

Audition Box Contents

- Highlighters
- Pens
- Pencils
- Sharpies
- Pencil Cups
- Power Strip
- Extension Cord
- Extra Audition Forms
- 3 Hole Punch
- Scotch Tape
- Stapler
- Staples
- Paper Clips

Audition Backpack Contents

- Photo Printer (2)
- Photo Printer Paper
- Printer Ink
 - Necessary Cables for Printer
 - Power Cord
 - USB
- Camera w/ SD Card
 - Power Cord

Roles

- Runner: Usually the stage manager, responsible for discussing with director how auditions will be run (i.e. Does the director want them to introduce the auditionee or simply walk in with the form and then send the auditionee in on their own?). Basically “runs” auditions, has the power to adjust people’s audition times as needed based off of lateness or running ahead of schedule
- Tablers: Check in people, take photos, assemble audition forms, call late people or let people know if running ahead or behind schedule, etc. Usually one person is assigned to man the printer and camera while the other assigned to check ins.

Prep

- Sign Out Audition Box and Backpack
 - Check Inventory of Each
- Export Audition Sign Up Form & Format by Time
- Print Audition Sign Up Form (and dance numbers if you're XDance...make sure you also have safety pins and lots of them)
- Grab Large 3-Ring Binder(s)
- Set-Up Table Outside of Space

Actual Auditions

- As people arrive, they *should have* a filled out audition form, headshot, and resume (in the ideal situation). If they do not bring an audition form, give them one of the extras you brought on hand (because at least we're prepared).
- Highlight name once audition form (and maybe headshot and resume) is received
- Take their photo from the waist up with a solid background, print this photo ASAP
- Staple these items in the following order
 - Picture (top left corner)
 - Audition Form
 - Resume
 - Headshot (facing out)
- Assign # to Audition Form, Photo, and Sign-up Sheet for the auditionee
- Hole Punch these packets and place them in a pile, in order of audition time, for the Runner to then take for the director (s)
- Create a folder on a computer for the photo files to be saved
 - Title this folder with appropriate show/day/semester info
 - I.e. Fall 2015 Auditions Day 1
- Label photo files in the following format: "#First_Last"

End of the Day

- Transfer photo folders to USB Drive, Runner should offer it to the director to look at for the night. Regardless, when the show is cast this USB Drive should make its way to the EmStage Office Staff so that they can upload it to FileMakerPro
- Put all forms in the binder (s) in alphabetical order
- Figure out a system to divide days of auditions if there is more than one day of them, whether it's a second binder, a sticky note, or a divider page
- If you have a second day of auditions, lock up the audition supplies in the studio desk closet

When Auditions are Done (Woo!)

- Sign back in Backpack and Box
- Restock and Organize them as needed