

Name		Pronouns		Phone #	
(If cast, email will be used as primary communication.)					
Address		City	State	Zip Code	

Resume Attached?    Headshot Attached?  
☐ yes   ☐ no       ☐ yes   ☐ no

Height	Weight	Hair	Date of Birth	Age, if under 18	Special Talents (juggling, instrument, magic, tumbling, acrobatics, etc)	

Role(s) auditioning for

Will you accept other role(s)?  
☐ yes   ☐ no

If you are not cast, would you be interested in working crew (ie: sound, floor, stage management) for this show? ☐ yes                      ☐ no

**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. I also understand that there may be some additional vocal rehearsal sessions and dance classes prior to the start of regular rehearsals. These additional rehearsals will be scheduled according to cast availability; the cast will be polled as to their availability prior to these rehearsals being scheduled.

☐ **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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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)	Accepted Role	Declined Role	Left Message/ Will Call Back

## *A Christmas Carol* 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. Please list a range if available for a partial time period. The range should begin with the time you can be in the rehearsal hall ready to go. The range should end with the time period that you would have to be walking out of the building in order to make it to your other engagement.

~ **Please, be accurate and honest when indicating your conflicts.** – This includes (but is not limited to) noting any possibly 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.

~ 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*
October 10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	November 1	2	3	4	5	6
7	8	9	10	11	12	13
14 On Stage	15	16	17	18	19 Tech Begins**	20
21	22	23	24 Thanksgiving	25 Holiday	26	27
28	29	30 9:30/11:15 AM Perf	December 1 9:30/11:15 AM Perf	2 9:30/11:15 AM Perf	3	4
5 9:30/11:15 AM Perf	6 9:30/11:15 AM Perf	7 9:30/11:15 AM Perf	8 9:30/11:15 AM Perf	9 9:30/11:15 AM Perf	10	11
12 9:30/11:15 AM Perf	13 9:30/11:15 AM Perf	14 9:30/11:15 AM Perf	15 9:30/11:15 AM Perf	16 9:30/11:15 AM Perf	17	18

**10/10 – 11/30:** 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.

**11/14:** 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.

**11/19:** Tech Rehearsals begin. **ATTENDANCE IS MANDATORY for all cast members from this point on. There will be a 2-day holiday for Thanksgiving (11/23-25). All actors are expected to attend all rehearsals on either side of this two day holiday.**

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

### ***A Christmas Carol***

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 4-6 rehearsals per week. \*Rehearsals are 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. The full cast will be called for every rehearsal as we head into tech. All tech and performance dates are mandatory.

#### Possible Rehearsal Dates

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

October 10 - November 29

Possible rehearsal times include: Monday-Friday: 6-11PM

Weekdays call times are generally 6:30-10:30 pm. Weekend vary, but generally do not begin before 1 PM or go past 10:30 PM.

#### Possible Technical Rehearsal Dates

Possible tech rehearsal times include: Monday-Friday: 6-11PM Saturday-Sunday: 8 AM-11PM

Weekdays call times are generally 6-10:45 pm. Weekends vary, but generally do not begin before 1 PM or go past 10:45 PM.

#### Performance Dates

Week One: November 30 - December 2 (Wednesday - Friday)

Week Two: December 5 -9 (Monday - Friday)

Week Three: December 12 - 16 (Monday - Friday)

Call times is 8:45 AM every performance day.

There are two performances planned per day. (Curtain times are 9:30 AM & 11:15 AM.)