

Theatre Guild of Simsbury Audition Protocols

TGS Board of Directors selects all Directors for their commitment, interest, professionalism and credentials. Directors expect to work with performers who care about perfecting their craft, be it dance, voice or acting. TGS members give Directors respect for their vision and make sincere efforts to align with their stated direction.

1. Auditions are held at an appointed facility, which may be set-up for either open or closed door auditions.
2. All prospective cast members audition on the advertised dates. If an individual is legitimately unable to audition on the specified dates, special arrangements for an in person or virtual audition **will** be accommodated at the discretion of the Director(s) and Board President.
3. The Directors, along with the Board President **or** selected Board representative(s), constitute the “casting Committee.” The Committee meets after final auditions and casts the production from the list of performers who have formally auditioned. In the case of a musical, the casting committee consists of the director(s), music director, choreographer and the Board President **or** selected Board representative(s).
 - a. If a member of the Casting Committee-is being considered for casting,, the Casting Committee member must recuse themselves from the casting process.
 - b. *If a member of the casting committee’s family is auditioning for a role(s) they must recuse themselves from the casting process for that role(s)*
4. The Casting Committee exercises a series of objective and subjective criteria to cast the best combination of talent possible. The Casting Committee balances casting new talent along with promotion of current Members from within.
 - a. The Director will create a ‘Casting Guide’ indicating the objective or subjective expectations of the characters being considered to serve as a guiding document throughout the audition process. *Example: Roles that require intense physical movement, characters that require specific characteristics or abilities, character descriptions*
5. The Casting Committee should consider the Director’s vision for the production and characters when making final decisions. Casting Committees will defer to TGS Inclusion Policies when casting roles where ethnicity and gender expression are explicitly stated in the script.

6. The roles cast must be made from the pool of individuals who have participated in the audition process
 - a. TGS will NEVER precast shows without explicitly announcing prior to the beginning of the audition process.
 - b. Individuals who did NOT participate in the audition process may only be offered roles if:
 - 1) all possibly actors from the initial cast have been considered
 - 2) all possible actors from the initial audition process have been considered
 - 3) additional auditions have been held
 - 4) The above 3 stipulations may ONLY be surpassed if the casting committee has raised the desired casting change to the entire board of directors, and such a decision is confirmed by a board vote with majority vote of 67% or greater
7. Casting decisions for roles that become open once rehearsals begin (due to illness, conflicts etc) should be made by the director(s) and original casting committee members.
 - a. Casting changes will be kept within the original cast, or from the original audition pool.
 - b. If this proves impossible due to stipulations stated above, additional auditions will be held with the original casting committee.
 - c. The casting of individuals who did NOT participate in the audition process must follow the same rules outlined in section 6.a, with exception to emergencies (last hour replacements, unexpected illness etc.)
8. As a community theatre, TGS does not encourage any ongoing branding of individuals according to talent type. Members may receive a variety of opportunities over the years.
9. Call-backs are at the discretion of the Casting Committee. All persons called-back are given the opportunity to perform, perhaps with additional performance and interaction. A callback will not be construed as guaranteed candidacy for a role nor lack of a callback construed as not being cast. This philosophy should be enforced in all official communications to auditioning individuals
 - a. Callbacks should always be expected of the director, and will always be held unless the casting committee requests permission to not hold them from the board, approved by a $\frac{2}{3}$ majority.
 - b. If callbacks are held, all auditioning actors will be contacted to inform if they are OR are not called back.

10. Understudies are not guaranteed, but may be cast at the discretion of the Casting Committee following all casting guidelines defined above.
11. The cast size is determined by the needs of the show and the discretion of the Casting Committee and the Board of Directors, even in circumstances where the number of roles cast has not reached the show's possible maximum. The list and range of available roles will always be provided before casting.
12. Auditioning is never a guarantee of casting.
13. All Casting Committee discussions concerning people who have auditioned remain confidential. There will be no comparative comments made outside the Casting Committee except to offer roles in the production.
 - a. Feedback from specific actors on their audition performance may be provided by the director exclusively at their discretion, but are not guaranteed.
14. All cast information forms become property of the Theatre Guild of Simsbury.
15. *If at all possible*, there should be at least one day (but no more than one week) between auditions and call-backs. Casting committees are strongly encouraged to use callbacks as a time to consider multiple possible cast lists.
16. All casting communication (including offering roles) should come directly from the Theatre Guild of Simsbury. Offers will be sent via emails that go out within reasonable time of each other, and will include a directive to accept or decline the role within 24 hours. Rejections will be sent via scheduled email, as quickly as possible (and no more than 24 hours) after the final acceptance notification has been received and the cast has been finalized. Cast lists will be made public on social media no less than 48 hours after the rejection emails are sent.
 - a. In case of a casting decision delay of more than 72 hours after the callback, an email will be made to all auditioners informing of the delay.