

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

Sondheim Tribute

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.)

11/14 – 1/6: 5-6 rehearsals per week, generally 3-4 hours long. 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.

1/4: 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
Weekend vary, but generally do not begin before 1 PM or go past 10:00 PM.

Technical Rehearsal Dates

1/7: 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
Tech rehearsals may be 5-6 hours long.

Performance Dates

1/13 – 1/29

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.

Thursdays - Saturdays: 7:30 PM Sundays: 2 PM

1/29: 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 / Volunteer, 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:

For Sunday callbacks:

If 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.

If 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 however, if more time is needed for the decision, an email will be sent out to inform all the auditionees of when they should hear by.

If you have not heard back in one way or the other about casting, by the end of the day on the following Monday, please contact Ashley J. Nickas at ajnickas@theatrememphis.org.

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 makes its official announcement. This way 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 2022/23 Season auditions and tips for auditioning at Theatre Memphis, can be found on our website. Detailed audition notices are posted about 2 weeks prior to auditions in the following locations:

- Theatre Memphis website (www.theatrememphis.org Click on the JOIN tab, then AUDITIONS.) as well as on our Theatre Memphis Facebook page.

 NAME PRONOUNS PHONE NUMBER

 EMAIL (If cast, this will be our primary communication) Resume Attached? ___ Yes ___ No Headshot Attached? ___ Yes ___ No

 ADDRESS CITY STATE ZIP CODE

 HEIGHT WEIGHT HAIR COLOR DOB (MM/DD/YYYY)

 VOCAL RANGE SPECIAL TALENTS (Juggling, instruments, magic, tumbling, acrobatics, etc)

Please look at scheduling information on page 2. Fill in any conflicts on the calendar provided.

Auditionee Agreement: I have reviewed the information listed in the detailed audition announcement and on the included calendar (p2 of this sheet) 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 conflict 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 p2 of this form.

 Printed Name of Actor Signature Date

 DO NOT WRITE BELOW THIS LINE

Director's Notes

Called Back?

CASTING:

Acting	Singing	Dancing	<input type="checkbox"/> yes _____ <input type="checkbox"/> no Available <input type="checkbox"/> Unavailable <input type="checkbox"/> Left Message <input type="checkbox"/> Notes:	Role(s)	<u>Accepted Role</u>	<u>Declined Role</u>	<u>Left Message/ Will Call Back</u>

SONDHEIM TRIBUTE

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*
November 14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	December 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	January 1
2	3	4	5	6	7	8
9	10	11	12	13 7:30 PM Opening Night	14 7:30 PM Performance	15 2 PM Performance
16	17	18	19 7:30 PM Performance	20 7:30 PM Performance	21 7:30 PM Performance	22 2 PM Performance
23	24	25	26 7:30 PM Performance	27 7:30 PM Performance	28 7:30 PM Performance	29 2 PM Performance All Call Strike follows.

11/14 – 1/6: We would like to hold 5-6 rehearsals per week. *Rehearsals are generally 3-4 hours long. Tech rehearsals may be 5-6 hours long.** **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 purpose of this calendar is to determine which days/times most cast members are available. The full cast will be called for every rehearsal as we head into tech.

1/4: 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 this week. Conflicts during this week should be avoided.

1/7 – 1/12: Tech Rehearsals begin. **ATTENDANCE IS MANDATORY for all cast members from this point on.**

1/13 – 1/29: Performances Thurs – Sun with possible performances added on Wednesdays. Strike follows the final performance. All cast members are asked to stay and assist with strike. Skipping out on strike is largely frowned upon. ☹