list of activities.
- 2) Place a CHECK in the box beside your activity (Non-Equity/Equity).
- 3) Click "SAVE" at the bottom of the page and WAIT UNTIL the Page Refreshes itself.
- 4) Click on the **RED UNDERLINED** link to enter your application.
Use TAB to move between fields, use "previous or next" 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.
- 5) 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 duplicated 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.
- 6) 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. The references MUST be from the credits listed on the application. 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 and ask them to complete their portion.

☀HINT: *It is always helpful to call the reference before you list them to ask permission to use them as a reference for you, and to alert them to be on the lookout for an email from SETC.*

NOTE: Equity members are not required to complete the reference section, but must supply the full Equity information as requested and present a current Equity card at check-in onsite at the auditions.

- 7) 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.
- 8) All portions of the application must be complete (including a photo & references) before you can prepare your application for payment & submission.
- 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 status will go through.
- 10) **WAIT** for the page to refresh and then hit "**FILLOUT FORMS**" in the side menu again. If you have done the previous steps correctly, your application status will now say "pending."
- 11) Select "**Submit Complete Application(s) to SETC**". CONFIRM your choices, and you will be directed through making your payment with a Visa or MasterCard.
- 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 at mark@setc.org .
- 13) **NOW WAIT:** The SETC Auditions Committee will review applications as their busy schedules will allow. Once your application has been reviewed, you will receive notice from SETC as to whether or not you have received an audition slot.
- 14) **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. This is particularly true with aol, yahoo, & hotmail accounts – if you can set up an alternate email and inform us.
- 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) Come to Atlanta – Hilton Atlanta Airport Hotel and check in with SETC to get your badge. You will attend the briefing, and then go LAND YOUR ROLE!
- 17) Callbacks will take place the same day as your audition in rooms at the Hilton.

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!!

Email: info@setc.org

Phone: 336-272-3645