

Registering for Auditions at Theatre Memphis

Whether you've never auditioned before or are a seasoned professional, auditions will always be nerve wracking. At Theatre Memphis we try our best to remove the stress of paperwork and scheduling from performers so that you can focus on you and wowing the directors.

Follow these steps to make sure that the day of auditions your packet will be ready and waiting for you:

- Starting on our auditions page at theatrememphis.org scroll down and look for the title of the show you are interested in on the right side of the screen.
- Click the "Register Here" button under the desired show to be taken to the Cervis listing all upcoming events and auditions.
- Select the show you are auditioning for.
- Here you will find all the details about the show:
 - Directorial Team
 - Rehearsal Schedule
 - Show Schedule
 - Audition and Callback details (days/times, what to prepare)
 - Show information (brief overview, character description)
- After reading the audition notice, at the bottom of the page you will find the available time slots. On the right side of the button you will see a number indicating how many slots in that time frame are still available.
 - If a time slot is full but you would like to audition then you can sign up for that time and be automatically added to the waiting list.
 - If someone cancels a reservation for a timeslot you are on the waiting list for, you will automatically be bumped up into that time slot.
 - On the day of auditions, if you are still on the waiting list PLEASE STILL COME AT THAT TIME. We cannot guarantee that you will be seen right away, but we will see all waitlisted auditee's as close to their requested time as possible.
- Cervis will ask you to sign in or make an account at this point.
 - If you have a Cervis account you will be taken to the next step.
 - If you are having trouble logging in to Cervis, please email us at psm@theatrememphis.org and we will get you into your account.

- If you have never made an account with Cervis, follow the steps on the screen to sign up. Once you have an account you will be directed to your Volunteer Portal and the top button will take you back to our upcoming events and audition page where you can select your show again and then move on to the next step.
- Once you have selected your time slot, you might be directed to a question page with specific questions that the director or audition committee need to know. Please answer these questions and then select Continue.
- Select your desired time slot again to confirm and then select Register.
- Now you are Registered BUT you are not done yet!
- Check your email for your Registration Confirmation email. Read through it and find the links for **Audition Forms and Performance Resume Template**.
 - These are editable PDFs and work best when being filled out on a computer or a laptop.
- Download the audition form and fill it out.
 - Make sure to save it **“With edits”** so that your information is collected.
- If you do not have a performance resume built already, download the provided template and fill it out.
 - Make sure to save it **“With edits”** so that your information is collected.
- Locate your headshot on your computer.
- Go back to your Cervis Volunteer Profile (if you are logged in you can press the “Home” icon on the left side of the screen) and scroll down until you see the section titled “Profile Management.”
- Select the option “Upload File Attachments.”
- Upload your audition form, performance resume, and headshot.
- Now you are fully registered! We will print off your paperwork and create your audition packet so that the day of auditions, you only need to show up and check in!

If at any point you have trouble accessing or finding a step. Please email us at psm@theatrememphis.org and we will take care of it for you!

Break a leg! You’re going to be amazing!