



**PROFESSIONAL COMPANY PACKET
SETC AUDITIONS & JOB CONTACT INFORMATION**

**SETC 62nd ANNUAL CONVENTION
MARCH 2 – 6, 2011 – Atlanta, GA**

You are invited to join in the SETC Professional Auditions and Job Contact that will take place Thursday-Saturday March 3, 4, 5, 2011 at the Lexington Convention Center – Atlanta, GA.

AUDITIONS – Thursday, Friday, and Saturday – check in on Wednesday

Approximately 900 actors will audition and they are ready to work full-time throughout the year & the summer of 2011. Among the auditionees you will see straight show actors, musical theatre actors, dancers, singers and a cross-mix of them all. SETC screens all applicants whether they apply directly to SETC, or whether they are adjudicated at SETC preliminary auditions, ensuring to the best of our abilities, the quality of all auditionees.

Summer-Only – Thursday morning; Friday and Saturday afternoons.

Year-Round – Thursday afternoon; Friday and Saturday mornings.

Dance Call - Each day following auditions (those auditionees you have requested to see only)

Callbacks/Interviews – daily/evenings after auditions – at the Hilton

Actor-Tech – (technicians hired for technical work & for minor/walk-on roles) Thursday Afternoon.

JOB CONTACT SERVICE – Thursday, Friday, and Saturday – check in on Wednesday

Companies to set up displays or exhibits and make initial contact or interviews with potential offstage employees for all off-stage, technical, administrative, front of house, and educational/academic positions. (Note: Companies should have more than one representative on hand for Auditions and Job Contact since they run simultaneously and are separated by two floors!.)

TO REGISTER

Complete this forms in this packet– include all your representatives on the registration form. Previous SETC Companies are not required to complete a Company Profile unless information has greatly changed. **PLEASE NOTE:** Early Bird Registration (by December 20) will save you MONEY! Advance Registration ends January 21, 2011. Late or onsite registration is only as space permits and is at an premium rate.

The information you provide on these forms is used to inform auditionees and potential employees about your theatre/company and should be as thorough & informative as possible. Remember it's YOUR recruiting tool.

Make your hotel room arrangements now!! Hiring companies may register at the Atlanta Hilton Downtown. You must have a room in the SETC host hotel (Hilton) or book through SETC to hold callbacks/interviews. To inquire about callback space contact April Marshall via april@setc.org. Requests will be assigned on first-requested basis once rooms are open (late November /early December).

For other questions concerning the Convention, Auditions, or Job Contact Service, please contact the SETC Central Office. We look forward to seeing you at the Convention.

Dewey Scott-Wiley
Chair, SETC Professional Theatre Division

April J'Callahan Marshall
SETC Professional Theatre Services

<p align="center">ACCOMMODATIONS Atlanta Hilton-Downtown Call 877-667-7210 Use Code STC301</p> <p>You should make your reservations NOW!! One night non-refundable deposit required – 7 day cancellation policy.</p>	<p align="center">CHECK-IN & SETUP All Activities Take Place in the Hilton Atlanta Downtown Galleria Hall - LOWER LEVEL Wednesday March 2nd from 2-6pm</p> <p>Audition /JCS Companies pick up registration materials</p> <p align="center">Job Contact Service</p> <p>Companies participating in Job Contact receive space assignment and can begin arranging displays in the Job Contact Interview Room.</p>	<p align="center">PRO-COMPANY BRIEFING Thursday, March 3 – 9:00 AM</p> <p align="center">**PRO-DIVISION MEETING**</p> <p align="center">Friday, March 4 – 12:00pm Auditions Room Grand Ballroom</p> <p align="center">PLEASE – join in & share your thoughts!!</p>
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COMPANY GUIDELINES & INSTRUCTIONS for PROFESSIONAL AUDITIONS & JOB CONTACT

When completing the enclosed Employer Contract, please consider the following:

I. SETC PROFESSIONAL AUDITIONS:

- Only hiring-theatre SETC member-organizations are allowed in auditions. College and University Theatre Departments seeking undergraduate/graduate students or MFA candidates should go through the Undergraduate or Graduate auditions.
- Each producing organization will be given **two** audition room passes. If circumstances require additional passes, contact April Marshall specifically about this. All representatives must register for the convention.
- Producing organizations are required to attend the **Mandatory Briefing at 9:00am Thursday** of the Convention in the audition room. (*Grand Ballroom -2nd Floor*)
- Producing organizations are expected to attend **all** professional auditions for which they can hire.

PLEASE REALIZE THAT YEAR-ROUND PERSONS WILL ALSO CONSIDER SUMMER ONLY JOBS – MANY COMPLAINTS ABOUT MISSING COMPANIES AT THESE TIMES

- Based on the number of actual auditionees, auditions are scheduled to end daily at 6:00pm – followed by the Dance Call ending around 9:00pm. SETC does not control the number of persons called to the dance call BY COMPANIES– so schedules will be adjusted accordingly.
- Auditionees are grouped by their employment availability (*summer only and year-round*) and will be seen in groups of 40. Call back lists will be collected after each grouping of auditionees.
- Within groups non-singers will be grouped together. If you are hiring only actors who sing, you may step out of the room during those persons times.
- Tape/video recording devices are not allowed in the auditions room during the auditions.
- Casting representatives and hiring agents are not permitted to use cell phones in the auditions room.
- **Professional Theatre:** To ensure standards are maintained, to qualify for participation in the SETC hiring activities, companies must have been in production a minimum of two full seasons and meet professional theatre qualifications. Professional theatre is at minimum a theatre that provides a monetary, contracted compensation/salary to its staff, designers, directors, technicians, actors and musicians, & provides a quality theatrical experience to audiences, cast, crew & administrators alike.
- For hiring/casting purposes, SETC defines these actor/position categories:
Intern: A person who has finished training and is working to perfect their craft. They **must** be paid a contracted salary, but may or may not receive amenities.
Apprentice: As a person who is still in training and learning their craft. They may or may not be paid a salary or receive amenities (i.e. housing, transportation, etc.)
- Producing organizations agree, in the interest of fairness, not to extend offers of employment **until 24 hours after the close of Convention.** [The Convention ends Sunday, March 6 at Noon.] Companies with an “Immediate Need” for hire within 7 working days of the convention due to **CURRENT vacancy** should contact the SETC Central Office to obtain permission to hire for these needs. A list of roles with rehearsal and production dates must be given to the Professional Theatre Services Director. These will be provided to the Auditions Room staff and announced to the auditionees – **ONLY** those companies cleared with the Auditions Director may offer a contract prior to the 24 hour period, and only for those positions cleared.

Continued.....

- SETC companies are not permitted to make outside appointments to see actors & should only see those auditionees who have registered for participation in SETC and are going through the proper channels. Please give headshot/resumes or names of those persons who contact you without your having requested them for a callback to the Professional Theatre Services Director. This will prevent unauthorized persons from taking up your valuable time, as well as ensuring fairness to those who have qualified, registered and paid to be seen by you.

II. CALLBACKS AND ACCOMMODATIONS:

Special rates and blocks of hotel rooms are reserved for hiring companies. **ONLY** your hotel rooms within the HILTON or spaces reserved via SETC may be utilized for callback spaces. **You may NOT host callbacks in the Job Contact Service area, public lobbies, etc.** There will be some callback spaces available for rent - inquire in advance by contacting April at the SETC office.

- Please be considerate and keep your callbacks on schedule. Auditionees have many callbacks to navigate and we urge them to plan with as much time as possible between calls to help both companies and themselves stay on schedule. You should plan your calls and interview slots to ensure that you can see the auditionees on the day they audition. This also keeps auditionees on schedule for YOU. We inform auditionees not to add slots to your schedules, but sometimes they do. You are not required to honor those add ons unless you wish to do so.
- Auditionees are instructed to inform SETC if callbacks are not held by a company at the times scheduled or if a company cannot see them on the day of their audition for callbacks.

III. JOB CONTACT SERVICE:

- Each hiring company registered for Job Contact Service will be assigned a space in the Job Contact Room consisting of a table & 2 chairs. Attempts will be made to divide the room into basic areas of summer and year-round hiring, but this is not always possible.
- Companies should Check-in and bring materials to the Job Contact Service Room Wednesday, March 2nd, between 2pm and 6pm to setup. You may complete setup until 8pm and/or on Thursday morning.
- At 9:45AM on Thursday there will be a brief meeting of all representatives in the JCS.
- **OFFSTAGE SHOWCASE 2011 in JCS:** A special focus on directors, designers, beyond students will be made in Job Contact. A small area for these people to set up portfolios, video display, etc will be made available that you can peruse and contact the individuals if you wish to meet and discuss options. You will also be emailed information about these persons prior to the convention. A special time for you to meet with only these prospective employees will be held prior to the opening of Job Contact on Thursday at 10AM .
- Employees will be admitted Thursday 10:30am – 6pm; Friday 9am – 6pm, and Saturday 9:00am – Noon. There will be no closing for meal breaks.
- You may utilize the time and space as you see best to meet your needs. Since this is an excellent opportunity to see hundreds of potential employees, it is usually best if you can have your area manned during open hours, to answer questions and present your hiring needs.
- Please post a pre-printed schedule of times when a representative will be on-hand to meet individuals if/when your table is not manned. You may conduct interviews (for Job Contact Only) in your space, or you can make arrangements to do this in your hotel room. *** We do hope to be able to provide table sitters on a limited basis. Contact April with these needs priot to the convention***
- Set up your area with table top displays, posters, forms.... Wall space CANNOT be guaranteed, so please plan your exhibit accordingly. You will need to provide your own pens, tape, staples, etc.
- Suggestions for your setup include:

- Signage – make sure people can see WHO you are - incorporate your Company name, logos, brochures, memorabilia, giveaways, etc.
 - Prepare printed job descriptions/applications on your display - you can hand these out, or have them for pick-up by interested individuals when you are not present.
 - Prepare a box in which to collect resumes – make sure your name is on it!
 - Prepare a sheet on which you can “callback” those individuals in whose resumes you are interested. Make sure they know when/where/how to contact you.
 - **PLEASE NOTE** – space will be tight this year!
- Job Contact Room will be staffed when open and secured at other times. To make arrangements for electrical connection or internet see the forms at the end of this document.

PROVIDE A COMPLETE LIST OF “INSTRUCTIONS” FOR YOUR INDIVIDUAL TABLE WHEN NOT MANNED

- You should pre-lists jobs with the SETC Central Office for which your company is hiring, or you may choose to write a “blurb” about the general types of hiring you do. This information will be placed in a booklet and given to each employee who registers for Job Contact Service. Specific jobs will also be designated as Year-Round/Summer-Only/Interns/and Apprenticeships under your company’s listing in the book – based on the information you provide to SETC. Jobs added on-site may be posted by availability and area of responsibility on boards within the Job Contact Room where employees may examine these additional positions available. SETC will prepare a floorplan of the Job Contact Room to indicate *pre-registered* company locations.

Please note that and all materials posted outside of Job Contact and/or the Auditions must be stamped with the SETC Validation Seal.

SETC, hotels and meeting centers reserve the rights to remove any unauthorized company postings. This includes inside the convention area and the hotel.

IV. REGISTRATION/CHECK-IN:

Each organization is responsible for completing an EMPLOYER PACKET consisting of a COMPANY REGISTRATION FORM including information for each representative of your organization, the EMPLOYER CONTRACT (2pgs) for the organization to participate in activities of the Convention, and a SAMPLE of YOUR HIRING CONTRACT if we do not have one, or if it has changed significantly. Please ensure that you have enough representatives at the convention to fulfill the time obligations for which your organization registers. Empty tables do not attract potential employees in Auditions or in Job Contact.

All professional company representatives should check in at the convention and pick up all convention materials Wednesday, March 2 from 2-6pm at Job Contact Service – **Galleria Hall – lower level**. This is where you will receive your convention badge(s), audition room pass(es), complete convention schedule, actor packet, company list, and job contact space assignment. Companies who do not pick up actor profiles or secure Job Contact tables may have these given to someone else.

**Auditioning companies should be prepared to provide callback room information and to pick up “door/interview schedule” sheets – which you will return to the Auditions Staff during the Company Briefing on Thursday morning at 9:00AM.

V. REQUIRED MEMBERSHIP DUES & FEES:

All organizations and representatives participating in these events are required to be members of SETC and pay the convention registration fees. Company registration includes one representative. Auditions AND Job Contact Service are included in the packet price – please be sure to specify in which of these events you will participate.

Total (If registered by 12/20/10)	\$350.00 ** Additional Reps \$150 each by 12/20
Total (If registered by 1/22/11)	\$395.00 ** Additional Reps \$195 each by 1/21
Total (AFTER 1/22/11)	\$470.00 ** Additional Reps \$270 each after 1/21

Call Back Space – rates vary; contact SETC Central Office – these will need to be paid for separately from registration fees upon booking.

- If you have already paid membership dues for the year, or if you need to verify current membership status, contact SETC to calculate your amount due.
- \$20.00 for transferring payments from one rep to another will be charged to your account for each change.
- No refunds after 1/21/11.
- ** Workshops, attendance at the five Festivals, guest speaker addresses, visits to exhibition booths, invited socials, etc. are included with your registration. Company participation in other convention activities such as Master Classes, meals, graduate/undergraduate auditions, exhibits, accommodations, etc. are not included in this total.

VI. QUESTIONS OR ASSISTANCE:

Contact April J'C Marshall at the SETC Central Office for answers to your questions. Contact information: april@setc.org or 336-272-3645.

CHECKLIST

- COMPANY REGISTRATION FORM (Make sure to list **all** representatives)
- EMPLOYER CONTRACT -- please provide complete information!
- SAMPLE OF YOUR COMPANY'S EMPLOYMENT CONTRACT if we do not have one already on file for you or if it has changed significantly.
- COMPANY PROFILE IF NEW TO SETC – OR IF INFO NEEDS UPDATING
- PAYMENT (MasterCard, Visa, or check)

MAIL TO

SETC
1175 REVOLUTION MILLS DRIVE
SUITE 14
GREENBORO, NC 27405

Rolling DEADLINES:
Early Bird – December 20, 2010
Advance - January 21, 2011
Onsite – after January 21
No refunds after January 21

- ▶ Book your hotel/callback room at the Atlanta Hilton Downtown 877-667-7210 Code STC301/Professional Hiring Company
- ▶ Check-in Wednesday March 2nd 2 – 6pm at the Atlanta Hilton Downtown – Galleria Hall Lower Level



PROFESSIONAL COMPANY: REGISTRATION FORM
 Complete one form per PROFESSIONAL COMPANY. Thank you.
 ♦ 62nd Annual Convention ♦ Atlanta, GA ♦ March 2-6, 2011

**Convention
2011**

Preferred Company Name _____

Alternate Name of Organization _____

Company Address _____

City _____ State _____ Zip _____

Primary Contact (for our database) _____

First _____ Last _____ MI _____ Title _____

Phone #'s: _____ ext _____ or _____ ext _____

Primary Email: _____ Website Address: _____

Registration Information: (No Refunds after January 21)

Amount Due

Packet Fee Includes:

Convention Registration, One-year SETC membership & benefits for Company & 1st Rep
 One-year SETC membership & benefits for Company: Reduced advertising rates, S.O.R.T. etc.
 Spring Auditions and/or Job Contact Service Table (and hospitality)

____ ♦♦ **Early Bird Registration** (By 12/20/10) **\$350** added rep \$150 each **\$ _____**

____ ♦♦ **Advance Registration** (By 1/21/11) **\$395** added rep \$195 each **\$ _____**

____ ♦♦ **Onsite Registration** (After 1/21/11) **\$470** added rep \$270 each **\$ _____**

No Refunds after January 21

♦♦ **Company Representatives:** *All representatives must register to attend Convention, Auditions, and/or Job Contact*

Representative 1 _____
 First Last MI

Preferred Address _____

Contact # _____ Email _____ Title : _____

Included

Representative 2 _____
 First Last MI

Preferred Address _____

Contact # _____ Email _____ Title : _____

Representative 3 _____
 First Last MI

Preferred Address _____

Contact # _____ Email _____ Title : _____

Representative 4 _____
 First Last MI

Preferred Address _____

Contact # _____ Email _____ Title : _____

List other reps on additional sheet or back as necessary

PAYMENT INFORMATION

TOTAL FEES Master Card Visa Money Order Check Enclosed _____ **CK#**

Card Number: _____ - _____ - _____ V# _____ Exp Date: _____

(3 digit code on reverse of card)

Name on card: _____ Signature: _____



EMPLOYER CONTRACT

CHECK in which activity(ies) will you participate

Auditioning Company Job Contact Service Both

ALL COMPANIES COMPLETE THIS SECTION All Information listed on the registration form will appear in the company list(s) unless you tell us what not to include: (Please type or print)

Preferred Company Name: _____

Facilities: Permanent Indoor, Black Box, Dinner, Cruise Ship, Theme Park, Outdoor/Amphitheatre
 Other (please describe) _____

Are you: Stock, Repertory, Musical, Non-musical, Theatre for Youth, Touring, Educational
 Other (please describe) _____

Are you: Year-round Summer; Equity Non-equity AEA Guest: Type(s) contracts: _____
 Other (please describe) _____

A sample copy of your employment contract MUST accompany registration in order to be processed.

Current Season's Productions: List **only** those for which you will be hiring: (use back or additional sheets as necessary)

- 1) _____ 2) _____
- 3) _____ 4) _____
- 5) _____ 6) _____
- 7) _____ 8) _____

*******Auditioning Companies – Only*******

Name(s) of persons **IN AUDITION ROOM** 1) _____ 2) _____

Contact to be listed & given out in Company Profile: _____
NAME TITLE EMAIL ADDRESS

Rehearsals begin: _____ Season dates _____ to _____

For which will you be hiring: _____ Year-Round _____ Summer Only _____ BOTH

APPROXIMATE NUMBER OF ACTING JOBS AVAILABLE:

(#) Total Males: _____ They will _____ Act _____ Sing _____ Dance: (#) Equity _____ (#) Non-Equity _____
(#) Total Females: _____ They will _____ Act _____ Sing _____ Dance: (#) Equity _____ (#) Non-Equity _____

Salary Range: \$ _____ per (choose one) week month show season

Other Benefits: _____

Additional duties for actors: _____

We hire: _____ Paid Actors _____ Interns w/Payment/Benefits: _____ Apprentices: Paid or Unpaid/Benefits

I will hold audition callbacks/job contact interviews in: _____my Hotel Room in HILTON _____Reserved Callback Space

I would like to request a Call Back/Interview Space for the days/time below (most available after auditions)

*Pricing varies on the type of room booked -- only a limited # of rooms with pianos are available.
You will be contacted when rooms are available to confirm your choice and make payment arrangements*

Thursday: ___Large or ___Small Room: _____ Hours: _____ Piano: Yes ___ No ___

Friday: ___Large or ___Small Room: _____ Hours: _____ Piano: Yes ___ No ___

Saturday: ___Large or ___Small Room: _____ Hours: _____ Piano: Yes ___ No ___

Continued....



Southeastern Theatre Conference, Inc.

Annual Convention

COMPANY SCHEDULE

March 2 – 6, 2011 Atlanta, GA

Registration, Auditions, & Job Contact are held at the Hilton Atlanta Downtown

- Wednesday, March 2**
 2:00 pm - 6:00 pm
 7:00 pm – 8:30 pm
- Company Registration, Distribution of Packets, & Job Contact Service Set Up**
 Galleria Hall – lower level of the Hilton
“Production Resume Assistance” Workshop: Come help prepare applicants to interview in Job Contact! – Presided by Constance Smith, U South Alabama
- Thursday, March 3**
 8:30 am - 6:00 pm
 9:00 am - 9:30 am
 9:30 am - 5:00 pm
 9:45 am - 10:00 am
 10:00am – 10:30 am
 5:15 pm - 6:45 pm
 6:45 pm - 8:15 pm
- Company Registration, Distribution of Packets, & Job Contact Service**
Galleria Hall – Lower Level (Employees admitted beginning at 10:30am)
Mandatory Briefing for AUDITION Companies, Grand Ballroom WEST -2nd Floor
 Acting/Singing Auditions #1-260, *Grand Ballroom WEST*
Mandatory Briefing for JOB CONTACT Companies, Galleria Hall – Lower Level
Offstage Showcase: Individual companies meet with designers and directors - *in JCS*
 Mandatory Dancer Briefing & Warm-up #1-260 & DANCER ONLY, *Grand Salon D*
 Dance Call, *Grand Salon D*
- Friday, March 4**
 9:00 am - 6:00 pm
 9:00 am - 9:15 am
 9:15 am - 9:30 am
 9:30 am - 5:30 pm
 12:00 pm - 1:30 pm
 5:45 pm - 7:15 pm
 7:15 pm - 8:45 pm
- Job Contact Interviews, Galleria Hall**
 COMPANY Briefing – get the latest updates
Actor/Tech Walk Through, Grand Ballroom WEST
 Acting/Singing Auditions #261-520, *Grand Ballroom WEST*
 (9:30 - 12:00 Morning Set, 12:00 - 1:30 ProDiv Meeting/Lunch Break, 1:30-5:30* pm Afternoon Set)
Professional Theatre Division Meeting-All Companies, Grand Ballroom WEST
 Mandatory Dancers' Briefing & Warm-up #261-520, *Grand Salon D*
 Dance Call, *Grand Salon D*
- Saturday, March 5**
 9:00 am - NOON
 9:00 am - 9:15am
 9:15 am - 9:30am
 9:30 am - 5:00 pm
 5:15 pm - 6:45 pm
 6:45 pm - 8:15 pm
- Job Contact Interviews, Galleria Hall**
 COMPANY Briefing – get the latest updates
 Audition Team Members audition before companies
 Acting/Singing Auditions #521-780, *Grand Ballroom WEST*
 Mandatory Dancer Briefing & Warm-up #521-780, *Grand Salon D*
 Dance Call, *Grand Salon D*

DAILY SCHEDULE

- 8:30 am - 4:00 pm Auditions Warm-up Room: #214 (Fulton)
 9:00 am - 5:00 pm Auditions Holding Room: #212 (Walton)
 10:30 am – 9:00 pm Call-back Bulletin Boards: #208-209 (Douglas & Paulding – North Court)

Schedule subject to change. *Auditions/dancer callbacks/auditions may end earlier or later depending on number of actual auditionees. Please consult official program booklet on-site for changes.

****Daily Mini-Continental Breakfast will be made available to Auditioning Companies in the Auditions Room****

AUDITION SCHEDULE BLOCKS

Thursday	Friday	Saturday
<i>Briefing</i>	ACTOR/TECH WALK THRU 5000 – 5075 261-360 YEAR ROUND Availability	<i>Audition Team members will audition before the companies</i>
1-140 SUMMER ONLY Availability	PRO-DIV Meeting Audition & Job Contact All Companies	521-640 YEAR ROUND Availability
141-260 YEAR ROUND Availability	361-520 SUMMER ONLY Availability	641 - 780 SUMMER ONLY Availability
Dance Call & Dancer Only Auditions	Dance Call	Dance Call

REMINDER –COMPANIES ARE REQUIRED TO BE IN THE AUDITIONS ROOM FOR ALL BLOCKS IN WHICH THEY CAN HIRE INDIVIDUALS : Summer Only and/or Year-Round*
 ***Year Round also includes Summer hiring**

Below is a sample of the callback form that we will post for you in the Callback Posting Room at the SETC Convention. After postings, auditionees go to the Posting room and look at each company's sheet to find if their number has been called back. If they wish to further talk with that company, they initial beside their name, if they decide not to schedule a callback – they write NO.

The company may request auditionees as follows:

- 1) **SIGN UP FOR CALLBACK:** AUDITIONEES GO TO COMPANY'S INDIVIDUAL CALLBACK LOCATIONS AND SIGN UP FOR AN AUDITION TIME
- 2) **ATTEND DANCE CALL:** THEY GO TO THE DANCE CALL IN THE EVENING. THEY SCHEDULE CALLBACKS AROUND THE DANCE CALL. THEY RE-CHECK THE POSTING BOARD AFTER DANCING TO SEE IF ANYONE HAS ADDED A REQUEST TO SEE THEM AT ADDITIONAL CALLBACKS
- 3) **PHOTO/ RESUME ONLY:** AUDITIONEES TAKE HEADSHOT AND RESUME TO THE COMPANY'S DESIGNATED LOCATION AND LEAVE IT IN THE BOX FOR THEM – THEY SHOULD **NOT** SIGN UP FOR A CALLBACK TIME. PLEASE DO NOT CHECK THIS BOX IN CONJUNCTION WITH OTHER OPTIONS

****SETC asks auditionees to be sure to put SETC audition number & an immediate phone number (cell phone or hotel) on all materials they leave with the companies.



SAMPLE ONLY



CALL BACK REQUESTS – TODAY'S DATE Thursday March 3

COMPANY: XZY Theare

CALL BACK LOCATION (BLDG/ROOM #) Hilton Room # 476 (-/- or -/-) Hilton Fulton Room 2nd flr

AUDITIONEE INITIAL TO ACCEPT CALLBACK OR WRITE NO IF NOT	AUDITIONEE #	SIGN UP FOR CALLBACK	ATTEND DANCE CALL (THEN CHECK POSTINGS)	PHOTO/ RESUME ONLY	PAID ACT/ DANCE/ SING	PAID INTERNSHIP OR APPRENTICE	UNPAID INTERNSHIP OR APPRENTICE
	47	√			√		
	360		√		√		
	409	√	√			√	
	511			√			
	612		√		√		
	780	√			√		

(Check all that Apply)

(Check all that Apply)

REMARKS: Please note – all persons will be asked to sing at our callbacks – come with

Prepared material. You will be seen in groups of 5 at a time.

**Photo/resumes should be left in box in the Callback Posting Room



COMPANY PROFILE

(New Companies complete – or to update information)

Date: _____
Completed by: _____

Legally incorporated name of organization:

_____ Tax ID#: _____

Alternate Name or Affiliation: _____

Primary Contact _____

Street Address/P.O. Box _____

City _____ State _____ Zip _____

Office Phone/ext _____ Alternate Phone _____ Fax _____

Email address _____ Website _____

Board/Management information:

Chief Administrative Office _____ Address _____

Artistic/Managing Director _____ Address _____

Board Chairperson _____ Address _____

How long has your organization been in business?: _____

Type of Incorporation: Profit Not for Profit Non-Profit

Are all production company members paid ? Yes No - Explain: _____

Do you offer? Housing & Board Housing Only Board Only **Cost:** _____

Do you offer apprenticeships? Yes No Are they paid? Yes No **Rate:** _____

Do you offer internships? Yes No Are they paid? Yes No **Rate:** _____

Are apprentices charged a fee to work/study at your theatre? Yes No **Rate:** _____

Are interns charged a fee to work/study at your theatre? Yes No **Rate:** _____

Can apprentices earn? Equity Card Credit College Credit Other: _____

Can interns earn? Equity Card Credit College Credit Other: _____

Additional Information regarding operation and artistic goals, working conditions, benefits:

For those companies participating in JOB CONTACT:

A note on Electrical Power and Internet connection. These are paid services *to the hotel* which must be booked with them. Electrical forms should be sent to the address on that form.

There are discounts for “multiple hookups” with the internet services. So, if you are interested in combining with others for the discount, please commit to me ahead of time, and I will facilitate this.

You will need to complete the INTERNET form and send it to me, so I can compile and send all of them in together.

Forms must be received by SETC by January 21, 2011. I will at that time inform you of the daily cost.

The form here is a PDF Form, but if you wish an excel form that you can complete, just contact me via april@setc.org, and I will email you that separately.

See you in Atlanta!

April J’C Marshall