



AUDITON GUIDELINES

DATE APPROVED BY COMMITTEE: October 2016

Information Night and Audition Dates.

Committee liaises with the Director, Musical Director and Choreographer as to the dates for Information Night and Audition Dates.

Advertising for Information Night and Audition Dates

Committee to organise all necessary advertising in local press and Melbourne newspapers of various dates, normally two weeks advance. The adverts are to include dates, times and venue for Information Night and Auditions together with the telephone number of the Audition Secretary.

Production Meeting

A Production Meeting to be organised by the Production Manager/Committee Representative and Audition Secretary to discuss and decide with the Director, Musical Director and Choreographer 'Audition Requirements' including call back requirements and procedures. At this meeting acting, singing, dance and call back requirements and timing are to be determined and agreed.

Audition Form

PLOS Musical Productions standard Audition Form is to be used, amended as necessary by the Production Team needs. The Production Manager to liaise with the Production Team and Audition Secretary as to the layout of the Audition Form.

Audition Requirements

Audition requirements are to be prepared as soon as practical for submission to Committee and for publication in Newsletter/Brochure, Website, Social Media and other Audition sites.

Auditions Secretary

The Audition Secretary is to be appointed by Committee as soon as practical. The Audition Secretary should have a copy of the Audition Requirements, copies of selected audition dialogue and songs and full details of call back requirements. The Audition Secretary will liaise as to the timing and requirements of the auditions.

The Audition Secretary makes all necessary audition appointments and planning for the Audition period.

Audition Panel

The Audition Panel is to consist of:

- Director
- Musical Director
- Choreographer
- President or a member of Committee Executive
- Assistant Director/Choreographer

The following are not members of the Audition Panel:

- Assistant to the Director, Choreographer or Musical Director
- Audition Pianist (s)
- Readers
- Dancer Assistants



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Additional person(s), at the request of the Audition Panel, may be present in the audition room but only at the discretion of Committee.

Auditions

President or a member of Committee Executive to be present at all times in the audition room during the audition process.

Audition Secretary, audition panel, close relatives of members of the audition panel and of the audition pianist(s) and readers are to audition first.

Audition Pianist and readers are to leave the audition room when not required. Auditions are confidential and are not to be discussed outside of the Audition Panel.

Call backs of auditionees will be as agreed and requested by the Audition Panel, the Audition Secretary is to make all necessary contact. At least one night should be allocated between end of original auditions and call backs to allow Audition Secretary time to contact all recalled auditionees. If call back for auditionees occur in the evening, preferably, all singing is to be done first.

If a particular role or roles cannot be filled from those who have auditioned the Production Team, in consultation with Committee Executive, will decide if the role(s) is/are to be re-advertised or if other action is to be taken.

No invitations to audition or to the cast can be made until the whole Audition period is concluded.

Anyone not available to audition in person on scheduled dates will need to wait until the recall process is concluded. No initial Auditions can take place on the night of callbacks/recalls.

Audition Results

The Production is to be cast as soon as practical. No announcements or discussions are to take place between members of the audition panel and auditionees as to casting until the audition process and cast selection is complete.

It is Committee view that auditions are private and therefore no discussions are to take place between members of the audition panel and auditionees as to the likely outcome of the audition process.

Casting announcements are to be made by the Audition Secretary, preferably by telephone as soon as possible.

Audition rejections to be notified in writing, as soon as practical by Committee Secretary or as agreed by Committee.

Pit Singers can be selected by the Musical Director as required and do not need participate in initial audition process. Committee must be informed before any appointments are made.