



Spring Professional Auditions

Guidelines for Equity Actors/Singers

2019 SETC Convention | Knoxville, TN | Feb. 27 – Mar. 3
Audition Dates | Feb. 28 – Mar. 2

Eligibility Requirements for Equity Actors:

In order for an Equity actor to qualify and be approved for these auditions, the candidate must:

- Be 19 years of age or older and have graduated from high school
- Be available to work full-time/year-round/seasonal or job-in, or for a full summer
- Be a current, full member of AEA (*EMC does not qualify*)
- Provide valid AEA membership number and expiration date on application

Not a Member of Actor's Equity Association? Go back and pull up the Non-Equity Instructions.

Don't yet qualify? If you don't yet meet SETC's professional qualifications, you may still earn an audition spot at the Spring Professional Auditions by passing the [SETC Screening Auditions](#) in your assigned state.

Costs and Deadlines:

All payments must be made **online via Visa or MasterCard** by the application deadline.

	Cost *	Application Deadline
Early-Bird Rate w/ convention registration	\$270	Dec. 14, 2018
Final Rate w/ convention registration	\$320	Jan. 15, 2019
Early-Bird Rate Audition ONLY	\$100	Dec. 14, 2018
Final Rate Audition ONLY	\$110	Jan. 15, 2019

*** Costs Include:**

- SETC Professional Auditions
- One-Year SETC Membership
- Registration and full convention access, if you add this option.

*** If you plan to participate in other activities at the SETC Convention,**

you will be required to register for the full convention and add additional fees for such activities as:

Theatre Job Fair, Graduate School Auditions, Design Competition, Friday Lunch, Saturday Banquet Gala & Awards Ceremony, etc. please follow these steps **before submitting your payment:**

- Log in to your SETC account and place a checkmark next to those activities you plan to participate in on the "Convention Registration" page.
- Complete any necessary applications.
- Wait to complete your order until your all of your applications for paid activities are PENDING.

Refund Policies:

- **No refunds will be given after the application deadline at noon Eastern Time on Jan. 15.**
- **All refunds are less a \$20 processing fee,** even if you do not receive an audition slot.
- **All refund requests must be made via email to april@setc.org.**

Please Note: Audition numbers will be assigned as applications are approved by the Auditions Committee, but this may be not until late January. The audition application deadline is **Noon on Jan. 15, 2019**. Cancellations made after the application deadline will not receive a refund.



All payments are processed via a **secure network using Plug'n Pay**. You will receive an email receipt **within six hours of payment**. If you do not receive a receipt, please email april@setc.org to follow up.

Important Information for Submitting an Application:

Please read **before** completing the online application.

- Submitting an application does **not** guarantee you an audition slot.
- All required fields must be complete **before you can pay for and submit your application**. This includes:
 - Your **headshot photo** has been uploaded in an acceptable file format (no PDFs)
 - Your **Equity membership** information must not be expired and must be included on the application
- You **must** have a working email in order to receive information, auditions number, etc. Due to email filtering issues, please add the following email addresses to your address book to ensure the delivery of important email reminders, updates, audition numbers, etc. to your inbox:
 - **april@setc.org**
 - **april=setc.org@mlsend2.com**
 - **setc@matchingneeds.com**

Your Audition:

You may **choose one** of three formats for your SETC audition (**check your selection on the application**): Equity auditionees have **90 seconds** regardless of the selection type for your audition.

- Acting AND Singing Audition*
- Acting-Only Audition
- Singing-Only Audition*

* An accompanist will be provided for singing auditions. No pre-recorded music, a cappella, or self-accompaniment will be allowed.

Thoroughly prepare your audition piece. Rehearse your introduction (name and number, which **DO COUNT** as part of your time), transitions, monologue/song, and your exit. We advise against the use of Shakespearean material unless you have a strong work background and extensive training in this genre. Similarly, actors **should avoid dialect**; directors want to know if you can speak standard stage speech, not Irish, Boston or Southern (unless that is your natural speaking voice, of course). Avoid sexually explicit, socially offensive material and vulgar language. (*We're not pruders, but casting representatives say they get very tired of hearing it and are turned off by it.*)

SETC Audition Schedule and Procedures:

- **When will you know?** It could be several weeks before you hear from SETC if you have a slot. This gives the Audition Committee time to assess many applications and choose the candidates they feel have the best chance of being cast.
- **When will you audition?** You will be assigned an audition number as close to your preference (as indicated on your application) as possible on **Thursday afternoon, Friday morning or Saturday morning** in the year-round category blocks of auditions, **unless** you specify that you are only available for the summer. Summer blocks of auditions will be held Thursday morning, Friday afternoon and Saturday afternoon.
- **When and where to report:** You will report to check-in at the Knoxville Convention Center and get in the PROFESSIONAL AUDITIONEES line. It is best if you check in the day before your audition to make sure there are no problems, that you can make your 8:30 a.m. briefing, and you get a chance to check out the audition space(s) to help you prepare.
- **Identification:** You will be asked to present your AEA Membership card at check-in to pick up your badge.

- **Mandatory Audition Briefings** are held at 8:30 a.m. each day of the auditions. Report to the briefing on the day of *your* audition. These are extremely important as changes and schedule adjustments, details about callbacks and the Dance Call are addressed here.
- **A Warm-Up Room (with piano)** is provided for all auditionees and is open daily until approx. 5 p.m.
- **Report to the Holding Room** as per schedule provided.
- **Audition Groups:** This year, performers will audition in groups of 20. You will stay in the audition room until you finish your audition, then you will exit the room. NOTE: The only items you may bring with you into the audition room are water bottles and music for the accompanist.
- **Callback Boards:** At the end of each audition group, companies will identify those actors who they wish to see at callbacks. The audition numbers of those called back are posted on callback boards under the headings of the individual companies. Locations and general time frames for callbacks will also be posted. *More on Callbacks will be addressed at the briefings.*
- **Callbacks/Interviews** by the individual companies are held on the same day as your audition and can go late into the night. Setting up meetings or appointments with companies outside of the SETC audition/callback process is strictly prohibited. Some companies will conduct additional readings, ask you to share prepared monologues or ask you to sing during these sessions. You may **NOT** be asked to dance during other callbacks, or at any time other than the SETC Dance Call.
- **Dance Call** is held at the end of regular auditions. You may attend the Dance Call **ONLY** if a hiring company has requested to see you dance via the callback postings. The Dance Briefing and Instruction will begin at approximately 5:30 – 6 p.m. Three combinations will be taught with time to practice. Dancers of each combination will be divided into male/female groups, and you will be given a chance to dance in small groups. (Actors may do a single combination, combinations 1 & 3, or combinations 2 & 3. You **may not** do combinations 1 & 2.):
 - **Combination #1:** For actors who move well.
 - **Combination #2:** For the **advanced** dancer. Ballet and jazz combined.
 - **Combination #3:** For those who tap well. A Marley floor will be used for this intermediate/advanced tap combination.
- **Casting Notifications:** Many companies audition performers at several locations around the country, so final decisions on casting are usually made after all their auditions are completed. **Contracts may not be offered earlier than 24 hours following the SETC Convention, and most contracts will be mailed at a later date to those performers the company selects.** In rare instances of immediate need (e.g., a show opens in the next few weeks), some exceptions may be granted by SETC. You will be notified of these at your briefing on the morning of your audition, and **ONLY** those roles and shows listed are eligible for immediate contracts.
- **Lodging Information:** When you are assigned an audition number, you will be sent a link to hotel information, or you may go to the SETC website under “Convention” and look for hotel information/list.

Questions about these procedures will be addressed during the Mandatory Audition Briefings.

Questions?

For more information or assistance, contact:

April J'Callahan Marshall
 SETC Professional Services
 Email: april@setc.org
 Phone: 336-272-3645

KEEP READING FOR STEP-BY-STEP INSTRUCTIONS ON HOW TO COMPLETE AND PAY FOR YOUR APPLICATION

Application Instructions for Equity Actors/Singers

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 respond. We want to help you, but if you procrastinate we might not have time to do so.

- 1) Go to the SETC website (www.setc.org/spring-professional) to obtain general information about the Spring Auditions. Download the guidelines that fit your category – **Equity** – i.e. this document.
- 2) **PRINT OFF & SAVE THESE INSTRUCTIONS SO YOU CAN HAVE THEM FOR LATER USE.**
- 3) Once you have read the guidelines and feel you meet the qualifications to apply, complete your SETC audition application online at <https://setc.matchingneeds.com>.

APPLY NOW

- 4) You must have a username and password to enter the site.

If you have been a member, applied, auditioned, or attended an SETC convention in the past, you already have a username and password. **Please do NOT create a new account.** You may either use the Password Help option or EMAIL the SETC office at info@setc.org for assistance. Include your full name (with middle initial), email address, and phone number in your email.

If you are NEW to SETC, use the Create New Account feature from the login page and create a username and password (use only lower case letters and numbers — no special symbols like * & _ etc.). You should complete the full information in the MY PROFILE section.

Once you are logged in...

- 1) Select the “Event Registration” option in the top left menu.
- 2) Select the “2019 Knoxville, TN Convention — Feb 27 – Mar 3” option.
- 3) Place a CHECK in the box beside your registration type (Equity Adding Convention) **and** the Spring Equity Audition activity. **IF YOU WISH TO REGISTER ONLY FOR THE AUDITIONS, CONTACT SETC prior to registration.**
- 4) Click “SAVE” at the bottom of the page, and WAIT UNTIL the page refreshes itself.
- 5) Click on the **BLUE UNDERLINED** link to enter your application. Use TAB to move between fields. Use previous/next arrows or page buttons to go to a different section.

After you complete any page of any application, SAVE & WAIT until the page refreshes itself. If any information is missing, you will see those fields listed in red at the top of the page. On some pages, you must complete **all** information on the page before it will save **any** of the information.

- 6) You will need all your contact information, an electronic headshot, your theatrical resume and your educational background. The headshot you upload will need to be a recent black-and-white photo of just yourself; the photo will appear on your application and will be photocopied for each of the companies present. (Maximum size is 2.5” x 2.5” or 1500 x 1500 px). **DO NOT USE PDF files**; JPG files work best. If you need help, [contact SETC](#).
- 7) In addition, you will need to supply information your AEA membership number and expiration date. **If your card expires prior to the SETC Auditions, contact april@setc.org to provide updated information.**
- 8) All portions of the application must be complete (including headshot) before you can prepare your application for payment and submission.
- 9) Print off a copy of your application — use the tiny 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.

- 10) Once the application is completely filled out, **select "MY APPLICATION IS NOW COMPLETE."** If any information is missing, you will see required fields listed in **red** at the top of the page. Complete any missing information and select the "MY APPLICATION" button again.
- 11) **WAIT** for the page to refresh and then click on the "**BACK**" button at the **bottom** of the page. If you have done the previous steps correctly, your application status will now say "PENDING."
- 12) 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**.
- 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 successfully submitted your application and payment.
- 14) You will receive an email receipt via our secure online transaction system, Plug'n Pay. Save your receipt. If you do not receive one within two (2) business days, email april@setc.org to obtain a receipt.
- 15) **Now wait.** The SETC Auditions Committee will review applications as their schedules allow. Once your application has been reviewed, you will receive email notice from SETC as to whether or not you have received an audition slot. If you have been selected for an audition slot, this email will also contain your audition number. **THIS COULD BE** as late as the end of January.
- 16) Make your hotel reservations. Go to www.setc.org/hotel-info for information on how to make your reservations and links to the SETC special rate hotels. [You can always cancel later if necessary.]
- 17) Please **watch your email carefully** for correspondence from SETC. Sometimes the emails are rejected, put into spam, trash, or deleted folders. If you have not heard from us in a reasonable amount of time, pick up the phone and call us. Add the emails on Page 2 to your contact/address books.
- 18) If you are awarded an audition slot, your email will include 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) Then, you will come to convention and check in at the **PROFESSIONAL AUDITIONS LINE** to present your Equity card and get your badge. You will attend your morning briefing and proceed to the warm-up area, the holding room, or come back later for the auditions.
- 20) Callbacks take place the same day as you audition in rooms at either the convention center or hotel room/suites of the professional companies. These last until around midnight

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 too close to the deadline** – it may be too late!

Break a leg!

For Questions or Assistance, Contact:

April J'Callahan Marshall
SETC Professional Services
Email: april@setc.org
Phone: 336-272-3645