



## Audition Policies, Procedures, & Guidelines

### 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.
- Producers and Artistic 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 Artistic Director, Music Director and Choreographer make final casting decisions, no matter how many other people are on a given Artistic Team.
- The Production Supervisor observes and helps facilitate the process to make sure that all options and variables are considered.

### KICKOFF / INFORMATIONAL MEETING:

- A kickoff meeting will be held prior to auditions.
- At a minimum, a notice of this meeting will be posted to alert the general public and will also be included in Lyric's monthly newsletter.
- An agenda will be utilized to keep this Informational Meeting as brief as possible and targeted primarily for audition information.

### AUDITION & CALLBACK PROCEDURE:

- Auditions will consist of workshops for audition preparation as well as concurrent nights for auditions.
  - Everyone who auditions will be required to complete the following forms in the audition packet:
    - Audition form (complete and sign form)\*
    - This "Lyric Audition Policies, Procedures and Rights" (complete and sign form)\*
      - Additionally, all actors who are under 18 must have the "Parental Information and Consent" letter signed by a parent or guardian.
- \*Note: All actors auditioning for a children's role must be born on or before January 4, 2012. For any actor who is under 18, the actor's parent or guardian must sign the above forms.
- Auditions are closed.
  - Deliberations by the casting team will be kept confidential.
  - If a key role cannot be cast from initial auditions, a special audition may be held for that role or roles only.
  - The Artistic Team is unable to offer feedback on auditions.

### NOTIFICATION / ACCEPTANCE PROCEDURE:

- No one shall be notified of casting until all auditions are completed.
  - Children auditions Saturday, January 4th. Callback auditions are Sunday, January 5th.
  - Adult auditions are Monday, January 6th through Wednesday, January 8th. Callback auditions for adults are Thursday, January 9th.
- ALL actors will be notified in a timely manner once the show has been cast. It is suggested that notification be issued within 72 hours after final auditions and callbacks (if any).
- Once an actor is offered a role, confirmation of acceptance or rejection of that role must be made in a timely manner. Actors are required to note on their audition forms any roles that they are not willing to accept in

## Audition Policies, Procedures, & Guidelines

order to avoid a team spending hours considering someone for a role they won't take. However, in the rare case that someone wants time to "think about it" even though they said they would accept the role they have been offered, it is suggested that the actor be given no longer than one hour from the initial phone call. Casting includes selection of and acceptance by the actor.

- 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 that 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, and various other elements 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 be the "fit" they have in mind for a given character or for the show in general. You may not match up well with other cast members - vocally or otherwise. The idea of "fitting" or "not fitting" is a hard one to comprehend – especially when you are disappointed.

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 auditioners. 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 or complaint in this audition/casting process should be directed to Lyric's Executive Director, Erin Evarts, at 802-658-1484 or [erin@lyrictheatrevt.org](mailto:erin@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.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
If under 18, your parent/guardian MUST sign prior to you auditioning.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date