



Annual Convention

March 1-5, 2017, Lexington, KY

TENTATIVE COMPANY SCHEDULE

All check-in, Theatre Job Fair & Auditions activities will be held at the Lexington Convention Center. Company check-in is in the **Bluegrass Ballroom Pre-function area**, where you will receive badges, programs, audition materials, etc.

Auditions are grouped as follows:

Summer-Only = Thursday morning, Friday afternoon, Saturday afternoon

Year-Round/Seasonal/Job-In = Thursday afternoon, Friday morning, Saturday morning

Actor/Tech = Saturday afternoon following regular auditions

Wednesday, March 1

- ▶▶▶ 12 Noon – 5:00 PM **ALL Company Check-In/Distribution of Packets/Theatre Job Fair Set-up, Bluegrass Ballroom Pre-function and Room #2**
- 5:30 PM – 7:00 PM **Cocktail Reception for Professional Theatre Reps & Convention Presenters, sponsored by Disney Theatrical Group, Patterson A-C / Hyatt Regency**
- 7:00 PM – 8:30 PM **“Production Resume Assistance” workshop: Job Fair Location.** Come prepare applicants to interview in the Job Fair! – Presider: Constance Smith, Chipola Fine Arts Center & Job Fair Hiring Reps
- 8:30 PM – 9:00 PM **Select your spot for auditions, Bluegrass Ballroom #1**

Thursday, March 2

- 8:00 am - 10:00 am **Theatre Job Fair SET-UP (TJF companies only), Bluegrass Ballroom #2**
- 8:45 am - 9:15 am **Mandatory Briefing for Auditioning Companies, Bluegrass Ballroom #1**
- 9:30 am - 6:00 pm+/- **Acting/Singing Auditions #1-260, Bluegrass Ballroom #1**
- 10:00 am - 10:30 am **Theatre Job Fair Company Briefing, (inside TJF)**
- 10:30 am - 6:00 pm **Theatre Job Fair– applicants admitted (off-stage jobs), Bluegrass Ballroom #2**
- 6:00 pm - 7:30 pm **Dancer Briefing & Instruction, Bluegrass Ballroom #1**
- 7:30 pm - 8:30 pm+/- **Dance Call & DANCER-ONLY Auditions, Bluegrass Ballroom #1**

Friday, March 3

- 9:00 am - 6:00 pm **Theatre Job Fair, Bluegrass Ballroom #2**
- 9:00 am -12:00 pm **Acting/Singing Auditions #261-360, Bluegrass Ballroom #1**
- 12:00pm - 1:30 pm **Professional Division Meeting & Lunch, Bluegrass Ballroom #1**
- 1:30 pm - 6:00 pm+/- **Acting/Singing Auditions #361-520, Bluegrass Ballroom #1**
- 6:00 pm - 7:30 pm **Dancer Briefing & Instruction Bluegrass Ballroom #1**
- 7:30 pm - 8:30 pm+/- **Dance Call, Bluegrass Ballroom #1**

Saturday, March 4

- 9:00 am - **Noon** **Theatre Job Fair, Bluegrass Ballroom #2-- REMOVE DISPLAYS AT NOON!!!**
- 9:30 am - 5:15 pm+/- **Acting/Singing Auditions #521-780, Bluegrass Ballroom #1**
- 5:30 Pm - 6:00 pm **Actor/Tech Walk Thru, Bluegrass Ballroom #1**
- 6:00 pm - 7:30 pm **Dancer Briefing & Instruction, Bluegrass Ballroom #1**
- 7:30 pm - 8:30 pm+/- **Dance Call, Bluegrass Ballroom #1**

SUNDAY MARCH 5 – CONVENTION ENDS AT NOON

DAILY SCHEDULE:

- 8:30 am - 5:00 pm **Auditions Warm-up Room, Thoroughbred #5**
- 9:00 am - 9:00 pm **Call-back Posting Room, Thoroughbred #6/7**
- 8:30 am - 5:00 pm **Auditions Holding Room, Thoroughbred #8**

Daily beverages will be made available to Companies for the Auditions Room & Theatre Job Fair

REMINDER –COMPANIES ARE REQUIRED TO BE IN THE AUDITIONS ROOM FOR ALL BLOCKS IN WHICH THEY CAN HIRE INDIVIDUALS : **Summer-Only and/or Year-Round*****

***Year-Round also includes those who have jobs in the summer in addition to other times



SETC Annual Convention Registration for Professional Theatre Companies: Auditions & Job Fair

Early Registration Deadline: **Dec. 16, 2016** / Final Registration Deadline: **Jan. 27, 2017**

About Your Theatre Company

Please return completed forms to april@setc.org
Questions? Call 336-272-3645 for assistance.

This information will be provided to auditionees/candidates. Write to april@setc.org if there's any info you **do not** want printed. SETC will contact you for further details to share with auditionees/candidates.

Company Name: _____

Alternate/Legal Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Website: _____

We will participate in the following events at the 2017 SETC convention: Auditions Theatre Job Fair Both

Primary Contact Name: _____ Email: _____

Phone: _____ Ext. _____ Mobile Phone: _____

AUDITIONS Contact: _____ Email: _____

Phone: _____ Ext. _____ Mobile Phone: _____

JOB FAIR Contact: _____ Email: _____

Phone: _____ Ext. _____ Mobile Phone: _____

About Your Representatives

One representative is included with base fee.
Additional reps may be added at \$107 each.

REP #1 Name & Title: _____

included

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

This person will be attending: Auditions Theatre Job Fair

REP #2 Name & Title: _____

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Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

This person will be attending: Auditions Theatre Job Fair

REP #3 Name & Title: _____

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Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

This person will be attending: Auditions Theatre Job Fair

Lodging & Callback Spaces

Companies must reserve an approved callback space at the Hyatt, Hilton or Lexington Convention Center. Call April at 336-272-3645 to discuss.



SETC Annual Convention Registration for Professional Theatre Companies: Auditions & Job Fair

Early Registration Deadline: Dec. 16, 2016 / Final Registration Deadline: Jan. 27, 2017

Registration Options & Fees

Enter the appropriate amount for all registration options and extra services that apply:

Early Bird Registration = \$230
by Dec. 16, 2016

OR

Regular Registration = \$460
by Jan. 27, 2017

Registration includes:

- Professional Auditions and/or Theatre Job Fair.
- One representative.

Add more representatives at \$107 per person:

\$107 x # of Additional Reps:

- Hospitality for all representatives.
- Admission to workshops & shows.
- Special PRO-CO Invitations.
- PDF of the Audition Packet will be sent via email so you can review, download and print copies prior to auditions. You will also be given access to review candidate supplied information via the Theatre Job Board.

\$75 per paper packet. If you'd like paper packets provided to you onsite, you may purchase at \$75 each.

UPGRADE from Job Fair Table to Booth = \$100
*****SOLD OUT*****

Signature Required

Producing organization agrees, in the interest of fairness, not to extend offers of employment until 24 hours after the close of the auditions. If you have an immediate need to fill a position within 7 days due to a current vacancy, contact SETC for more information. Furthermore any videos taken at the auditions will only be used for the purposes of hiring, and will not be publically posted or shared. "I hereby certify that ALL information provided on this form is true, and I accept the conditions herein. I further certify that the producing organization does not discriminate according to race, national origin, sex, religion, age, sexual preference or physical handicap."

All representatives have read and agree to SETC's [Code of Conduct](#).

Signature: _____ Date: _____

Print or Type Name: _____ Title: _____

LIABILITY DISCLAIMER: The Southeastern Theatre Conference, Inc., shall not be responsible or liable in any way for any loss, death, injury, or damage to persons or property suffered or incurred by any person in connection with this program or any portion of it.

NONDISCRIMINATION: The right to membership, to hold office, and to participate in SETC activities, including (but not imited to) conventions, meetings, auditions, and performances shall not be abridged because of race, national origin, sex, religion, age, sexual preference, or physical handicap.

Disney Reception

Wed., March 1 | 5:30-7 PM | By Invitation Only*

You're invited to the Disney Reception for Company Reps & Program Presenters.

Open Bar & Food

*RSVP Required

of Reps Attending

Payment Information

Check Enclosed | Check #: _____

MasterCard Visa Money Order

Card #: _____ - _____ - _____ - _____

Security Code: _____ Expiration Date: _____

Signature: _____

Name on Card: _____

Total Amount Due

\$ **No Refunds After Jan. 15, 2017**