

**Audition Policy and Guidance**

**Pre-Audition**

* The show and production team will be selected by the committee.
* The director will prepare a list, available to everyone, of those roles which will require auditions, and select the songs (in conjunction with the musical director) and script for the auditions.
* Other than in exceptional circumstances, anyone interested in playing a principal role will have to audition. This could include singing, acting and dancing, depending on the nature of the role.
* Wherever possible, major principal roles will be cast with members who are 16 years of age or over, due to strict chaperoning guidelines, unless the role is written for a child to play. If a child under 16 years of age is cast in a major role, parents will be responsible for providing chaperoning support during the performances at the theatre.
* For certain roles, the production team will cast who they deem to be the most suitable, whether or not they have auditioned for that particular role.
* For chorus roles, there will be no auditions.
* Auditionees will be given at least two weeks’ notice of the audition date and venue.
* The audition date is fixed - if auditionees cannot make the date then they will be unable to audition for that particular role. (In exceptional circumstances, the production team may consider an alternative audition date.)
* If requested, anyone intending to audition should declare an interest, to the nominated person, in auditioning for a part 48 hours prior to the audition date, so timings can be allocated.

**Audition**

* The auditioning panel will consist of at least three persons (director, musical director and choreographer) and on some occasions a representative from committee or the membership, up to a maximum of five persons. A chairperson (from committee) will also be appointed to ensure fairness and consistency of the auditioning process.
* Auditionees are free to leave immediately following their audition, unless otherwise informed.
* Auditionees will be informed via a general email circulation within 24 hours as to whether their audition has been successful. If auditionees are not successful, they may be offered an alternative role.

**Post-Audition**

* If an auditionee who has been successful in their audition decides that they are then unable to accept the role, they should inform the production team as soon as possible.
* Anyone who has auditioned may receive verbal feedback about their audition by contacting the director (within two weeks of the audition date).
* If any roles are not cast through auditions, either due to lack of or unsuitability of auditionees, then further auditions may take place, or the production team may allocate these roles at their discretion.
* If anyone is disappointed with the audition outcome, they must not publish this on social networking sites, which can potentially damage the reputation of the Company. Address the complaint to the director or committee (within two weeks of the audition date), who will then address the situation.

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