



# Fall Professional Unified Auditions Walk-Ins

**Who:** Actors, Actors who Sing, Singers, and Actors who Sing & Dance

**When:** Monday, Aug. 27, 8:30 a.m. until callbacks complete (approx. 6 p.m.)

**Where:** [Sheraton Charlotte Hotel](#), Uptown Charlotte, NC

## Application Guidelines

- Review Qualification Requirements (below)
- Complete the SETC Application online\*
- Print the original application and bring it, plus 20 copies, to the audition site
- Bring copies of your resume and headshot (around 20)
- **Bring \$60 payment to sign up onsite: Visa, MasterCard, or Cash**

**YOU MUST COMPLETE YOUR APPLICATION ONLINE AFTER READING THESE MATERIALS:** Click the link below to complete the online application.

COMPLETE APPLICATION

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

**\*Only completed applications can be reviewed.** This means all information must be on the printed application, including your photo, reference signatures and your experience (with contact info). Once you arrive at the Auditions, you will turn in your original application and the copies – no later than 8:15am on Monday (or you may bring them on Saturday or Sunday), and it will be reviewed for acceptance by the SETC Auditions Committee. Upon approval, you make payment.

**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're not sure you meet the following qualifications,  
send your resume/questions in *before* you make the trip to Charlotte!

## Qualification Requirements

- Be 19 years of age or older **AND** no longer be in school
- Have a **minimum** of two paid acting contracts with professional companies (*The SETC Auditions Committee will determine the professional status of each theatre company*)  
**OR** be a fully paid current member of Actors Equity (EMC does not qualify)
- Include two signed recommendations from **professional directors** on your application: these must be from experiences included on the application. (Equity are exempt from references, but must verify union status online & present their Equity card on site at auditions)
- Be available to work within a reasonable time after the Fall Professional Unified Auditions

1. Auditionees must apply for audition slots. Application does not guarantee a slot.
2. After reading the guidelines, go online to apply.

3. If you are terribly unsure if you meet the qualifications, email [april@setc.org](mailto:april@setc.org) with your full resume.

## Audition Procedures

1. **Schedule:** Auditions for Walk-Ins will take place on Monday following the pre-registered auditionees. (Numbers 1-200 audition on Sunday, while numbers 201-300+ audition on Monday.)
  2. **Briefing:** Attendance at an Audition Briefing, held at 9 a.m. on the day of your audition, is **MANDATORY**. Any changes or corrections to the information supplied on the website or this document will be announced at the general audition.
  3. **Headshots:** Bring 20 copies of your resume/photo to distribute at callbacks.
  4. **Attendance:** Auditionees must attend the Mandatory Audition Briefing, the General Audition, and Callbacks, all of which are scheduled for the same day as your audition. Dance Call is optional.
  5. **Material:** Auditionees should use material they perform exceedingly well. Typically, theatres are looking for presence, type, quality and projection of sound, and a general idea of 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. This includes singing: Those who do not sing well are discouraged from doing so in the audition.
  6. **Time Limits:** If Acting Only, the time limit is sixty (60) seconds; if Singing Only, the time limit is sixty (60) seconds; if Singing **and** Acting, the time limit is a total of ninety (90) seconds. **EQUITY** actors have 90 seconds for their audition, regardless of whether they are singing, acting, or doing both. Auditionees must verify with the stage manager in the holding room if *Acting Only*, *Singing Only*, or *Acting and Singing* before going into the audition room.
  7. **Accompaniment:** An accompanist is provided. Your music must be in the correct key; the pianist will not transpose. (Mount music on stiff cardboard – no books.) **NEW THIS YEAR** – Auditionees **MAY** accompany themselves on piano or small instruments – time limits remain the same.
  8. **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, chairs will be available if an auditionee wishes to watch the auditions.
  9. **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 meeting rooms or the companies' rooms/suites in the hotel) and sign up for a specific callback time on the schedule/sheets they have posted.
  10. **Dance Call:** Any auditionees who wishes to demonstrate 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 "in the hall," 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:** a combination that includes both advanced ballet and jazz.
    - Combination #3:** an 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 may be posted after the Dance Call; auditionees should repeat the procedure as above.
12. **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 changes from what is on your application. Companies may 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 please don't wait until the deadline date or too close to the deadline, in order to allow your references time to respond!! Your application must have a **"Pending"** status to be considered for an audition slot. **DO NOT MAKE PAYMENT**—unless you receive an email with specific instruction to do so.

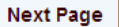
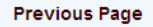
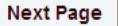
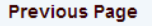
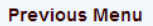

- 1) Go to the SETC website ([www.setc.org/fall-professional](http://www.setc.org/fall-professional)) to obtain general information about the Fall Professional Unified Auditions (i.e. this document). Download the guideline that fit your category – Non-Union or Equity.
- 2) **Print and/or save these instructions 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) Login 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. 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 your application 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.


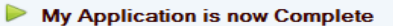

#### Notes for navigating application pages:

- Use the TAB key to move between fields within a page.  
- Use the  or  buttons near the bottom of the page to navigate between pages.
- The  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  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 electronic/digital headshot, your theatrical resume and educational background. The photo to upload will need to be a recent black-and-white photo of just yourself — headshots are best. The photo will appear on your application which you will photo copy for each of the companies present at the audition. Maximum size is 2.5" x 2.5" or 1500 x 1500 pixels. If you need help with this contact SETC.

- 7) In addition, you will need to supply information for TWO professional **directors** who will provide references for you, including their name, affiliation, email 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:** It is a matter of respect and is helpful to call the person from whom you will ask a reference and see if they are willing to do so; you should also ask them to be on the lookout for an email from SETC and 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 their full Equity information as requested **and** present their membership card on site at check-in.

- 8) Check back frequently to make sure your references have received the email and have provided their reference to SETC for your application. Again, if you need help with this, contact SETC.
- 9) All portions of the application must be complete (including a photo and references' feedbacks) 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 the  button which will return you to the page where you originally placed a check mark in the box next to your application.

- 12) **Now wait.** If time permits, you may be approved in advance and sent an email to go ahead and make payment (see instructions below).
- 13) Please watch your email carefully for correspondence from SETC. Sometimes the emails are rejected or 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! 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).
- 14) If you have been approved for an audition slot, you will be sent an email to make payment. To complete this process:
- 15) Select Submit Complete Application(s) to SETC and make payment. CONFIRM your choices, and you will be directed through making your payment with a Visa or MasterCard.
- 16) 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.
- 17) You will receive an email receipt via our secure online transaction system known as 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).
- 18) Once payment is made you will receive an email with your audition number and a link to download the final schedule and more important information about the auditions and how they work. *Print off that email and save it.*
- 19) Whether or not you are assigned an audition number prior to the auditions, you should book your room at the [Sheraton Charlotte Hotel](#). Remember callbacks go late into the night and you will need a place to rest!\*\*
- 20) Then you will come to Charlotte and check in with the SETC Staff to turn in your printed materials or pick up your name/audition # badge. You will attend the briefing. If not previously assigned an audition number, return to the registration desk, and see if you are approved and make the necessary payment.
- 21) Callbacks will take place the same day in rooms in the [Sheraton Charlotte Hotel](#).

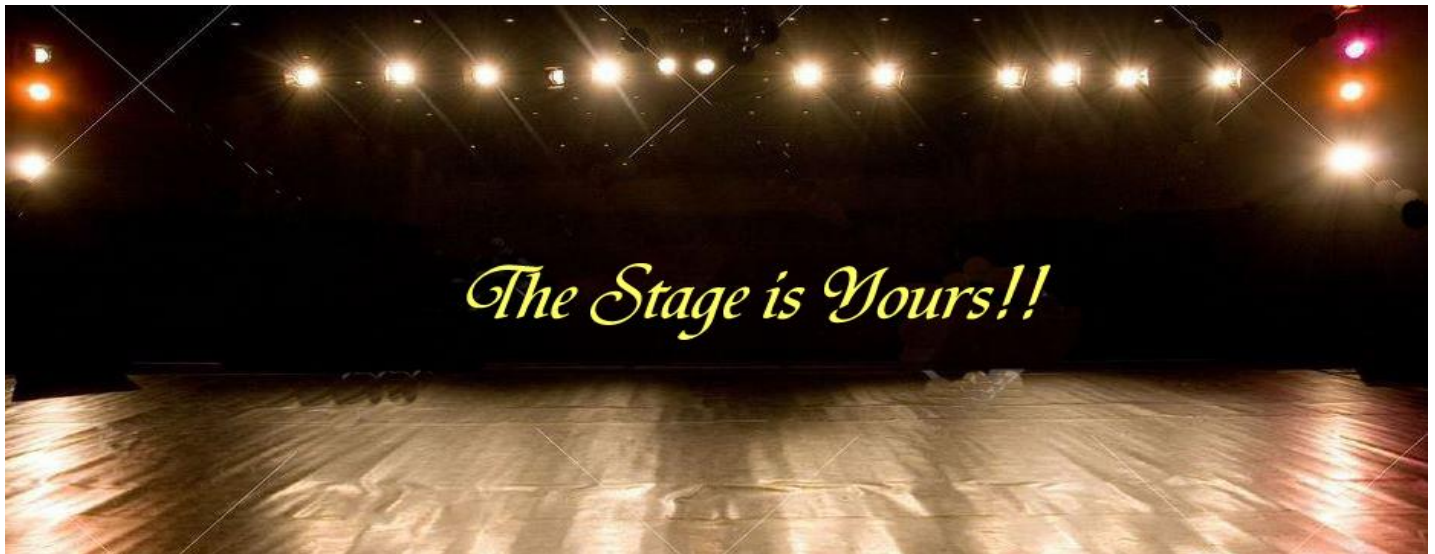
**REMEMBER:** If at any time you need help with the online application process or have any questions about the auditions, email or call us. We are here to help, but please don't wait until the deadline or the night before – it may be too late!

### **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 yourself ... 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 come early, hang out and mingle! See next page for a special event:





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.