



# Fall Professional Unified Auditions

## Acting/Singing

- Who:** Actors, Actors who Sing, Singers, and Actors who Sing & Dance  
**When:** Sunday Aug. 26 & Monday Aug. 27, 8:30 a.m. until callbacks complete  
**Where:** [Sheraton Charlotte Hotel](#), Uptown Charlotte, NC  
**Cost:** By Noon ET July 2 = \$35 (early-bird deadline)  
By Noon ET August 15 = \$45 (final deadline)

### How to Participate

- ❖ Auditionees must apply for audition slots. Application does not guarantee a slot.
- ❖ Review the guidelines below\* to ensure that you are eligible for these auditions.
- ❖ Complete the SETC Application Form [online](#).
- ❖ ALL APPLICATIONS MUST BE COMPLETE with headshot and references to apply/pay/submit.
- ❖ Payment can be made with Visa or MasterCard online.
- ❖ Applications are screened. Wait for confirmation of audition slot.
- ❖ If approved, come to Charlotte and attend your briefing, audition, dance call (optional), and callbacks on the day assigned. Bring copies of your resume and headshot.
- ❖ If NOT approved, a refund (less \$10 processing fee) will be sent to your credit card

APPLY

(Detailed application instructions are available at the end of this document.)

**Questions?** Contact SETC Director of Professional Theatre Services  
April J'C Marshall at [april@setc.org](mailto:april@setc.org) or 336-272-3645.

If you are not sure you meet the following qualifications, email your resume and questions in, and we'll be happy to help.

### Qualification Requirements

#### \*Guidelines & Qualifications to Apply as a Professional

- Have a minimum of two paid professional acting positions in live theatres approved by the SETC Auditions Committee **OR** be a fully current member of AEA (EMC does not qualify)
- Provide **two professional director recommendations** from credits listed in your work experience **OR** proof of current AEA membership
- Ability to accept year-round employment within a reasonable time after the auditions
- 19 years of age or older **and** not still a student

In lieu of the **initial** online application, applicants who have never auditioned with SETC before may submit a resume AND video (or video link) to [april@setc.org](mailto:april@setc.org) for consideration. **If selected for an audition**, the applicant will then be required to complete the online registration form (with references and photo) to submit/pay. Your video must be limited to the time stated below, be viewable to SETC by web link, and include the following:

- Introduction with your full name
- For Acting ONLY: You have 60 seconds to present a monologue.
- For Singing ONLY: You have 90 seconds to present a song and runs scales. \*
- For Acting AND Singing: You have 110 seconds to present both a monologue and song, and to run scales. \*

**[These times apply only to the video and not to the actual auditions.]**

\*Scales should begin with middle C and go up in the C scale in “full voice” until the break and continue in falsetto/head voice. Then start again on middle C and back down to chest voice.

## Audition Procedures & Information

1. **Schedule:** Numbers 1-200 audition on Sunday; Numbers 201-300+ audition on Monday.
2. **Attendance:** Auditionees must attend the **Mandatory** Audition Briefing, the General Audition, and Callbacks, all of which are scheduled for the same day corresponding to your audition number. Dance Call is optional. Changes or corrections to the information supplied on the website or this document will be announced at the briefing(s).
3. **Material:** Auditionees should use material they perform exceedingly well. Typically, theatres are looking for stage presence, type, quality and projection of sound, and general acting talent. Dialects should not be used and profanity for shock value is discouraged. Depth and range of talent can be explored at the callbacks. Those who do not sing well are *discouraged* from doing so in the audition.
4. **Time Limits:** Acting-Only, the time limit is sixty (60) seconds;  
Singing-Only, the time limit is sixty (60) seconds;  
Singing **and** Acting, the time limit is a total of ninety (90) seconds.  
**EQUITY** actors have 90 seconds for their audition, regardless of type of audition.
5. **Accompaniment:** An accompanist is provided. Your music must be in the correct key; the pianist will not transpose. Mount music on stiff cardboard – no large books. **NEW THIS YEAR** – Auditionees MAY accompany themselves on piano or small instruments – time limits remain the same.
6. **Grouping: NEW THIS YEAR** – Auditionees will be seen individually and are NOT required to be in the audition room until they are on deck. However, seating will be available if an auditionee wishes to watch the auditions.
7. **Headshots:** Bring 20 copies of your complete resume/headshot to distribute at callbacks.
8. **Callbacks:** At the end of each group, actors will be admitted into the Callback Posting Room. The audition numbers of those called back will be listed under the headings of the individual companies. Locations and general time frame for callbacks will also be posted.
  - a. You should **INITIAL** by your audition number if you **accept** the callback.
  - b. Write **THANK YOU** if you do **NOT** accept that callback.
  - c. Go to the location posted on the company’s callback form (either in meetings rooms or rooms/suites in the Sheraton Charlotte Hotel) and sign up for a specific callback time on the schedule/sheet they have posted.
  - d. Attend callback to act or sing (no dancing) during appointed times.
9. **Dance Call:** Any auditionees who wish to show their dance skills, or who are called back by the hiring companies will attend the Dancer Briefing at the specified time. The confirmed time will be announced at the morning briefing. You should schedule your callbacks around the Dance Call. All three of the following combinations will be taught, with time to practice, then the combinations will be divided into male/female groups and you will be given a chance to perform the combinations for the theatres:

- Combination #1:** Movement combination for the actor who moves well.  
**Combination #2:** Combination that includes both advanced ballet and jazz.  
**Combination #3:** Intermediate/advanced tap combination.

You may perform a single combination or two combinations, but not all three. You may perform combinations 1 and 3 or combinations 2 and 3. You may **not** do combinations 1 and 2.

More callback sheets are posted after the Dance Call. Auditionees should repeat the procedure as above.

10. **Hiring:** Final casting decisions may not be made until several weeks after the SETC Fall Professional Unified Auditions. If a callback is received, it's a good idea for the auditionee to drop the company a note during the coming days, especially if your contact information or availability changes from what is on your application. Companies also collect resumes/pictures to keep on file for the future.

*SETC prohibits contracts being offered **on site** at this event.  
Companies may contact you beginning Tuesday at 5:00pm*

**DISCLAIMERS:** *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. SETC does not guarantee the number of Union companies or the number of Union jobs available through the Fall Professional Unified Auditions.*

**ROYALTY AND COPYRIGHT DISCLAIMER:** *Southeastern Theatre Conference, Inc. shall not be responsible for clearing royalties on any materials presented in the SETC Auditions. Furthermore, relative to copyrights, each individual is responsible for securing permission to alter or edit materials presented.*

**NONDISCRIMINATION:** *The right to membership, to hold office, and to participate in SETC activities, including (but not limited to) conventions, meetings, auditions, and performances shall not be abridged because of race, national origin, gender, religion, age, sexual preference, or physical disability. SETC fully supports and promotes culture-blind and gender-neutral casting & hiring.*

***Continue for detailed instructions on how to complete the application!***

## Detailed Instructions for Completing the Online Application

Plan ahead, and please don't wait until too close to the deadline to begin this process. Be sure you leave enough time for your reference providers to get in touch with SETC! Your application must have a **“Submitted”** status for you to be considered for an audition slot.

- 1) Go to the SETC website ([www.setc.org/fall-professional](http://www.setc.org/fall-professional)) to obtain general information about the Fall Professional Unified Auditions. Download the guidelines that fit your category (i.e. this document).
- 2) **Print and/or save these instructions for reference.**
- 3) Once you have read the guidelines and feel you meet all the requirements, go **ONLINE** to complete your SETC audition application.
- 4) Log in to the SETC registration database. A username and password are needed for this site.
  - a. **Already have an account?** If you have been a member, auditioned, applied, or attended an SETC convention and/or audition in the past, you should already have a username and password. Please do NOT create a new account: If you need help logging in, you may use either the Password Help option or email the SETC office via [mark@setc.org](mailto:mark@setc.org) for assistance. Include your full name (with middle initial), email address and phone number in your email.
  - b. **New to SETC?** Use the Create Account feature from the login page and create an account. Fill in the required fields. When creating your username and password, use only lowercase letters and numbers (no special symbols, e.g. \* & \_).

### ONCE YOU ARE LOGGED IN THE REGISTRATION DATABASE:


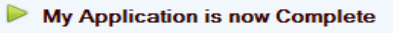

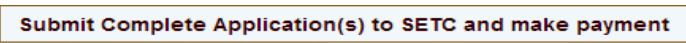
- 1) Click on the sidebar menu link that “Event Registration.”
- 2) Select “Fall Professional Unified Auditions.”
- 3) Place a CHECK in the box beside the application that fits your status (Non-Union or Equity).
- 4) Click “SAVE” at the bottom of the page and WAIT UNTIL the page refreshes itself.
- 5) Now, scroll down and click on the **BLUE UNDERLINED** link (located to the right of the box checked) to enter your application.

### Notes for navigating application pages:

- Use the TAB key to move between fields within a page.
- Use the **Next Page** or **Previous Page** buttons, near the bottom of the page, to navigate between pages.
- The **Previous Menu** button will return you to the page where the list of questions for your applications is located.
- **After you complete any page of the application, click the “SAVE” button** and wait until the page refreshes itself. Please note that a couple of pages will have an **Add** button in place of a “SAVE” button. (This button functions in the same way as the “SAVE” button and allows you to add additional items to your list.)
- If information is missing, you will see required fields listed in red at the top of the page or an alert that you must complete mandatory field(s). On most pages, you must complete all information on the page before that page will save.

- 6) You will need your contact information (address, email, and phone #), an jpg or png digital headshot, your theatrical resume and educational background. The photo to upload will need to be a recent black & white headshot (color shots will print as b&w). The photo will appear on your application and will be photocopied for each of the companies present at the audition. (Maximum size is 2.5" x 2.5" or 1500x1500 pixels.) If you need help with this contact SETC. Do not use PDF files for your headshot.
- 7) In addition, you will need to supply information for TWO professional directors who will provide references for you: name, affiliation, email address and phone number. Once you input information for BOTH references, make sure you place a CHECK in the boxes near the bottom of the page – this will contact the reference provider and tell them how to provide a reference directly to SETC. **HINT:** As a matter of respect it is helpful to call the person you will ask to provide a reference and see if they are willing to do so. If they agree, you ask them to be on the lookout for an email from SETC. You should also advise them to whitelist the following emails to ensure delivery: [april@setc.org](mailto:april@setc.org), [april=setc.org@mlsend.com](mailto:april=setc.org@mlsend.com), and [setc@matchingneeds.com](mailto:setc@matchingneeds.com).

**NOTE:** Equity members are not required to complete the reference section, but they must supply full Equity information as requested online **and** present their Equity card at check-in.

- 8) Check back frequently to make sure your references have received the email and have completed their portion of the reference. Again – if you need help with this, contact SETC.
- 9) All portions of the application must be complete (including a photo & references' feedback) before you can prepare your application for change to the pending/complete status.
- 10) Print off a copy of your application – Use the tiny PDF icon in the upper left corner of any page of the application () and it will bring up a PDF for you to print. Please check your application for misspellings, incorrect information, etc. Go back and make corrections as needed.
- 11) Once the application is completely filled out, return to the page which contains the list of questions for your application and select . Again, if any information is missing, you will see required fields listed in **RED** at the top of the page. If you have done all the previous steps correctly, your application will now be ready for payment. Now, click on the  button which will return you to the page where you originally placed a check mark in the box next to your application.
- 12) Select . CONFIRM your choices, and you will be directed through making your payment with a Visa or MasterCard.
- 13) Do not leave the system, close your browser, or turn off your computer until you are given a CONFIRMATION NUMBER. Either Print off the page with that number or write down the number and date you submitted payment.
- 14) You will receive an email receipt via our secure online transaction system Plug'n Pay. Save this receipt for your records. If you do not receive a receipt within two business days, contact SETC via email to [mark@setc.org](mailto:mark@setc.org).
- 15) Make your hotel reservation at the [Sheraton Charlotte Hotel](http://www.sheratoncharlotte.com).
- 16) **Now wait.** The SETC Auditions Committee will review applications as their busy schedules allow. Once your application has been reviewed, you will receive email notice from SETC as to whether you have received an audition slot.
- 17) Please watch your email carefully for correspondence from SETC. Sometimes the emails are rejected, put into spam, trash, or deleted folders – this is especially true of Hotmail, AOL, and Yahoo accounts. If you have not heard from us in a reasonable amount of time, pick up the phone and call us at 336-272-3645. You should whitelist the following emails to ensure delivery of all information to you: [april@setc.org](mailto:april@setc.org), [april=setc.org@mlsend.com](mailto:april=setc.org@mlsend.com), and [setc@matchingneeds.com](mailto:setc@matchingneeds.com)

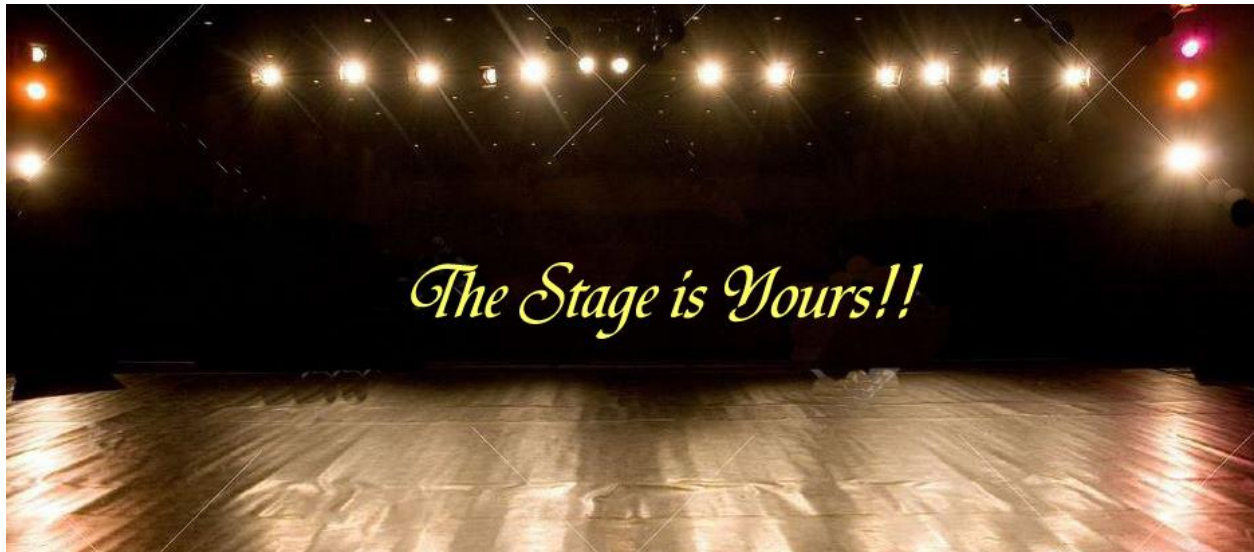
- 18) If approved for an audition slot, you will receive an email with your audition number and a link to download the final schedule and more important information about the auditions. Print off that email and save it.

**REMEMBER:** If at any time you need help with the online application process or have any questions about the auditions, email or call us. We are here to help, but please don't wait until the deadline or the night before – it may be too late!

### **Break a leg!!**

**NOTE:** Some people have asked why we book a specific hotel and ask our participants to stay at that location. The reason is that these hotels work with SETC to keep YOUR cost as low as possible both for the room rates and for the event costs. By your support of the Sheraton Charlotte Hotel you are keeping the cost down for you and all the auditionees, the theatres, and SETC. And, in short, you are helping to protect the future of SETC Events.

In addition, many theatres like to see people they are considering for hire in a social setting. So, plan to hang out and mingle!



Don't forget to attend ***The Stage is Yours!!*** on Saturday evening. (Sign up in advance or on site.) We've had varied and interesting acts over the past few years and you could come home the champion! All types of acts are welcome (keep it at least PG), and a microphone and CD player will be provided for your use. Dancers – keep in mind that there is a small stage, or you can dance on the carpet. A piano is also available if you play. Bring your instruments, get creative, and enjoy some laughs and great talent. You'll also get a chance to hear from the theatre reps themselves about their theatres and shows for which they are hiring!

## Hotel, Location & Travel Information

### [Sheraton Charlotte Hotel](#)

555 S McDowell St, Charlotte, NC 28204

**Hotel Reservations:** Reserve your room ahead of time to ensure that the hotel will have availability. Special room and parking rates have been negotiated for SETC auditionees.

Rooms are \$119 for single to quad (plus tax) = \$137.50  
Wi-Fi is free for [Starwood Preferred Guests](#) or cost \$10.95/day

To get the group rate you must **call (704) 372-4100** and ask specifically for the SETC room rates. Use group code – **SETC** or **Southeastern Theatre Conference**

Or use this link: [SETC](#)

**Cut-off date to ensure group rate is August 3, 2018**

Parking costs \$10.00-self or \$25.00-valet

### **Airport Transportation:**

[Charlotte-Douglas International Airport](#) is approximately 5 miles (15 minutes) from Sheraton Charlotte.

Taxi - Approximately \$20-\$25 from the airport to the Sheraton Charlotte Hotel.

Private Car - [Cartier Classic Transportation](#) is the official day or night car service of Sheraton Charlotte, eliminating the worry of waiting for a cab. The driver will meet the guest with a name placard inside the airport. Cost is approximately \$45 for a Towncar or \$55 for an SUV.

### **Arrival by Bus or Train:**

Railway - [Amtrak](#) is located 3.5 (driving) miles from Sheraton Charlotte Hotel.

Bus - [Greyhound](#) Bus Station is 2 (driving) miles from Sheraton Charlotte Hotel.

### **Getting Around**

Complimentary Guest Shuttle: Sheraton Charlotte is happy to provide a complimentary shuttle in the mornings and evenings **to the Uptown area**. The shuttle provides transportation to shopping, dining or destinations within the I-277 loop. ADA transportation is available to guests upon request. Hours: Monday-Friday; 7-9 am & 5-7 pm

Bus: Gold Rush Trolley - The Gold Rush is a trolley service that travels north and south on the city's main thoroughfare, Tryon Street, making coming to and from Uptown a delight. The stops are clearly marked by signage on the sidewalks. Complimentary: Hours: 7AM - 7PM, 7 days a week. Trolleys arrive on the circuit every 15 minutes.

City Rail System: LYNX Light Rail - Running from the northern edge of the city to the southern-most tip of Charlotte, the Light Rail is a great way to get around. Sheraton Charlotte is located just 4 blocks from the Stonewall Station, allowing guests to access the EpiCentre or Spectrum Arena, great shopping, and other parts of Charlotte with ease. Hours: 6 AM - 11 PM