

-- Please keep this page for yourself as a reminder of pertinent dates. --

Mary Poppins

Thank you for auditioning for this show at Theatre Memphis.

We are dedicated to providing rewarding experiences for our volunteers and outstanding productions to our patrons. We are pleased that you have chosen to apply to help us with this opportunity. For the good of the show and fairness to all production volunteers and staff, we ask that you not add conflicts to your schedule once you have accepted a role in this production. If you are cast and are unable to keep your rehearsal and performance commitments, Theatre Memphis reserves the right to replace you.

By accepting a role in this production:

- You agree to make a full commitment to this show. -- If at any time after you accept a role, other opportunities or non-emergency commitments arise that conflict with regular rehearsal or posted performance times, you will fulfill the commitment you have made to this production and decline the other opportunity. It is your job to resolve any conflicts that arise before rehearsal/performance and to arrive on time each and every day that you are called. The director agrees only to accommodate conflicts that you listed on the audition form. Stage management keeps a copy of this information for reference and rehearsal schedule planning.
- You understand that you may be called for 5-6 rehearsals per week. *Rehearsals are generally 3-4 hours long, but may be longer during the tech period. Actors will only be called to rehearsals for which they are needed; **the final schedule is subject to change based on progress made in rehearsal. -- Therefore you must keep your schedule flexible even for days you are not initially called.** The full cast will be called for every rehearsal as we head into tech. All tech and performance dates are mandatory.

Rehearsal Dates: (A full or partial detailed rehearsal calendar will be released at least two weeks before rehearsals begin.)

4/10 – 5/29: 5-6 rehearsals per week, generally 3-4 hours long. Weekend rehearsals may be longer, with an included lunch or dinner break. Actors will only be called to rehearsals for which they are needed; the final schedule is subject to change based on progress made in rehearsal. -- Therefore you must keep your schedule flexible even for days you are not initially called.

5/22: This is the date rehearsals move from the rehearsal hall to the main stage and set. It is likely that all cast members will be needed for every rehearsal from this point on.

Possible rehearsal times include: Monday-Friday: 6-10 PM Saturday-Sunday: 8 AM-10 PM
Weekends vary, but generally do not begin before 1 PM or go past 10:30 PM.

Technical Rehearsal Dates

5/30: Tech Rehearsals begin. **ATTENDANCE IS MANDATORY for all cast members from this point on.**

Possible tech rehearsal times include: Monday-Friday: 6-11PM Saturday-Sunday: 8 AM-11PM
Weekday tech rehearsals may be 5-6 hours long. Weekend tech rehearsals may be 6-9 hours long.

Performance Dates

6/9 - 7/2

A call schedule will be determined during tech. Call times are no less than one hour before the listed performance curtain time. End time depends on the run time of the show, but is generally about 2.5-3 hours after curtain. Curtain times are as follows. Wednesdays - Saturday: 7:30 PM Sundays: 2 PM

7/2: Strike follows the final performance and lasts for about 3 hours, including the provided dinner. All cast members are asked to stay and assist with strike. Skipping out on strike is largely frowned upon. ☹️

When/how will I hear about Callbacks/Casting for this show?

In general, during the audition and casting process, Director of Stage Management and Volunteers, Ashley J. Nickas is the best TM Staff resource for information. Email is the best way at which to reach her - ajnickas@theatrememphis.org. She values your time and concerns and will return your message as soon as possible. The TM box office/admin office, the director, and the show's stage manager will not be able to provide you with information.

Callback Auditions:

- If callbacks are on a Monday: You will be notified by phone call by 1 PM on the Monday of callbacks. We will try calling back repeatedly until we get your confirmation of attendance. – Unless there are extenuating circumstances, please return the call of the audition committee member who called you, rather than reaching out to other parties involved in the audition/casting process.
- If callbacks are on a Sunday:
 - And you audition on Saturday: You will be notified by phone call by 1 PM on the Sunday of callbacks. We will try calling back repeatedly until we get your confirmation of attendance. . – Unless there are extenuating circumstances, please return the call of the audition committee member who called you, rather than reaching out to other parties involved in the audition/casting process.
 - And you audition on Sunday: There will be a short break between Sunday regular auditions and Sunday callback auditions. You will be notified in person during that break if you need to stay for callbacks.

Casting

- We strive to make all casting decisions and notification by the end of the day on the Friday following auditions.
- Those that are needed for the cast will receive a phone call by the end of the day on that Friday. If we need more time for casting decisions, an email will be sent informing you of the delay. We will try calling back repeatedly until we get a response about casting. . – Unless there are extenuating circumstances, please return the call of the audition committee member who called you, rather than reaching out to other parties involved in the audition/casting process.
- Those not needed for the cast will receive an email by the end of the day on that Friday.
- Please wait at least a week after your audition to check in, as it is unlikely additional info will be available before that time.
- Please be respectful of all auditionees. – If you are cast in as show at TM, we ask that you not publically share the good news until after Theatre Memphis announces the cast list on our website, so that we have a chance to contact all auditionees before they start to hear about casting from other sources.

Stay up-to-date with upcoming auditions at Theatre Memphis

Season information, including a complete list of 2021/2022 Season auditions and tips for auditioning at Theatre Memphis, can be found on our website. Detailed audition notices are posted about 2-3 weeks prior to auditions in the following locations:

- Theatre Memphis website (www.theatrememphis.org Click on the JOIN tab, then AUDITIONS.)
- Facebook groups: #theatre901, Memphis Theatre & Theatre Memphis
- **Email audition notices are also sent to those on the TM auditions mailing list. If you would like to be included in this email distribution, please create a volunteer profile by visiting <http://www.theatrememphis.org/becomeavolunteer>. Be sure to select “Yes” for “Are you interested in receiving audition notices?”**

Name		Pronouns		Phone #	
E-mail address (If cast, THIS email address will be used as primary communication.)			Height	Weight	Hair
Address		City	State	Zip Code	Resume Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Role(s) auditioning for		Will you accept other role(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Vocal Range	Headshot Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
On a scale of 0 – 10, how well do you read music?		Special Talents (juggling, instrument, magic, tumbling, acrobatics, etc)		Audition Piece	
If you are not cast, would you be interested in working crew (ie: sound, floor, stage management) for this show? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Birthday		If in School (K-12) :		Age	Grade
Parent Name		Parent #		Parent Email Address	
Parent Name		Parent #		Parent Email Address	

Please look at scheduling information on page 1 & 4. Fill in any conflicts on the calendar provided on page 4.

Audition Agreement: I have reviewed the information listed in the detailed audition announcement and included within this audition form and understand the obligations of the rehearsal and performance times I will be committing to if selected for this cast. Please ‘’ for agreement.

I am prepared to make a full commitment to this show. -- If other opportunities or non-emergency commitments arise any time between now and then, that conflicts with regular rehearsal or posted performance times, I will fulfill my commitment to this production and decline the other opportunity. I understand that it is my job to resolve any conflicts that arise before rehearsal/performance and to arrive on time each and every day. I understand the director agrees only to accommodate conflicts that I have listed on p4 of this form.

PARENTS OF CHILDREN 14 & UNDER: I am prepared to make a full commitment to this show. I understand that as a part of my child’s participation, I may be required to attend some rehearsals and help care for/assist with other children, in addition to my own. I understand that I will be required to attend several performances and help care for/ assist with other children, in addition to my own. [We will endeavor to create a parent schedule that works well for all parties, but parents of all child cast members are expected to assist as needed. Parents will receive additional show tickets, as a thank you for volunteering.] ****Please note that it may not be possible for non-cast children to accompany cast children to rehearsal/performance.**

PARENTS of cast members who won’t be driving themselves to rehearsals/performances I understand that I must provide transportation for my child that will result in prompt delivery of my child to the theatre and prompt pick up, once rehearsal/performance has concluded. [There is often (but not always) a room available to be used as a “waiting room” for parents.]

Printed Name of Actor	Signature	Date
Printed Name of Parent (if applicable)	Signature	Date

DO NOT WRITE BELOW THIS LINE

Director’s Notes:

Callback Audition
 Are you available for the listed callback date/time?
 Yes
 No, but I would be available: _____

Director’s Notes			Called Back?	CASTING:		
Acting	Singing	Dancing	<input type="checkbox"/> yes _____ <input type="checkbox"/> no	Role(s)	Accepted Role	Declined Role
			Available <input type="checkbox"/> Unavailable <input type="checkbox"/>			
			Left Message <input type="checkbox"/>			
			Notes:			

Mary Poppins Conflict Calendar

~ Please list any known or potential conflicts during possible rehearsal times (M-F: 6-11PM, Sa-Su: 8 AM-11PM). Be specific when marking conflicts.

– Place an “x” if you are unavailable during the entire time period. If available for a partial time period, **list the TIME**

PERIOD of unavailability, taking into account travel time.

~ **Please, be accurate and honest when indicating your conflicts.** – This includes (but is not limited to) noting any possible work or class commitments. If your work schedule changes from week to week and there is a possibility of evening or weekend conflicts and / or you will be attending classes but do not yet know your class schedule, please indicate as much info as you have.

~ If your conflicts include another show in which you are involved at TM, please be just as specific about including time periods of unavailability.

~ A few conflicts may be okay, as long as we know about them now.

~ For the good of the show and fairness to all production volunteers and staff, we ask that you not add conflicts to your schedule once you have accepted a role in this production. If you are cast and are unable to keep your rehearsal and performance commitments, Theatre Memphis reserves the right to replace you.

I have conflicts, which are listed below. I have no conflicts.

I anticipate conflicts for the following reason, but do not have the exact dates at this time. _____

Approximate conflict dates are: _____

Monday 6-11 PM*	Tuesday 6-11 PM*	Wednesday 6-11 PM*	Thursday 6-11 PM*	Friday 6-11PM*	Saturday 8 AM – 11PM*	Sunday 8 AM – 11 PM*
April 10 <i>First Rehearsal</i>	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
May 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 <i>Onstage</i>	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 <i>Tech Begins**</i>	31	June 1	2	3	4 <i>1st Dress Rehearsal</i>
5	6	7 Possible Preview	8	9 7:30 PM <i>Opening Night</i>	10 7:30 PM Performance	11 2 PM Performance
12	13	14	15 7:30 PM Performance	16 7:30 PM Performance	17 7:30 PM Performance	18 2 PM Performance
19	20	21 7:30 PM Performance	22 7:30 PM Performance	23 7:30 PM Performance	24 7:30 PM Performance	25 2 PM Performance.
26	27 7:30 PM Performance	28 7:30 PM Performance	29 7:30 PM Performance	30 7:30 PM Performance	July 1 7:30 PM Performance	July 2 2 PM Performance All Call Strike follows.

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