

Parent's Guide: What to expect at the audition

Thank you for considering to allow your child participate in a production at Theater Memphis.

If you have any questions before the weekend of auditions, please address them to Theatre Memphis's Production Stage Manager. Allow 1-2 days for a response. (Messages left the night before or the day of auditions will probably not be seen/ heard in a timely enough fashion for response.)

If you need any assistance during the audition process, please let one of our audition attendants at the registration table know. In an effort to adequately and efficiently accommodate all auditionees, auditions will be staged as follows:

CHECK-IN

- Please arrive 15 minutes prior to the listed audition time so that we may process all audition materials before your child is called into the audition room.
- Upon arrival, please check in at the registration desk. You will need to sign-in with your child's name and contact information. You will receive a number tag that corresponds with your check-in number. The tag should be pinned to the front of your child's clothing and be worn for the entire audition process. Please return the tag once your child has been dismissed from auditions.
- Please have your child's audition form COMPLETELY filled out and paper clipped to your child's headshot and resume. (It is most important for us to have valid contact information and to know what conflicts your child may have with the tentative rehearsal schedule.) You will turn this in at the registration table upon arrival. If you have questions please try to ask them when first at the registration table. There will be many people checking in and you will have to re-enter the line to ask questions.

VOCAL AUDITIONS (if applicable)

- To reduce the amount of time auditionees must wait before entering the audition room for their vocal audition, we stagger the call-time for auditionees. Children (14 and under) are often called into the audition room in groups of eight in order of the audition time for which they have signed up. Each audition session is expected to take 25 - 30 minutes. (Children older than 14 or children that are auditioning for principal roles will likely enter the vocal audition room individually. These sessions take about 5 minutes.) If we run over time, please understand it is because we are trying to give each child a fair opportunity to display their talents. All auditionees have been asked to arrive 15 minutes early, so if we happen to be running ahead of time and are ready to take auditionees prior to their call time, we will do so.
- Children should have a neat copy of the sheet music for the song they will be signing. If they are not singing an entire song, please mark the beginning and end of the section they will be singing. Children should hand their own sheet music to the accompanist. Please note the specific requirements for vocal auditions on the detailed audition announcement for the show which your child is auditioning.
- Usually parents may watch vocal auditions if they would like and if it will not be a distraction to your child.

DANCE/MOVEMENT AUDITIONS (if applicable)

- Once your child has completed their vocal audition, we will let them know if they will need to stay for a dance/movement audition. Usually there is quite a bit of time between the completion of your child's vocal audition and the start of the dance/movement audition, as we generally complete all vocal auditions before moving on to the dance/movement segment.
- Children should be dressed to move in case they are asked to attend the dance/movement audition.
- Due to lack of space, parents are usually not allowed to accompany their child into the room for dance/movement auditions.

READING AUDITIONS

- Familiarity with the script is strongly advised for all auditionees.
- If your child is auditioning for a musical, reading auditions are generally reserved for callback auditionees. The initial audition usually only covers vocal and movement skills.
- If your child is auditioning for a role/show that does not require singing or movement, he/she will be asked to do a reading audition.
- Usually reading auditions include several auditionees, who come together to act out a selected scene from the show.
- The choice of scenes is generally not announced until groups are put together in the audition room.

CALLBACK AUDITIONS

- Callback auditions are generally on the Monday evening following weekend auditions. Callback auditions are open by invitation only and are based upon your child's performance at the initial audition. You will receive a phone call invitation no later than that Monday morning if your child is needed for callback auditions. The time for callback auditions will be given during this phone call. Callback audition may last as late as 10:30 PM.
- Your child may be reading from the script and may also need to sing or dance (if applicable) at callback auditions. Familiarity with the script is strongly advised.
- Depending on space, parents may not be allowed to accompany their child into the room for callback auditions.

CASTING

- Everyone who auditions will receive notification of casting, either by phone or by email. It generally takes up to five days to make contact about casting. If more time is needed to complete the cast list, you will be notified by email. Please understand that email is the easiest and most efficient way we have of communicating with auditionees and cast members, but emails are not fail-proof. If you feel like you have missed out on hearing information about audition results, please contact the Production Stage Manager.

OTHER AUDITION INFORMATION

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Parent's Guide: What to expect if your child is cast

To help you understand the commitment you and your child will be making if selected for the cast, please review the notations below. If you have any question, please contact Theatre Memphis's Production Stage Manager.

REHEARSALS

- Blocking rehearsals generally begin on a Monday, 7 –9 weeks out from opening night. Please see detailed audition notice for rehearsal start date and performance dates. Regular weekday rehearsals may start as early as 6 PM. Regular weekday rehearsals end at 10 PM or 10:30 PM. Regular weekend rehearsal times vary. Actors will only be called for rehearsal times when they are needed.
- Technical rehearsals (on set with lighting, sound, props, and later costumes) generally begin on a Saturday, 2 weeks out from opening. Weekday tech rehearsals may start as early as 6 PM. Weekday tech rehearsals end at 11 PM. Weekend tech rehearsal times vary. Children will be called for rehearsal 6 days per week and be expected to stay for the entire rehearsal period.
- Rehearsal schedule updates will be released on a weekly basis, but a full calendar of possible rehearsal dates and times will be released closer to the first rehearsal date. Please do not schedule anything that may conflict with tentative rehearsal times.
- Only actors with no or very limited conflicts will be considered for roles in a Theatre Memphis production. 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 committed to a Theatre Memphis production. If you are cast and are unable to keep your rehearsal and performance commitments, Theatre Memphis reserves the right to replace you.
- Your child will be expected to review lines, music (if applicable), and choreography (if applicable) at home.
- While participating in a Theatre Memphis production is a fun and educational experience, there will be a lot of hard work involved. It is essential that your child be able to balance school work, family commitments, and other extracurricular activities without sacrificing his/her commitments to the show. They should be well behaved and focused during rehearsal, back stage, and on stage. They should be able to listen and follow directions from the directors, stage managers, and parent supervisors. They should be able to maintain good behavior during downtime and may bring books or other quiet activities to occupy their time when not needed onstage.
- If you provide a snack for your child to bring to rehearsal, we request that you include only items that aren't too messy. Children should clean up after themselves. There is a soda and a vending machine at the theatre, but you may want to limit the amount of junk food you allow them to purchase.

PERFORMANCES

- Most Theatre Memphis shows open on a Friday and runs for 3 - 4 weeks, closing on a Sunday. Call time is 6:30 PM for Wed/Thurs performance, 7PM for Fri/Sat, and 1 PM for Sun. The show starts one hour after call time and may run up to three hours, depending on the show. Please see the detailed audition announcement for specific performance times and dates.

COSTUMES

- Your child's first appointment with the costume shop may occur several weeks before rehearsals begin. This measurement session will only take 5 - 10 minutes and will occur on a weekday between the hours of 10 AM and 5 PM. Once the costumes have been constructed, actors will be called in 1 - 3 times for costume fittings. These sessions may last up to 30 minutes and will occur on a weekday between the hours of 10 AM and 5 PM. You will be able to sign-up for a time that is most convenient for you. (Occasionally the Costume Shop is open for extended hours to accommodate those who can absolutely not arrive during normal Costume Shop hours.)
- The costume shop may ask you to provide several items for your child's costume. Such items would include appropriate undergarments, socks, stockings, shoes, hair supplies, and make-up.
- To help preserve the condition of their costumes, children are permitted only "non-messy" snacks and water during dress rehearsals and performances. If you find it necessary to eat at the theatre to maintain a balanced schedule between rehearsal/performance and prior activities, the meal must be eaten in a location outside the performance and rehearsal halls. – Children must still be present and ready in the proper location at call time.

COMMUNICATION

- Information and updates will primarily be given through email. Please keep abreast of your emails prior to and during rehearsal and throughout the run of the show. The Stage Manager for the show will be your primary contact once rehearsals begin. The Stage Manager's contact information will be given out at the time of casting and should be kept close at hand during the length of your commitment to the show.
- If you need to reach someone or need information immediately, please phone. (Email is not an acceptable form of communication if you are running late.)

TRANSPORTATION

- Parents must arrange for PROMPT delivery and pick up for their children to/from rehearsals and performances.
- All minors must stay inside the building with stage management or parent supervisors at all times, until their parent/guardian comes INSIDE to pick them up.

PARENT SUPERVISION

- Throughout the rehearsal & performance process, 2-3 adult representatives may be needed to supervise the children's cast for each rehearsal/performance that they are called. Child supervisors will be expected to arrive 15 minutes before call and stay until all children are picked up. EACH family will be expected to provide responsible adults throughout the rehearsal & performance process. Once a cast is selected, a sign-up form will be distributed. We will compile everyone's availability and release the schedule of parent volunteers as soon as possible. If you prefer to attend rehearsal/performance with your child every night, you are very welcome to do so.
- All actors receive 4 friends and family performance tickets and a voucher for 2 complimentary tickets (good during the regular run of the show). Each child will receive additional friends and family performance tickets and a comp voucher as a thank you for the adults who have volunteered during the production process.

More information on how to prepare for a Theatre Memphis audition and what to expect if cast may be found online at www.theatrememphis.org under the Audition tab. Once on the Auditions page, look in the right hand column under "Audition Tips" and click "For Plays" or "For Musical."