



# What to Expect at Auditions

You will need to schedule an audition. We have allotted each audition a time slot of 5 minutes. We will provide a link to schedule an audition on our website and facebook page. Walk ins will receive the next available time slot.

You will need to fill out an audition form. We will provide a link to audition forms on our website and facebook page. Walk ins can fill out this form in person.

Please be clear about the roles you would like to audition for and the roles you would accept. We will not contact you about a role you are not interested in.

You will be asked to read a short passage of the script. This may or may not be provided to you just before you audition or when you arrive at the theater.

For musical auditions, performers will be asked to sing a 2 minute excerpt from a song of their choosing. A chorus and verse is usually sufficient. You will need to have the music ready on your phone, flash drive or other device. Please choose a karaoke type version of the song that does not have vocals. Contact the Tinnin Director at 573-840-9648 for more details.

The Music Director may want to check your vocal range. They will simply ask you to match pitches with a keyboard or something similar.

For musical auditions, you may be asked to memorize a short dance. You will be taught the dance before your audition and will perform it as part of your audition. Please wear comfortable clothes and shoes.

Some of you will be asked to return for call backs. The purpose of call backs is to give the production team a chance to see how actors interact with each other. Getting a call back does not mean you will be cast. Just because you do not get a call back does not mean you won't be cast.

The Stage Manager will contact you as soon as final decisions are made.

For additional information, please contact the Tinnin Center Director at 573-840-9648.

# What to Expect When You Get Cast



All cast, crew, and guardians of minors will be asked to sign an agreement stipulating that they will follow the guidelines, rules, and policies for Center Stage (see pages 3-5).

We will need an emergency contact for everyone, and two for minors.

We will need contact information from everyone.

All cast and crew will get a free T-shirt. Additional shirts will be available for around \$15 each. All sizes and orders will be collected by the Stage Manager 6 weeks prior to opening night.

All cast and crew get a code for two free tickets and access to early ticket sales. Regular ticket sales start 4 weeks prior to opening night while early ticket sales begin 8 weeks prior. Although you are allowed to share the early access code with family and friends, please do not post it openly on social media.

You will receive a cast poster and a DVD after the show. It usually takes about a month to get the DVDs ready.

You will receive a copy of the script and music. You may write, highlight, and mark on these scripts. The scripts must be returned at the end of the production.

You will receive a rehearsal schedule with updates provided periodically by the Stage Manager. We typically rehearse 3 nights a week from 6pm to 9pm. Dress and tech rehearsals may last longer and may happen more days a week. We try to let minors go before 8pm.

You will receive contact details for the Director, Music Director, Stage Manager, Assistant Stage Manager, Choreographer, Costume Manager, Makeup Manager, Prop Manager and Technical Director. Please contact the Stage Manager or Assistant Stage Manager for issues relating to rehearsal schedule and dates.

All cast and crew will need to submit a headshot and fill out our biography form for marketing purposes. We will turn all head shots into black and white pics. All cast headshots will be used for the program and for Facebook posts. All bios will be used as Facebook posts and a select few will be in the program.

We will feed you between performances on days when we have multiple performances. We typically have pizza, salad, and a variety of fruits and snacks.

The Costume Manager will need to take your measurements, shoe size and possibly height and weight. This information will be kept by the Costume Management team and will only be dispensed to others when absolutely necessary.

We have a Center Stage Facebook group. Just send us a request and we will gladly add you.

For additional information, please contact the Tinnin Center Director at 573-840-9648.



# Guidelines

Cast members should refrain from sugary drinks or milk before vocal rehearsals.

Cast members should keep their hair up and out of their face for rehearsals.

Cast members should wear moveable clothing and closed toes shoes. Do not go barefoot.

Cast members should refrain from wearing large jewelry or accessories. Tape down body piercings if necessary.

Cast members should maintain an acceptable level of personal hygiene for all rehearsals and performances.

Cast members should stretch and warm up before rehearsal starts.

Cast members should refrain from getting hair cuts or colorings, piercings, or tattoos until after the show is complete.

Cast members should inform the Stage Manager or Choreographer of any injuries prior to choreography rehearsals.

Cast and crew should inform the Stage Manager of any food allergies or allergies that may be affected by makeup or hair products.

Cast members should refrain from using perfumes, colognes, and aerosols in dressing rooms.

Cast members should clean up their dressing/makeup areas and return all costumes, wigs, props, and other accessories to their proper place.

Headset microphones will be placed and removed by authorized personnel only.

Makeup and costumes must be approved by the appropriate manager before you go on stage.

Cast members may be required to purchase shoes for their role. We typically use jazz dance shoes which run around \$25.

If you are having issues with another cast or crew member, please use the contact information provided to let the Stage Manager, Director, or Tinnin Director know about the situation. No concern is too small.

For additional information, please contact the Tinnin Center Director at 573-840-9648.



# Rules of Conduct

Cast and crew must attend all required rehearsals and shows at the requested time. They must alert the Stage Manager of any conflicts prior to the rehearsal.

Cast and crew must check in and check out with the Stage Manager for all rehearsals and shows.

Rehearsals are closed. Only cast and crew are allowed in rehearsal spaces. Minors are allowed one guardian in the rehearsal space. Please see Center Stage Policy for Minors on page 5.

Only cast and crew are allowed in dressing room areas. Minor cast members are allowed one guardian in dressing room areas. Please see Center Stage Policy for Minors on page 5.

Only water is allowed in the rehearsal spaces, and dressing areas. Food and drinks are allowed only in the hall and green room. No gum allowed in the rehearsal spaces or dressing areas.

Do not touch tools, equipment, props, costumes or anything else that does not relate to your role.

Phone and/or camera use in dressing rooms is strictly prohibited. All phones must be stowed away from sight. Any person breaking this rule will be asked not to bring their phone into the dressing room areas. Please step into the hall or green room to use your phone.

Phones must be muted or turned off during rehearsals. Cast members should not have a phone on their person while rehearsing. Phones may be left in the audience seating part of the auditorium, the dressing room or green rooms.

Foul/suggestive language or behaviors will not be tolerated. We want to provide an atmosphere where all are felt welcome. Any one who uses foul/suggestive language or behaviors in the presence of minors will be immediately removed from the production.

Dressing rooms are for the assigned gender only. Minors will be given their own dressing area when necessary.

For additional information, please contact the Tinnin Center Director at 573-840-9648.



## Policy for Minors

Each minor may have one guardian accompany them into auditions. No one else is allowed to accompany the guardian into the audition space. Any guest/other minors accompanying the guardian will have to wait in the hall. No minors should be left alone in the halls.

Each minor must have two emergency contacts provided to the Stage Management team.

Each minor can will have a guardian pass assigned to them. The pass will include a picture of the minor and the minor's name.

Each minor may have one guardian present at rehearsals in the rehearsal spaces. The guardian must wear the guardian pass assigned to that minor. No one else is allowed to accompany the guardian into the rehearsal space. Any guest/other minors accompanying the guardian will have to wait in the hall. No minors should be left alone in the halls.

Each minor may have one guardian present in their dressing room areas during dress rehearsals and shows. Guardians will not be allowed back stage unless by special permission. The guardian must wear the guardian pass assigned to that minor. No one else is allowed to accompany the guardian into the dressing room areas. Any guest/other minors accompanying the guardian will have to wait in the front lobby. No minors should be left alone in the lobby.

Guardians must come inside the theater and sign out their child after all rehearsals and shows. All guardians must wear their guardian pass when picking up minors. If they do not have a pass, the primary guardian will be contacted by phone for verification. Minors who drive to rehearsals may sign themselves out.

In the event that a minor does not show up for a scheduled rehearsal, the primary guardian will be contacted by phone for verification.

Phone and/or camera use in dressing rooms is strictly prohibited. All phones must be stowed away from sight. Any person breaking this rule will be asked not to bring their phone into the dressing room areas. Please step into the hall or green room to use your phone.

For additional information, please contact the Tinnin Center Director at 573-840-9648.