



# Spring Professional Auditions

## Guidelines for Non-Equity Actors/Singers

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

### Eligibility Requirements for Non-Equity Actors:

Full members of AEA should go back and download that document for special Equity member instructions.

Actors must meet SETC's professional qualifications in order to be approved for an audition spot. You must:

- Be 18 years of age or older
- Not be enrolled in high school, college or university as of Fall Semester\*
- Be available to accept full-time/year-round, seasonal work, or for a full summer
- Have had a **minimum** of two paid acting contracts with professional theatres \*\*
- Obtain email references from two directors of professional roles listed on your application who will recommend your acting/singing abilities

\* MFA Acting students are eligible provided they meet all other professional criteria.

\*\* The SETC Auditions Committee will determine the professional status of each theatre company.

**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](#) at your assigned location.

### Costs and Deadlines:

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

	Cost *	Application Deadline
Early-Bird Rate	<b>\$270</b>	<b>Dec. 14, 2018</b>
Final Rate	<b>\$310</b>	<b>Jan. 15, 2019</b>

#### \* Costs Include:

- SETC Professional Auditions
- SETC Convention Registration
- One-Year SETC Membership

\* **If you plan to participate in other activities at the SETC Convention that require additional fees** (e.g. 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](mailto: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 at **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](mailto: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 **references** have provided your complete recommendations. Please contact your references **early** to ensure there's ample time for them to respond before the deadline.
- 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**):

- 90-second Acting AND Singing Audition (BOTH)\*
- 60-second Acting-Only Audition
- 60-second Singing-Only Audition\*

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

**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 prudish, 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 to get your badge. 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.

- **Mandatory Audition Briefings:** 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 nights. 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 callbacks, or at any time other than the SETC Dance Call.
- **Dance Call** is held at the end of regular auditions. You may **ONLY** attend the Dance Call 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](mailto: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 Non-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](http://www.setc.org/spring-professional)) to obtain general information about the Spring Auditions. Download the guidelines that fit your category – **Non-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 an SETC member or have applied, auditioned, or attended an SETC event 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](mailto: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 (ADULT) **and** the Spring Non-Equity activity.
- 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 for TWO professional **directors** who will provide references for you, including their name, affiliation, email address and phone number. **These references must be from directors of the professional theatre credits listed in your application.** Once you have input information for BOTH references, place a CHECK in the boxes at the bottom of the page and click SAVE — this will notify the reference provider(s) to provide the reference to SETC. **HINT:** It is always helpful to call the reference and ask them to do this for you **prior** to sending out the request and to alert them to be on the lookout for an email from SETC. You should also verify the email address to which they would like the request sent. You may also send reminders for a reference who has not responded in a timely manner by placing a check in the corresponding box and hitting SAVE again.

- 8) All portions of the application must be complete (including photo and reference responses) 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 & review. 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](mailto:april@setc.org) to follow up.
- 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](http://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 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. You are free to attend all workshops and programs as time permits.
- 20) Dance Call will take place following the warm-up briefing, and you will be seen in small groups based on the combo you are performing.
- 21) 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](mailto:april@setc.org)

Phone: 336-272-3645