



## **AUDITION POLICIES, PROCEDURES AND RIGHTS**

### **EQUAL OPPORTUNITY POLICY**

It is the policy of Lyric Theatre Company (Lyric) that auditions be conducted consistent with Lyric's Mission Statement and that all persons are given an equal opportunity to audition for all parts in all shows. Lyric Theatre Company is a volunteer organization. It is also a social organization. Often, like-minded people become friends and even family, through the work they do with Lyric. Consequently, there are times when friends or family members of the production team audition for roles in a production. This is natural, given the shared interests that brought them together in the first place. However, Lyric is 100% committed to fairness and equal opportunity. To protect the integrity of each team and Lyric Theatre as an organization, the following steps are in place to ensure that every auditioning actor is treated as fairly and as equally as possible:

- No individuals shall be cast in a show without having auditioned.
- Production team members cannot be considered for a stage role.
- Lyric's executive director or a Lyric board representative sits in on all auditions as well as deliberation and selection meetings to verify objectivity and fairness.
- The casting team consists of the co-artistic directors, stage management, and a Lyric Theatre Company staff/board of directors' representatives. The co-artistic directors have final say about casting decisions.
- Everyone who auditions will be required to complete the following forms in the audition packet (if under 18 years of age, you have one additional form in the audition packet):
  - Audition form (complete and sign form)
  - This "Audition Policies, Procedures and Rights" (complete and sign form)
  - For Minors (under 18), Parents Consent Letter (complete and sign form)
  - Note: All auditionees must be born on or before 9/30/2010.
- Auditions for Burlington Does Broadway will be closed – they are not open for everyone to watch.
- Deliberations by the Burlington Does Broadway casting team will be kept confidential.
- If roles cannot be cast from initial auditions, a special audition may be held for that role or roles only.
- The casting team for Burlington Does Broadway is not able to offer feedback on individual auditions.



## **NOTIFICATION / ACCEPTANCE PROCEDURE**

Once an auditionee is offered a role in Burlington Does Broadway, confirmation of acceptance or rejection of that role must be made in a timely manner. Auditionees are required to note on their audition forms the roles for which they would like to be considered. avoid a team spending hours considering someone for a role they won't take. In the case that an auditionee would like some time to think about accepting or rejecting the role they have been offered, it is suggested that the auditionee be given no longer than one hour from the initial phone call.

Casting includes selection of and acceptance by the auditionee.

On the audition form, it is suggested that an approximate time be listed when casting calls are to be made and there be space on the form for alternative contact phone numbers in case the actor is at another location and unavailable at their home/work numbers during this time frame.

Auditionees who are not selected for the cast will be sent an email unless they indicate on their audition form they prefer a phone call.

## **THOUGHTS ABOUT BEING CAST or NOT BEING CAST**

Casting a show is always an extremely difficult process and artistic teams agonize over these decisions, knowing that not everyone can be cast and that feelings will inevitably be hurt. There are always many more people who audition than there is room for in any production. We hope you understand that not being cast is rarely a reflection on your skill or abilities, nor is it a reflection on the team not giving you a fair shot. There are also many variables beyond your control that go into the casting process: the other people who audition, voice part, height, shape and various other elements at the core of who you are that are unchangeable. You may give the audition of your life, and the artistic team may thoroughly recognize how talented you are – but it still might not what they have in mind.

We hope these thoughts will help you leave auditions knowing that the decisions of the artistic team rarely reflect upon your talent or abilities, and usually reflect instead upon fitting actors to their vision, given the specific pool of auditionee. In many cases, Lyric could cast a show three times over with the abundance of talent that arrives at auditions. If you are not cast this time, please know that your talent will have been seen, recognized, and given fair consideration. And please don't be hard on yourself. Just know that you didn't fit this time, and come out again to audition next time!

We applaud your courage in putting yourself forward, and hope you leave proud of having accomplished a remarkable feat – opening up your heart onstage, and giving us the opportunity to consider you for our show. What a gift!

**FEEDBACK PROCESS:** Any issue in this audition/casting process should be directed to Lyric's Executive Director, Jose Rincon, at 802-658-1484 or [jose@lyrictheatrevt.org](mailto:jose@lyrictheatrevt.org).

Your signature on this form indicates that you have read and understand the policies, procedures and guidelines of both sides of this document.

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Signature of Actor

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Signature Parent/Guardian  
(if under 18)

\_\_\_\_\_  
PRINT NAME