

### Pre-Audition

- The choice of production / show and appointment of a Production Team will be at the discretion of the Committee.
- The Director will prepare a list, available to everyone, of those roles which will require an audition and the selection of script and musical numbers (in conjunction with the Musical Director) for each audition.
- Other than in exceptional circumstances, anyone interested in playing a principal role will be required 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 chorus / ensemble roles, there will normally be no auditions. However where a production has a limited number of chorus / ensemble roles, priority may be given to existing members (ie. those people who have paid annual subscriptions for the current year) to be part of the chorus / ensemble and former or potential new members may be required to attend an audition if the production allows for additional chorus / ensemble roles.
- At least two weeks' notice will be given 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, provided this does not delay the outcome of the main scheduled auditions.)
- Anyone intending to audition should declare their interest for the role(s) as requested (either via completing the online form, or to the nominated person) by the required deadline, so timings can be allocated.
- Wherever possible, auditions will take place in person on the appointed (or agreed alternative) date. For certain productions, at the discretion of the Production Team and/or Committee, a recorded audition may be accepted in exceptional circumstances, but the auditionee should be aware they may still be required to attend an audition in person before a decision is made. Occasionally when there may be a requirement for preliminary auditions ahead of the appointed date, auditionees may be requested to submit an agreed audition piece as a recording, from which a shortlist of auditionees will be selected to attend in person on the appointed date.

### 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 Committee representative will also be appointed to be part of the panel to ensure fairness and consistency of the auditioning process, in a non-voting capacity. However, in the event of a tied vote in selecting the successful auditionee, this representative will be able to exercise a casting vote.
- In most cases, auditionees are asked to audition for just one character role, or two roles maximum if completely different skills are required to portray the two characters. Auditionees can also declare interest in other roles if they are unsuccessful in the role(s) auditioned for.
- There is normally no requirement to learn the script / song lyrics and auditionees can read from the audition piece. However, in some cases (particularly second / recall auditions), there may be a requirement to learn the script / song lyrics and auditionees will be notified if this is the case.
- 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.

- For certain roles, the Production Team may cast who they deem to be the most suitable, whether or not they have auditioned for that particular 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, which may include inviting someone from outside the Company to play the role.
- Anyone disappointed with the audition process or outcome should address this with the Director or Committee (within two weeks of the audition date), who will then respond and/or take any necessary action to issues raised.
- Auditionees are asked not to publish any negative comments about the auditions on social media, which can potentially damage the reputation of the Company.

*Reviewed: September 2025*