

# AUDITION GUIDE

## *Flat Stanley: Traveling Troupe 2020*

### CHOOSING & PREPARING YOUR MUSIC

- Please choose music from a musical - something that you can sing easily even when you are nervous, and something that you LOVE to sing!
- We only need to hear 16-32 bars - essentially, a verse and a chorus. It's good to know the whole song, so you understand what you are singing about, but please only plan to sing 16-32 bars at your audition.
- Bring your music in a 3 ring binder (make SURE the piano part is easy to read, with no blurring or cut off tops/bottoms/sides), and CLEARLY mark where you plan to start and where you plan to stop. You may also want to mark clearly if you are planning any tempo changes, extended time to breath, or any other surprises the accompanist may encounter while you are singing.
- It would be wise to practice your audition piece with a pianist before your audition, so you know what to expect.
- You may also want to check a script out from the Box Office to help you familiarize yourself with the show. Scripts can be checked out for one week at a time. Box office hours are M-F 10am-5pm. Please bring a \$10 deposit in the form of cash or check. NO RENTALS MAY LEAVE THE BUILDING THE WEEK BEFORE AUDITIONS.

### PREPARING YOUR AUDITION PAPERWORK

- **CONFLICT SHEET:** THIS IS EXTREMELY IMPORTANT! Please look over the ENTIRE conflict sheet carefully and CROSS OUT any days that you would NOT be able to attend rehearsal for ANY reason. Fewer conflicts is always better, but we understand that people have other commitments and are willing to work around a reasonable number of conflicts that are stated on the Conflict Sheet.
  - Directors & Stage Managers use this information to create a rehearsal schedule maximizing our limited rehearsal time. Conflicts added AFTER the audition process WIL NOT be accepted, because it is extremely detrimental to the entire team.
  - Conflicts during tech week or performances will not be accepted. (for Traveling Troupe, tech week is the final week of rehearsals)
  - Be sure to also look carefully at the PERFORMANCE SCHEDULE: THE TRAVELING TROUPE performs on Tuesday mornings from March-June, as well as a number of community performances on Saturdays and/or evenings.
- **RESUME:** You do not HAVE to bring a resume, but it is very helpful to the Production Team. Don't stress about format for your Civic audition. We understand that many people auditioning will not necessarily have a great deal of experience. Items to list on your resume:
  - Your name and contact information
  - Shows you have done (title of show, character you played, name of theatre company)
  - Training you have had (classes at Civic, voice lessons, dance classes, etc)
  - Other performance experience/skills (choirs, instruments, etc)
- **HEADSHOT:** This is not required, but again can be helpful to the Production Team. ANY head & shoulders shot will do. Color or black & white are both fine.

## **DAY OF THE AUDITION: WHAT TO BRING**

- Your filled out conflict sheet. (see above for tips & suggestions)
- Copy of your Resume & Headshot (see above for tips & suggestions)
- A water bottle
- Wear comfortable clothes that you can MOVE in. Either wear or bring close-toed shoes for the dance audition. Some kind of dance shoe is recommended (jazz, ballet, etc), but any athletic shoe will do.

## **DAY OF THE AUDITION: ARRIVAL**

- Plan to arrive well before your audition time (15-20 minutes) to allow time for traffic, parking, finding your way through the building, and getting settled.
- Metered parking around the building is free on the weekends and evenings after 5pm (the Monroe Center meters are an exception). There is an Ellis Lot on Library street across from the building, but it can be expensive. Please leave yourself plenty of time for parking, especially if you are unfamiliar with the area.
- Look for signs directing you where to enter the building for auditions. We usually have people enter through the MAIN Lobby doors on Library street..
- Once you are in the building, check-in at the Audition table. If you have never auditioned with us before, there will be an information card for you to fill out.
- There are restrooms and a drinking fountain in the waiting area. You will wait here until it is time for your audition.

## **DAY OF THE AUDITION: YOUR AUDITION**

- We will take people in their reserved time-slot group into the audition room and have everyone sit in the line of chairs against the side wall.
- Someone from the team usually introduces everyone on the audition panel — this will include the director(s), stage manager(s), and sometimes an intern or other staff member.
- One by one, those auditioning will sing their 16-32 bars for the audition panel.
- When it is your turn, please bring your music to the pianist. You can take a moment to show them where you would like to start & stop, and let them know how fast/slow you would like the song to be. Then, come to the “X” in the middle of the room, face the audition panel and INTRODUCE YOURSELF, and tell us what you are singing! Give the pianist a little nod so that he/she knows you are ready, and then sing your piece for the panel!
- When you are done, collect your music and have a seat.
- Once everyone has sung, we will have the entire group learn a short dance combination. The choreographer will show you the steps, practice with you, and give you a few opportunities to rehearse the combination as a group, with the music.
- After a few times through the combination, the choreographer will split the group into 2-3 smaller groups, and have you show what you have learned. DO NOT PANIC if you “mess up” or can’t perform the entire combination perfectly. THAT IS OK! While some roles do require strong dancers, for many roles we are just looking at your potential. Have fun, smile a lot, and don’t spend any time comparing yourself to others.

## **DAY OF THE AUDITION: AFTER THE AUDITION**

- Once your 30 min slot is over — you are DONE! If you've left anything in the waiting area, head back there to grab it and you are good to go.
- Once the audition panel has seen EVERYONE, they will select a few people that they need to see again for Callbacks. A Callback will either be an email or phone call from the production team, either later Sunday evening or early Monday morning.
- If you do not receive an email or phone call, it does not necessarily mean you are not cast, but it does mean that the team does not need to see you again before we cast the production.
- If you are asked to the Callback, there will likely reading/singing from the script, and another short dance combination. If you need to bring or prepare anything specific, you will receive that information when you are contacted about your Callback time.
- After Callbacks, the team usually needs a few days to complete casting. Those who are cast will receive a phone call from the stage manager or director. We wait until AFTER we have received confirmation from everyone who is cast before publicly posting a cast list.

## **AFTER THE AUDITION: WHAT IF I'M NOT CAST?**

- Once we have confirmed a cast, those who are not cast will receive an email letting them know that the process is complete and we did not have a place for them this time. Please know that we will be seeing a LARGE group for *Traveling Troupe 2020*, and while we would love to work with everyone, we will have to make many difficult choices in the best interest of the productions.
- But don't lose heart! There are MANY ways to get involved at Civic! We are always looking for volunteers: ushering, backstage work, costume shop & scene shop assistants, and administrative help! To volunteer at Civic, please fill out the volunteer form on our website at [grct.org/volunteers](http://grct.org/volunteers).
- We also teach a wide variety of classes for ages 4-adult. We have Acting, Musical Theatre, Dance, Production & Technical classes for all levels of experience! Taking a class is a great way for you to hone your skills, get to know Civic, and discover & nurture hidden talents! We even offer audition classes for children & adults, if you want to feel more prepared for your next audition experience. You can find our extensive class catalogue under the "Education" tab on our website: [grct.org](http://grct.org).

## **AND FINALLY....**

Thank-you for your interest in auditioning at Civic Theatre — we know that it can be a daunting process, especially the first time. We try to make it as painless as possible, and please know that every single person on the audition panel is rooting for you! We WANT to see you succeed! Our volunteers - both onstage & off - are the backbone of Civic, and we look forward to adding you to the family.