

# Once on This Island Cast & Crew Audition Form

Dear Students and Parents,

PLEASE READ THIS FORM IN ITS ENTIRITY!!!

Students who are members of the Tompkins Theatre Company have the opportunity to audition for our spring musical. Interviews for Crew heads will be Tuesday Oct. 16<sup>th</sup>, General crew interviews Wednesday Oct. 17<sup>th</sup>, Cast Auditions Thur. Oct. 18<sup>th</sup> and Cast Call Back auditions on Fri. 19<sup>th</sup>. Auditions will start at 3PM and last until we are finished with the exception of Friday which will be 1PM -4PM. We promise no later than 6PM/4PM but parents please be flexible with pick up times, it could be earlier but we will try not to go later. It could hinder a student's chance if he/she has a conflict with any of these audition dates. This will be dealt with on a case by case basis but please know if special accommodations are needed it could affect your chances.

**Actors:** Musical theatre is no just about singing pretty, students need to find a song from a stage musical that showcases their acting ability as well as their singing ability. This is the student's initial audition. The student will have 90 seconds to showcase their talents in singing, dancing and acting. They must prepare a cutting of a song from a musical. When choosing repertoire for your 2 minute audition please do not use anything from Once on This Island. At the end of Thursday's audition cuts will be made and a callback list will be posted online with specific instruction pertaining to day 2 auditions. The list will be posted at [www.tompkinstheatre.com](http://www.tompkinstheatre.com)

## **Technicians:**

**Crew head interviews** will be held on Tues. Oct. 16<sup>th</sup>. Students must come in prepared with a resume and an explanation as to why they want this crew head position or as to what makes them qualified.

**General crew position** interviews will be conducted by the newly named crew heads on Wednesday Oct. 17<sup>th</sup> in the black box.

When selecting what you prefer doing for the show you have the choices of "Cast Only", "Crew Only" and "Crew if not Cast". Please note that if you put "Cast only" and you are not selected for the cast you WILL NOT be a part of this production.

Attached is a preliminary rehearsal schedule and cast and crew production contract. Be sure to read through these items thoroughly!!! Please note that the calendar is subject to change. You may have to attend all rehearsal dates or only certain days. Please go over this schedule and compare it to your personal schedule, if you have any conflicts with any of the dates on the rehearsal calendar they must be written on the audition form. After the cast and crew lists have been posted, the student must write an anticipated absence form for each conflict stated on their audition form for these absences to be excused.

Anticipated absence forms are online. Also please know that excessive conflicts can affect your chances of being cast. By electronically signing the audition forms you are agreeing to the items stated on the production contract. It is important that everyone involved know the responsibilities expected for this performance.

Please note that the Parent form is part of the audition form and must be completed before a student can audition. ALL AUDITION FORMS AND PARENT INFORMATION FORMS MUST BE COMPLETED AND SUBMITTED ELECTRONICALLY NO LATER THAN MONDAY OCT. 15 at 11:59PM!!! Forms will be time stamped and forms completed after this time will not be accepted.

If you receive a role in the cast or crew you will incur a production fee that is MANDATORY. This fee pays for things the student receives like a meals, cast and crew t-shirt, cast party and water bottles backstage. Production fees are \$40 and must be paid by the due date or the fess will increase. Information regarding production fees will be given as soon as the cast and crew lists are complete.

All parents will be invited to attend an informational musical meeting on Monday Nov. 6<sup>th</sup> at 6:30PM in the PAC. At this meeting parents will have the opportunity to pay their child's production fees in person, if they haven't paid them already. Parents play a vital role in the success for each show. It is next to impossible to pull off a production without the help of parent volunteers. At this meeting we will have volunteer opportunities for you to sign up. If you aren't sure what to volunteer for don't worry we can discuss these jobs in the meeting. We would appreciate each parent of a child in the cast be willing to donate at least one hour of volunteer time to ensure the success of the show.

Break a leg!

Thank you,  
Maggie Rodriguez & Mark McManus  
Theatre Directors

21	22 Mandatory Read Through and Design meeting 2:45-4:45	23 Rehearsal 2:45-4:45	24	25	26	27
28	29 Rehearsal 2:45-4:45	30	31 NO REHEARSAL	NOV. 1 Rehearsal 2:45-4:45	2	3
4	5 Rehearsal 2:45-4:45	6	7	8	9	10
11	12 Rehearsal 2:45-4:45	13 Texas Thespians NO REHEARSAL	14	15	16	17
18	19 THANKSGIVING	20	21	22	23	24
25	26 Rehearsal 2:45-4:45	27	28	29	30 (SFX)	DEC. 1 (SFX)
2	3 Rehearsal 2:45-4:45	4	5	6	7	8
9	10 Rehearsal 2:45-4:45	11	12	13	14	15
16	17 Rehearsal 2:45-4:00	18	19	20	21	22
23	24 HOLIDAY BREAK	25	26	27	28	29
30	31 HOLIDAY BREAK	1	2	3	4	5
6	7 TBA Possible Work Day 8-3	8 Rehearsal 2:45-4:45	9	10	11	12 Work Day 8-5
13	14 Rehearsal 2:45-4:45	15	16	17	18	19 Survivor Saturday 8-8
20	21 Rehearsal 2:45-4:45	22	23	24 Thespian Adult Conference NO REHEARSAL	25	26
27 REHEARSAL TBD	28 REHEARSAL 2:45-4:45	29 REHEARSAL 2:45-5:45	30 REHEARSAL 2:45-5:45	31 PERFORMANCES	FEB. 1	2

## Cast & Crew Contract

I understand that in accepting a role either in the cast or crew I am making a commitment to do the following:

- I will have a positive attitude and work as member of the team for the good of the show.
- **Production fees paid by the deadline is \$40 and any fee paid after the deadline increase to \$50.**
- The following is the explanation of the Tardy Policy:
  - Tardies must have a paper trail of written notices from the student in question must be given to the student director/stage manager, prior to the tardy.
  - The student will inform the director, student director/stage manager in a timely manner of the tardy.
  - Coming from tutorials or make-up tests/quizzes require a pass for admittance to rehearsal/crew work day
- 3 Unexcused Tardies = 1 Unexcused Absence, ANY Unexcused Absence = my replacement.
- Actors missing an entrance is a tardy in the worst sense of the word!
- Actors must warm up before every rehearsal. Warm-ups should last no longer than 10 minutes.
- No one leaves until a director has dismissed me. Leaving early without proper dismissal may result in my replacement in the cast or crew. **NO ONE LEAVES UNTIL EVERYONE LEAVES!**
- If you are an actor and you are not on stage during a scene you must sit quietly in the house watching rehearsal or working on homework.
- I understand there is to be NO FOOD OR DRINK on stage or back stage at any time!
- **Not cleaning properly may result in late dismissal, it's not fair to leave a mess at any time!**
- I will be accountable for my part in this production and make sure my job is done properly and I will refrain from touching things (props & tools) that are under the jurisdiction of another crew because I know that doing so can cost money and valuable time.
- Rehearsals/workdays should be your priority.
- **Mandatory rehearsals are MANDATORY!!! Absolutely no student will be excused from these rehearsals unless extenuating circumstances have occurred.**
- **Performances are mandatory!!!**
- *No Pass No Play* applies to this activity.

### AUDITION FORM LINKS

<https://goo.gl/forms/na4LDPW2kO4HCreC2>