



Spring Professional Auditions

Guidelines for Dancer-Only Applicants

2019 SETC Convention | Knoxville, TN | Feb. 27 – Mar. 3
Audition Dates | Feb. 28 – Mar. 2

Eligibility Requirements for Dancers:

Dancer-only applicants must meet SETC’s professional qualifications to be approved for an audition spot. You must:

- Be 18 years of age or older **and** no longer be in high school.
- Be available to accept full-time/year-round, seasonal work, or for a full summer.
- 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.
- Obtain email references from two directors or choreographers of roles listed on your application who will recommend your dancing abilities.
- Provide a link to a video showcasing your dancing. See next page for video requirements.

Costs and Deadlines:

All payments must be made **online via Visa or MasterCard** by the application deadline.

	Cost *	Application Deadline
Early-Bird Rate Student	\$170	Dec. 14, 2018
Final Rate Student	\$220	Jan. 15, 2019
Early-Bird Rate Adult/Non-Student	\$270	Dec. 14, 2018
Final Rate Adult/Non-Student	\$320	Jan. 15, 2019

* **Costs Include:**

- SETC Professional Auditions
- SETC Convention Registration
- One-Year SETC Membership

* **If you plan to participate in other activities at the SETC Convention that require additional fees** (e.g. Theatre Job Fair, Graduate School Auditions, Design Competition, Friday Lunch, Saturday Banquet Gala &

Awards Ceremony, etc.), please follow these steps **before submitting your payment:**

- Log in to your SETC account and place a checkmark next to those activities you plan to participate in on the “Convention Registration” page.
- Complete any necessary applications.
- Wait to complete your order until your all of your applications for paid activities are PENDING.

Refund Policies:

- **No refunds will be given after the application deadline at noon Eastern Time on Jan. 15.**
- **All refunds are less a \$20 processing fee**, even if you do not receive an audition slot.
- **All refund requests must be made via email to april@setc.org.**

Please Note: Audition numbers will be sent within two weeks **after** the January deadline. The dancer application deadline is **Noon on Jan. 15, 2019**. Cancellations made after the application deadline will not receive a refund.



All payments are processed via a **secure network using Plug’n Pay**. You will receive an email receipt within **six hours of payment**. If you do not receive a receipt, please email april@setc.org to follow up.

Video Requirement:

Dancer-only applicants are required to provide a link to a video showcasing their dancing to SETC as part of the online application. The video 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 developpés.
- Show off your technique, specialties, and performance skill. Tap skills are not required, but you may include them if you like.
- Be no longer than **1–3 minutes** long.
- **Be viewable to SETC by web link.** We recommend uploading the video as “unlisted” to YouTube, but privacy settings and online video hosting service selection are ultimately up to you.
- If you are not the only dancer on the video, make sure you describe where you are throughout and what you are wearing.
- Make sure your **name** is included in the title of the video! Example: **Mary Smith Dance Video SETC 2019**
- **If you wish to be considered as a singer**, you must include 16 bars of just you singing at the beginning of your video.

Late submissions will not be accepted.

Application Policies and Guidelines:

Please read **before** completing the online application.

- Submitting an application does **not** guarantee you an audition slot.
- All required fields must be complete **before you can pay for and submit your application**. This includes:
 - Your **headshot photo** has been uploaded in an acceptable file format (no PDFs)
 - Your **references** have provided your complete recommendations. Please contact your references **early** to ensure there's ample time for them to respond before the deadline.
 - Your **link to a video** as detailed above.
- You **must** have a working email in order to receive information, auditions number, etc. Due to email filtering issues, please add the following email addresses to your address book to ensure the delivery of important email reminders, updates, audition numbers, etc. to your inbox:
 - **april@setc.org**
 - **april=setc.org@mlsend2.com**
 - **setc@matchingneeds.com**

Audition Schedule and Process:

- **When and where to report:** You will report to check-in at the Knoxville Convention Center and get in the PROFESSIONAL AUDITIONEES line to get your audition badge.
- **When will you audition?** All dancer-only auditionees will be seen at the Dance Call on Thursday evening.
- The **Mandatory Dance Briefing, Warm-Up and Instruction** will follow regular auditions.
- This **time will be posted in front of the Dance Call Room** and **may change from the original schedule you 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 each dance combination.
- **Callback Boards:** At the end of the Dance Call, companies will identify those actors who they wish to see at callbacks. The audition numbers of those called back are posted on callback boards under the headings of the individual companies on BLUE sheets. Locations and general time frames for callbacks will also be posted.
- **Callbacks/Interviews:** These are held by the individual companies are held on the same day and can go late into the nights. Setting up meetings or appointments with companies outside of the SETC audition/callback process is strictly prohibited. Some companies will conduct readings, ask you to share prepared monologues or ask you to sing during these sessions. You may **NOT** be asked to dance during callbacks, or at any time other than the SETC Dance Call.

Dance Call:

- Three combinations will be taught with time to practice. Dancers of each combinations will be divided into male/female groups. You will audition in groups of 6 for each dance combination you choose to participate in.
 - **Combination #1 (not an option for Dancer-Only):** For actors who move well.
 - **Combination #2 (required):** For the **advanced** dancer. Ballet and jazz combined.
 - **Combination #3 (optional):** For those who tap well. A Marley floor will be used for this intermediate/advanced tap combination.
- **What to Wear:**
 - Wear something you can move in yet shows the line of your body.
 - Shoes: Wear something you can dance in on carpet. If tapping, bring tap shoes.
 - Wear your audition number where it can be seen.
- **Casting Notifications:** Many companies audition performers at several locations around the country, so final decisions on casting are usually made after all their auditions are completed. **Contracts may not be offered earlier than 24 hours following the SETC Convention, and most contracts will be mailed at a later date to those performers the company selects.** In rare instances of immediate need (e.g., a show opens in the next few weeks), some exceptions may be granted by SETC. You will be notified of these at your briefing, and **ONLY** those roles and shows listed are eligible for immediate contracts.
- **Lodging Information:** When you are assigned an audition number, you will be sent a link to hotel information, or you may go to the SETC website under "Convention" and look for hotel information/list.

Questions about these procedures will be addressed during the Mandatory Audition Briefings.

Questions?

For more information or assistance, contact:

April J'Callahan Marshall, SETC Professional Services

Email: april@setc.org

Phone: 336-272-3645

KEEP READING FOR STEP-BY-STEP INSTRUCTIONS ON HOW TO COMPLETE AND PAY FOR YOUR APPLICATION

Application Instructions for Dancer-Only Applicants

Please don't wait until too close to the deadline to begin this process. Be sure you leave enough time for your reference providers to respond. We want to help you, but if you procrastinate we might not have time to do so.

- 1) Go to the SETC website (www.setc.org/spring-professional) to obtain general information about the Spring Auditions. Download the guidelines that fit your category – **Dancer-Only** – 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, complete your SETC audition application online at <https://setc.matchingneeds.com/>.

APPLY NOW

- 4) You must have a username and password to enter the site.

If you have been an SETC member or have applied, auditioned, or attended an SETC event in the past, you already have a username and password. **Please do NOT create a new account.** You may either use the Password Help option or EMAIL the SETC office at info@setc.org for assistance. Include your full name (with middle initial), email address and phone number in your email.

If you are NEW to SETC, use the Create New Account feature from the login page and create a username and password (use only lower case letters and numbers — no special symbols like * & _ etc.). You should complete the full information in the MY PROFILE section.

Once you are logged in...

- 1) Select the “Event Registration” option in the top left menu.
- 2) Select the “2019 Knoxville, TN Convention — Feb 27 – Mar 3” option.
- 3) Place a CHECK in the box beside your registration type (ADULT or STUDENT) **and** the Spring Dancer Only activity.
- 4) Click “SAVE” at the bottom of the page, and WAIT UNTIL the page refreshes itself.
- 5) Click on the **BLUE UNDERLINED** link to enter your application. Use TAB to move between fields. Use previous/next arrows or page buttons to go to a different section.

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.

- 6) You will need all your contact information, an electronic headshot, your theatrical resume and your educational background. The headshot you upload will need to be a recent black-and-white photo of just yourself; 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 1500 x 1500 px). **DO NOT USE PDF files**; JPG files work best. If you need help, [contact SETC](#).
- 7) 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 address and phone number. **These references must be from directors/choreographers of the professional credits listed in your 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 SAVE — this will notify the reference provider(s) to provide the reference to SETC.
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 should also verify the email address to which they would like the request sent. 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 hitting SAVE again.

- 8) All portions of the application must be complete (including photo, reference responses, and video link) before you can prepare your application for payment and submission.
- 9) 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.
- 10) 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.
- 11) **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."
- 12) 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**.
- 13) 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 successfully submitted your application and payment.
- 14) You will receive an email receipt via our secure online transaction system, Plug'n Pay. Save your receipt. If you do not receive one within two (2) business days, email april@setc.org to obtain a receipt.
- 15) **Now wait.** The SETC Dance Committee will review applications following the final deadline. Once your application has been reviewed, you will receive email notice from SETC as to whether or not you have received a dancer slot. If you have been selected for a dancer slot, this email will also contain your number. This will be following the Jan. 15 deadline (please allow up to two weeks).
- 16) Make your hotel reservations. Go to www.setc.org/hotel-info for information on how to make your reservations and links to the SETC special rate hotels. [You can always cancel later if necessary.]
- 17) 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. Add the emails on Page 2 to your contact/address books.
- 18) If you are 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.
- 19) Then, you will come to convention and check in at the **PROFESSIONAL AUDITIONS LINE** to get your badge. You will attend your DANCER briefing and proceed to the warm-up area, and learn the combinations. You are free to attend all workshops and programs as time permits.
- 20) Callbacks will take place the same day in rooms at either the convention center or hotel room/suites of the professional companies within short walking distances. Setting up appointments or meetings with companies outside the SETC Audition/callback process is strictly prohibited. These last until around midnight.

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 too close to the deadline** — it may be too late!

Break a leg!

For Questions or Assistance, Contact:

April J'Callahan Marshall
SETC Professional Services
Email: april@setc.org
Phone: 336-272-3645