

# AUDITION GUIDE: MARY POPPINS

**\*\*PLEASE BE SURE TO READ THE IMPORTANT COVID INFORMATION AT THE  
END OF THE AUDITION GUIDE\*\***

## CHOOSING & PREPARING YOUR SONG

- Please choose music from a musical - something that you can sing easily even when you are nervous, and something that you LOVE to sing! Something in the style of the musical is ideal, but please do NOT sing from MARY POPPINS.
- 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 on any tempo changes, extended time to breathe, or any other surprises the accompanist may encounter while you are singing.
- You can find sheet music online at sites such as [sheetmusicplus.com](http://sheetmusicplus.com), [musicnotes.com](http://musicnotes.com), etc.
- It would be wise to practice your audition piece with a pianist before your audition, so you know what to expect and so that you know your music is in the correct KEY (not too high or too low).
- 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 DANCE AUDITION

- The audition dance combination will be available on Sign Up Genius approximately two weeks before the audition. We recommend spending a few minutes learning this part of the combination so that you can feel confident and comfortable on the day of auditions!
- The choreographer will quickly review the dance combination on the day of auditions, but you should spend some time learning it to the best of your ability prior to the audition. We do NOT expect perfection, and of course will leave some time during the audition to clarify any questions you might have about the combination.

## **AUDITION FORM**

- Please fill out the Online Google Form AT LEAST 48 hours before your audition.
- It is EXTREMELY important that you look at the proposed rehearsal schedule BEFORE you fill out your audition form to determine where you might have potential conflicts. Fewer conflicts are 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 Audition Form.
  - Directors & Stage Managers use this information to create a rehearsal schedule maximizing our limited rehearsal time. Conflicts added AFTER the audition process WILL NOT be accepted, because it is extremely detrimental to the entire team.
  - Conflicts during tech week or performances will not be accepted.
  - Actors cast in the roles of Mary, Bert, Michael, Jane and possibly 1-2 other Ensemble Members will be flying during the show. There are special rehearsals scheduled with our flying company (ZFX) November 1, 2, and 3. There may need to be SOME afternoon rehearsal times in addition to the regular evening auditions, particularly on November 2 & 3. We will discuss availability with everyone cast in those roles, but will need some flexibility that week to ensure that flying sequences can be learned in time.
  - Be sure to also look carefully at the PERFORMANCE SCHEDULE: MARY POPPINS performs 5-6 shows a week for 5 weeks and has an extensive Tech Week rehearsals. There are also a few offsite performance opportunities the weekend AFTER the run.

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

- Your sheet music (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.

### **OPTIONAL ITEMS:**

- RESUME: You do not HAVE to bring a resume, but it can be helpful to the Production Team if you have one. 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. We may also take a picture of each audition group on the day of auditions.

## **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.
- You will enter through the MAIN Lobby doors, on Library street, across from the Ellis Lots. Look for signs directing you to this door!
- As soon as you enter the building, there will be a check-in desk where some lovely volunteers will make sure that you have filled out your online audition form, have you fill out a name tag, and answer any questions you might have.
- There will be chairs and a few table set up in the Upper & Lower lobby so that you can sit and relax before your audition! There are bathrooms available in the Lower Lobby, and a drinking fountain (though we recommend you bring a water bottle with you).

## **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 back wall of the theatre.
- Someone from the team usually introduces everyone on the audition panel — this will include the director(s), stage manager(s), music director(s), choreographer(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 from the pianist 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 dance audition is over — you are DONE! If you've left anything in the lounge, 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, probably the day AFTER general auditions have concluded.
- 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 MAY be another dance combination to learn, as well as singing and reading scenes from the show. 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 *MARY POPPINS*, 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.

# **IMPORTANT COVID SAFETY INFORMATION**

The current mask policy, per the Civic Theatre Board of Directors, states:

## **STAFF AND VOLUNTEERS**

### **High Transmission:**

- In public spaces or when interacting with members of the public, staff and volunteers are required to wear masks. This policy includes when walking through the building.
- Staff and volunteers are always required to wear masks when interacting with or sharing rooms with members of the public (including but not limited to patrons/customers, students, volunteers, and vendors).
- Masks are optional when meeting with small groups of vaccinated staff and volunteers in private offices, conference rooms, or other non-public meeting spaces. Staff and volunteers should be mindful of social distancing recommendations and adhere to them when unmasked.

### **Low & Medium Transmission:**

- Masking is encouraged but not required for staff and volunteers when in public spaces.

## **PERFORMANCE**

### **High Transmission:**

- All backstage and booth crew and production staff are always required to wear masks. Exceptions will be made for Stage Managers who are making calls.
- Masks are not required for vaccinated performers when on-stage. Vaccinated performers are strongly encouraged to wear masks backstage when feasible.
- Proof of vaccination will be required to be unmasked in indoor rehearsal halls or when performing on-stage indoors.
- Beginning with technical rehearsals and through the run of any performance, Civic Theatre will provide bi-weekly testing to cast members.

### **Low & Medium Transmission:**

- Masks are optional for all cast, crew, and production staff. Masking will be encouraged when possible, during rehearsals and off-stage during performances.

## **VACCINATION**

- Grand Rapids Civic Theatre strongly recommends vaccination for all groups.