



AUDITION GUIDE

PREPARING FOR THE READINGS

- Once your audition slot begins, the director will ask people to read scenes from the show in pairs.
- You'll probably be able to read through the scene once or twice with your partner in a separate room before your audition. (But be prepared: sometimes there isn't a lot of time and the director may ask you just to hop up and read the scene!)
- The team will make every effort to put you into a role or two that you have indicated you are MOST interested in on your audition form. But you will absolutely also be asked to read roles that you may NOT have indicated an interest in – that doesn't mean you are not being considered for the roles you want! You should always give 100% to every reading, and don't be afraid to take some risks – directors like to see that you have range, that you are willing to step outside of your comfort zone, and that you play well with others.
- The best way to prepare for this part of the audition is to read through the potential scenes (which are also called "sides") before you get to auditions. It is not *required* that you memorize the sides for the role(s) you are most interested in, but it is highly encouraged. And being familiar will allow you to concentrate on connecting with your fellow actors and being open to direction if it is given. Reading the scenes OUT LOUD with friends/family/fellow actors is extremely helpful! Additionally, reading the whole play is encouraged.
- Potential scenes for this audition are posted on the Sign Up Genius. You do not need to print them – hard copies will be available at the audition. (But of course you can if you would like!)
- Word of caution: Make sure you stay flexible as you prepare! You don't want to get "stuck" in a particular way of saying a line or presenting a character! You want to be willing and able to try new ways of delivering lines and be open to new possibilities so that you can respond to what the other actors in a scene may do!

AUDITION FORM

- Please fill out the Online Google Form AT LEAST 48 hours before your audition.
- It is EXTREMELY important that you look at the proposed rehearsal schedule BEFORE you fill out your audition form to determine where you might have potential conflicts. Fewer conflicts are always better, but we understand that people have other commitments and are willing to work around a reasonable number of conflicts that are stated on the Audition Form.
 - Directors and Stage Managers use this information to create a rehearsal schedule maximizing our limited rehearsal time. Conflicts added AFTER the audition process WILL NOT be accepted, because it is extremely detrimental to the entire team.
 - Conflicts during tech week or performances will not be accepted.
 - Be sure to also look carefully at the PERFORMANCE SCHEDULE.: THE 39 STEPS performs 5 shows a week for 3 weeks and has extensive Tech Week rehearsals. Performance dates are January 17th - February 2nd; Wednesdays-Saturdays at 7:30pm; Sundays at 2pm.

DAY OF THE AUDITION: WHAT TO BRING

- A water bottle
- Wear comfortable clothes that you can MOVE in.

OPTIONAL ITEMS:

- RESUME: You do not *have* to bring a resume, but it can be helpful to the Production Team if you have one. Don't stress about format for your Civic audition. We understand that many people auditioning will not necessarily have a great deal of experience. Items to list on your resume:
 - Your name and contact information
 - Shows you have done (title of show, character you played, name of theatre company)
 - Training you have had (classes at Civic, voice lessons, dance classes, etc.)
 - Other performance experience/skills (choirs, instruments, etc.)
- HEADSHOT: This is not required, but again can be helpful to the Production Team. ANY head and shoulders shot will do. Color or black and white are both fine. We may also take a picture of each audition group on the day of auditions.

DAY OF THE AUDITION: ARRIVAL

- Plan to arrive well before your audition time (15-20 minutes) to allow time for traffic, construction, parking, finding your way through the building, and getting settled.
- Metered parking around the building is free on the weekends and evenings after 7pm. There is an Ellis Lot on Library street across from the building, but it can be expensive. Please leave yourself plenty of time for parking, especially if you are unfamiliar with the area.
- You will enter through the MAIN Lobby doors, on Library street, across from the Ellis Lot. Look for signs directing you to this door!
- As soon as you enter the building, there will be a check-in desk where our welcoming volunteers will make sure that you have filled out your online audition form, have you fill out a name tag, and answer any questions you might have.
- There will be space in the Upper and Lower lobby where you can sit and relax before your audition! There are bathrooms available in the Lower Lobby, and a drinking fountain (though we recommend you bring a water bottle with you).

DAY OF THE AUDITION: YOUR AUDITION

- We will take people in their reserved time-slot group into the audition room and have everyone sit in chairs in the back of the room.
- Someone from the team usually introduces everyone on the audition panel — this will include the director(s), stage manager(s), and anyone else working on the production.
- We will likely have time for everyone to read a side, receive direction and read the side a second time. Usually there is time for people to read two sides. You do not get to choose the scenes you read, but you CAN indicate interest in particular characters by listing them on your audition form.
- You will spend approximately 50 minutes in the audition.

DAY OF THE AUDITION: AFTER THE AUDITION

- Once readings are over — you are DONE! If you've left anything in the lobby, head back there to grab it and you are good to go.
- Once the audition panel has seen EVERYONE, they will select a few people that they need to see again for Callbacks. A Callback will either be an email or phone call from the production team, probably the day AFTER general auditions have concluded.
- If you do not receive an email or phone call, it does not necessarily mean you are not cast, but it does mean that the team does not need to see you again before we cast the production.
- If you are asked to the Callback, expect that there will be more readings from the script. It is POSSIBLE the director may want to see monologues again. If that is the case, it will be mentioned in the callback invitation email.
- After Callbacks, the team usually needs a few days to complete casting. Those who are cast will receive a phone call from the stage manager or director. We wait until AFTER we have received confirmation from everyone who is cast before publicly posting a cast list.

A NOTE ABOUT UNDERSTUDY CASTING

Note: This statement was added to the Audition Guide on 10.25.24

Grand Rapids Civic Theatre and *The 39 Steps* Production Team is looking to cast 2-4 alternate performers who would be able to step in should one of our cast be unable to perform due to illness. Because of the complex nature of the show, these roles are not guaranteed performances, and would perform only in an emergency. In light of this, the commitment required will be minimal, with 4-5 rehearsals to learn a simplified version of the performer tracks, as well as attendance for tech Sunday, and one dress rehearsal. If you would like to be considered for one of these roles, please contact our stage manager Andrew Faught at afaught53@gmail.com by Sunday 10/27/24. Please note that either accepting or rejecting consideration as an alternate will not have any bearing over your consideration for the main cast. We appreciate your time and talents, as well as your patience, as we continue to learn and adapt to the post-pandemic world.

AFTER THE AUDITION: WHAT IF I'M NOT CAST?

- Once we have confirmed a cast, those who are not cast will receive an email letting them know that the process is complete and we did not have a place for them this time. Please know that while we would love to work with everyone, we will have to make many difficult choices in the best interest of the productions
- But don't lose heart! There are MANY ways to get involved at Civic! We are always looking for volunteers: ushering, backstage work, costume shop and scene shop assistants, and administrative help! To volunteer at Civic, please fill out the volunteer form on our website at grct.org/volunteers.

- We also teach a wide variety of classes for ages 4-adult. We have Acting, Musical Theatre, Dance, Production and Technical classes for all levels of experience! Taking a class is a great way for you to hone your skills, get to know Civic, and discover and nurture hidden talents! We even offer audition classes for children and adults, if you want to feel more prepared for your next audition experience. You can find our extensive class catalog under the “Education” tab on our website: grct.org.

AND FINALLY...

Thank you for your interest in auditioning at Civic Theatre — we know that it can be a daunting process, especially the first time. We try to make it as painless as possible, and please know that every single person on the audition panel is rooting for you! We WANT to see you succeed! Our volunteers - both onstage and off - are the backbone of Civic, and we look forward to adding you to the family.

IMPORTANT COVID SAFETY INFORMATION

The health and safety of our volunteers, staff, and independent contractors is of the utmost importance to us at Grand Rapids Civic Theatre. It is our intent to follow the guidelines and protocol set forth by the CDC as outlined [HERE](#).

VACCINATION

Grand Rapids Civic Theatre strongly recommends vaccination for all groups.



AUDITION PREPARATION CHECKLIST

- Start by fully reading the Audition Guide at grct.org/audition
- Review the Character Descriptions at grct.org/audition
- Check out the Rehearsal Schedule at grct.org/audition and make a list of any conflicts you may have
- Register for your Audition Appointment at grct.org/audition
- Complete your Audition Form at grct.org/audition
- Research the show
- Download Audition Sides at grct.org/audition
- Consider checking out a script from the Box Office
- Refer back to the Audition Guide for your day-of-audition tips!