



Fall Professional Unified Auditions

Dancer-Only

Who: Strong dancers are needed for musical theatre and cruise entertainment
When: Sunday Aug. 26, 3:30 p.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 dance/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, video link and references in order to apply/pay/submit.
- ❖ Make payment with Visa or MasterCard online.
- ❖ Applications are screened. Wait for confirmation of dance/audition slot.
- ❖ If approved, come to Charlotte and attend the dancer briefing and training, dance call and callbacks on the day assigned. Bring 20 copies of your resume and headshot for callbacks.
- ❖ 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 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 Dancer Only

- Minimum of two paid professional positions in dance
OR Minimum of four years training, plus extensive performance experience
- Two recommendations from professional directors/choreographers from credits listed on your application.
- Proficiency in basic dance routines and formal training. In particular, a high level of skill in technique and ballet is expected. Tap is not required but is highly sought after.
- Ability to accept year-round employment within a reasonable time after the auditions.
- 19 years of age or older **and** Not still a student.
- Include the required 3-5 minute video with the following:
 - Your **name** is in the title of the video! Example: **Mary Smith Dance Video SETC Fall 2018**
 - Dance portion be no longer than **1-3 minutes** long.
 - Include turns such as pirouettes, chainés and any other turns you would like to show.
 - Include leaps such as grand jetés, russians (for the guys) and other leaps you would like to show.
 - Display your extension through battements and/or développés.
 - Show off your technique, specialties and performance skill. Tap skills are not required, but you may include them if you like.

- **Be viewable to SETC by web link.** We recommend uploading the video as “unlisted” to YouTube, but privacy settings and online video hosting service selection are ultimately up to you.
- If you are not the only dancer on the video, make sure you describe where you are throughout and what you are wearing.
- **If you wish to be considered as a singer,** you must include 16 bars of just you singing at the beginning of your video.

Audition Procedures & Information

1. **Schedule:** Dancer-Only auditionees are seen on Sunday.
2. **Attendance:** Auditionees must attend the **Mandatory** Dancer Briefing & Instruction, followed by the Dance Call. Callbacks follow. Any changes or corrections to the information supplied on the website or this document will be announced at the briefing(s).
3. **Headshots:** Bring 20 copies of your resume/headshot to distribute at callbacks.
4. **Dance Call:** The briefing, warmup and instruction will take place just prior to 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 (not an option for Dancer-Only): For the actor who moves well.

Combination #2 (required): For the advanced dancer. Ballet and jazz combined.

Combination #3 (optional): For those who tap well. A Marley floor will be used for this intermediate/advanced tap combination.

5. **Callbacks:** At the end of the Dance Call, actors will be admitted into the Callback Posting Room. The audition/dancer numbers of those called back will be listed under the headings of the individual companies. Locations within the hotel 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 (either in meetings rooms or rooms/suites in the Sheraton Charlotte Hotel) and sign up for a specific callback time, according to the schedule/sheet they have posted.
6. Attend callback to act or sing (no dancing) during appointed times.
7. **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.

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 in order for you to be considered for an audition slot.

- 1) Go to the SETC website (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, visit <http://setc.matchingneeds.com> to complete your SETC audition application online.
- 4) Login to the SETC registration database. A username and password is 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 for assistance. Include your full name (with middle initial), email address and phone number in your email.
 - a. **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 lower case letters and numbers (no special symbols, e.g. * & _).


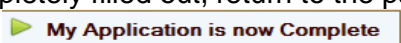

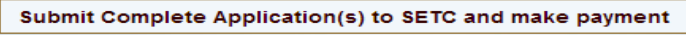
ONCE YOU ARE LOGGED IN THE REGISTRATION DATABASE:

- 1) Click on the sidebar menu link that says "Event Registration."
- 2) Select "Fall Professional Unified Auditions."
- 3) Place a CHECK in the box beside the activity Dancer-Only Auditionee.
- 4) Click "SAVE" at the bottom of the page, and WAIT UNTIL the page refreshes itself.
- 5) 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 #), a digital headshot (jpg or png), your theatrical resume and educational background. The headshot you upload will need to be a recent

black-and-white photo of just yourself (color shots will print as B&W); Maximum size is 2.5" x 2.5" or 1500 x 1500 pixels. If you need help with this contact SETC. The photo will appear on your application and will be photocopied for each of the companies present at the audition.

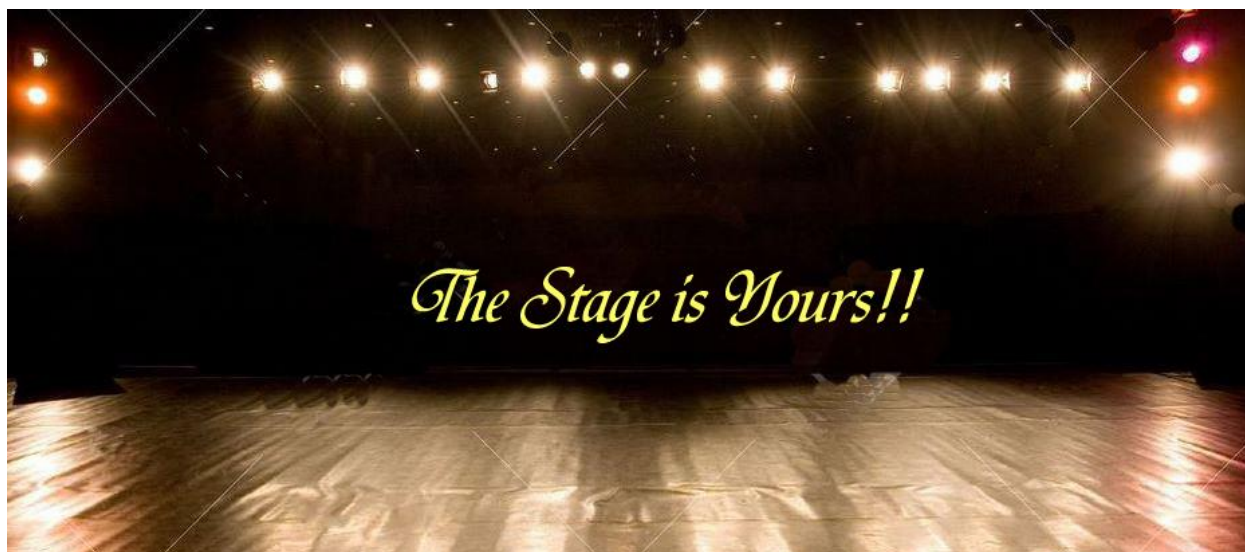
- 7) You will need to supply information for TWO professional directors or choreographers who will provide references for you, including their name, affiliation, email address and phone number. Once you input information for BOTH references, make sure you place a CHECK in the boxes near the bottom of 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, 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, april=setc.org@mlsend.com and setc@matchingneeds.com.
- 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 and 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 . 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 onto 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.
- 15) **Now wait.** The SETC Auditions Dance Committee will review applications immediately following the August 15th deadline. Once your application has been reviewed, you will receive notice from SETC as to whether or not you have received an audition slot.
- 16) 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, april=setc.org@mlsend.com and setc@matchingneeds.com
- 17) If approved for a dancer-only 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.* Note: Rather than waiting until you hear from SETC regarding a dance slot to make your hotel reservations, go ahead and do that as soon as you apply.

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 particular 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