



Welcome to the SETC Spring Professional Auditions  
February 28 – March 2, 2019 ~ ~ Knoxville, TN

**DO YOURSELF A FAVOR ...**

**Read this information carefully for details about**

**Where you need to be**

**When you need to be there\*\***

**and**

**What you need to do!**

Information about the Auditions, Theatres and what they are looking for, Callbacks, and *much more* is included for your benefit.

Feel free to contact us at SETC [april@setc.org](mailto:april@setc.org) if you have any questions.

**\*\* Please note there are many details about the schedule & process.**

However, some activities may need to be adjusted on-site and could change – make sure to attend the briefing on your scheduled audition day for any schedule, room change, time change, etc. announcements.

**You should read this thoroughly to answer most of your questions! \*\***

We look forward to seeing you in Knoxville, TN!!

The SETC Central Office Staff: April J'C Marshall & Pat Shumate;  
& the On-Site Audition Team

**Don't forget your registration fee covers the entire convention,  
and you should attend workshops, shows, etc.**



✧ Spring Professional Auditions ✧ Feb 29 & March 1, 2 – 2019  
 Knoxville, TN

Convention Dates are February 27 – March 3 – take advantage of the many workshops for actors!

**TENTATIVE AUDITIONEE SCHEDULE**

**All check-in & auditions** will be held at the **Knoxville Convention Center (KCC)**. Come to the **PROFESSIONAL AUDITIONEE** Check-In line upon your arrival to receive badges, programs, etc. **Refer to the schedule below for your MANDATORY audition briefing time and day/date of audition** as well as other pertinent information.

**Auditions are grouped as follows:**

- Summer-Only = Thursday morning, Friday afternoon, Saturday afternoon*
- Year-Round/Seasonal/Job-In = Thursday afternoon, Friday morning, Saturday morning*
- Actor/Tech = Saturday afternoon following regular auditions*

**Wednesday, February 27**

- 7:00 PM – 8:30 PM “Production Resume Assistance” workshop: (KCC Exhibit Hall B) Prepare your resume to interview in the Job Fair (if you are interviewing)! – Presider: Constance Smith, Chipola Fine Arts Center & Theatre Job Fair Hiring Reps
- 7:00 PM – 8:30 PM **CHECK OUT THE AUDITIONS SPACE!!!, KCC 2nd Flr Lecture Hall**

**Thursday, February 28**

- 8:30 am - 9:00 am **Mandatory Briefing for ACTORS 1-260, KCC 2nd Flr Lecture Hall**
- 9:30 am - 1:45 pm Acting/Singing Auditions #1-160, **KCC 2nd Flr Lecture Hall**
- 2:45 pm - 5:15 pm Acting/Singing Auditions #161-260, **KCC 2nd Flr Lecture Hall**
- 5:30 pm - 9:00 pm **Dancer Briefing, Warm Up & Instruction, KCC Rm D/E– 2<sup>nd</sup> Flr (companies can watch)**
- DANCER-ONLY & Dance Call, KCC Rm D/E– 2<sup>nd</sup> Flr (immediately following warmup)**
- 10:30 am - 6:00 pm Theatre Job Fair – **Pre-registered** applicants admitted (off-stage jobs), **KCC Exhibit Hall B**
- 1:00pm - 6:00 pm Theatre Job Fair – **Onsite registered** applicants admitted, **KCC Exhibit Hall B**

**Friday, March 1**

- 8:30 am - 9:00 am **Mandatory Briefing for ACTORS 261-520, KCC 2nd Flr Lecture Hall**
- 9:00 am - 6:00 pm Theatre Job Fair, **KCC Exhibit Hall B**
- 9:00 am -12:00 pm Acting/Singing Auditions #261-360, **KCC 2nd Flr Lecture Hall**
- 1:00 pm - 5:30 pm +/- Acting/Singing Auditions #361-520, **KCC 2nd Flr Lecture Hall**
- 5:30 pm - 7:00 pm **Dancer Briefing & Instruction, KCC Rm D/E– 2<sup>nd</sup> Flr (companies can watch)**
- 7:00 pm - 9:00 pm +/- **Dance Call, KCC Rm D/E– 2<sup>nd</sup> Flr (immediately following warmup)**

**Saturday, March 2**

- 8:30 am - 9:00 am **Mandatory Briefing for ACTORS 521-780, KCC 2nd Flr Lecture Hall**
- 9:00 am - **Noon** Theatre Job Fair, **KCC Exhibit Hall B**
- 9:30 am - 11:30 am +/- Acting/Singing Auditions #521-620, **KCC 2nd Flr Lecture Hall**
- 12:30 am - 4:45 pm +/- Acting/Singing Auditions #621-780, **KCC 2nd Flr Lecture Hall**
- 5:15 pm - 5:30 pm **Actor/Tech Walk Thru, KCC 2nd Flr Lecture Hall**
- 5:45 pm - 7:15 pm **Dancer Briefing & Instruction, KCC Rm D/E– 2<sup>nd</sup> Flr (companies can watch)**
- 7:15 pm - 9:00 pm +/- **Dance Call, KCC Rm D/E– 2<sup>nd</sup> Flr (immediately following warmup)**

**SUNDAY MARCH 3 – CONVENTION ENDS AT NOON**

**OFFERS MAY BE MADE TO YOU ONLY 24 Hours AFTER THIS TIME (i.e. Noon March 4<sup>th</sup>)**

**DAILY SCHEDULE:**

- 8:00 am - 5:00 pm Auditions Warm-up Room, KCC – Park Concourse Rm C– 2<sup>nd</sup> Flr
- 8:30 am - 5:00 pm Auditions Holding Room, KCC – Park Concourse Rm A – 2<sup>nd</sup> Flr
- 9:00 am - 9:00 pm Call-back Posting Room, KCC – Park Concourse Rm B – 2<sup>nd</sup> Flr

**REMINDER –COMPANIES ARE REQUIRED TO BE IN THE AUDITIONS ROOM FOR ALL BLOCKS IN WHICH THEY CAN HIRE INDIVIDUALS : Summer-Only and/or Year-Round\*\*\***

**\*\*\*Year-Round also includes those who have jobs in the summer, in addition to other times**

*For early morning auditionees (first 40 each day), the Warm-up Room is open before the briefing – Warm up, then go to the Briefing, and then to the Holding Room.*

Each day the Actor Briefing (30 minutes) addresses any schedule, room changes, and other information you need to know.

**YOU NEED TO BE THERE**

**CALLBACKS WILL BE THE SAME DAY AS YOUR AUDITION**

Closer to the actual auditions, you will be sent a detailed schedule with the time you need to report to the HOLDING ROOM and the approximate time for your audition.

Below is a sample of the callback form that we place in the Callback Posting Room at the SETC Auditions. After your audition group, you will go to the Posting room and look at each company's sheet to find if your number has been called-back. \*\*\*Mark each callback if you accept (initial) or deny (thank you) the callback. BRING 30+ resume/headshots w/ you. Companies request as follows:

**SIGN UP FOR CALLBACK:** GO TO THE COMPANY'S CALLBACK LOCATION AND SIGN UP FOR AN AUDITION TIME

**ATTEND DANCE CALL:** GO TO THE DANCE CALL IN THE EVENING. MAKE SURE TO SCHEDULE YOUR OTHER CALLBACKS AROUND THE DANCE CALL AND THE DANCE WARMUPS!! RE-CHECK THE POSTING BOARD AFTER THE DANCE CALL TO SEE IF ANYONE HAS ADDED A REQUEST TO SEE YOU FOR A CALLBACK (BLUE SHEETS)

**PHOTO/ RESUME ONLY:** TAKE YOUR HEADSHOT AND RESUME TO THE COMPANY'S CALLBACK LOCATION OR ASSIGNED SPOT AND LEAVE IT IN THE BOX FOR THEM – DO **NOT** SIGN UP FOR A CALLBACK TIME.

Be sure to put your audition number on all materials you leave with the companies, and a local contact number if possible (i.e. cell phone#)

**CALL BACK REQUESTS – TODAY'S DATE** Saturday, March 2

**COMPANY** XYZ Theatre

**CALL BACK LOCATION (HOTEL/ROOM #)** Holiday Inn # 391 ~ or ~ Knoxville CC 204 A&B



(Check all that Apply)

(Check all that Apply)

AUDITIONEE INITIAL TO ACCEPT CALLBACK	AUDITIONEE #	SIGN UP FOR CALLBACK	ATTEND DANCE CALLBACK (THEN CHECK POSTINGS)	PHOTO/ RESUME ONLY	PAID ACT/ DANCE / SING	PAID INTERNSHIP OR APPRENTICE	UNPAID INTERNSHIP OR APPRENTICE
***MJS	100	✓ 1			✓		
THANKS	101	✓ 2	✓ 2		✓		
JD	102		✓ 3				✓
US	103			✓ 4			
AMC	104	✓ 5			✓	✓	
JCM	780			✓ 4			

REMARKS: THIS IS WHERE COMPANIES WILL WRITE ANY "SPECIAL INSTRUCTIONS FOR YOU"

**WHAT THE ABOVE CHECK MARKS MEAN**

- 1) You should go to theatre's location and sign up for a time on their sheet; (jobs are paid)
  - 2) Sign up **AND** go to the Dance Call; (jobs are paid)
  - 3) **ONLY** go to the Dance Call, you should **NOT** sign up for a slot; (jobs are unpaid)
  - 4) **ONLY** leave a headshot & resume in their assigned spot: you should NOT sign up for a slot OR go to Dance Call
  - 5) Sign up for a slot, but NOTICE that what they are offering might be paid or could be an intern or apprenticeship.
- \*\*\*Don't forget to accept or deny the callback: You will **INITIAL** if you accept the callback. Please write **THANKS** if you do not.
- 6) And remember – do **NOT** sign up or leave headshot/resumes for companies which did not request you.
  - 7) Check the call boards again AFTER the Dance Call – more listings may be posted