



Replay Theatre Company Auditions Procedure July 2008

The following policy is in line with Replay Productions Equal Opportunities Policy Statement and also the ITC code of conduct for auditions.

Replay Productions Equal Opportunities Policy states:

Replay Productions is committed to providing equality of opportunity for all people regardless of sex, sexual orientation, ethnic background, disability, class, religious belief or political opinion, employment status, marital status, age, responsibility for dependants and unrelated criminal conviction.

Replay's obligations

- To notify in advance of the form of auditions and where appropriate details of the part being cast.
- Scripts and/or other relevant material should be made available in advance wherever possible. Replay must inform Artists when and how scripts can be obtained.
- On arrival Artists should be informed who will be conducting the audition and if there are any special requirements which have not been notified in advance.
- Artists must be notified in advance if the audition is to be recorded in any way. If recording is for use by a third party, Equity should also be informed in advance.
- Replay may ask an Artist to audition for a part for which s/he was not originally being considered, however, Replay should allow the Artist reasonable time and facilities to prepare for such additional audition.
- Replay must inform the Artist (or his/her agent), either prior to or at the time of the audition, of arrangements for notification of results of the audition.
- If the Artist is recalled on the same day, the time must be mutually agreed.

Artist's Obligations

- The Artist should arrive in adequate time and be fully prepared,
- The Artist should inform Replay as soon as possible if s/he is unable to attend an audition at the specified time,
- If the Artist arrives late for an audition, Replay shall not be obliged to audition the Artist,
- If the Artist is already under contract to another company s/he should bring written evidence of his/her availability to accept an engagement (if offered).

Facilities

- Audition accommodation should be of a suitable size, properly lit, cleaned, heated and ventilated,
- Replay should try to provide a suitable space, in addition to the audition room, where Artists can wait and prepare,
- Replay should ensure that there is appropriate access for disabled Artists.

Personnel

- A person responsible for casting must be present at all auditions,
- There should be sufficient personnel (for open auditions for musicals at least two) and they must be briefed on the requirements of those conducting the auditions,
- An Equity representative is entitled to be present at all open auditions,
- Unless Replay employs an agent as a casting consultant, agents will only be allowed to attend auditions at the request of an Artist, and only for the audition of the Artist making the request and with the prior consent of Replay,
- No members of the press or persons other than those listed above should be present at auditions without the Artist's prior knowledge and consent (with reasonable notice).

Advertisements

Replay should ensure that all advertisements relating to auditions are as specific as possible. Advertisements should contain the following information:-

- The name of the company holding the auditions,
- Specific addressee to whom any information should be sent,
- If appropriate range, height, dance or voice or music type, or previous professional experience,
- If a criminal records disclosure will be a condition of the engagement,
- Any requirements regarding clothing or footwear,
- The timing of an open audition,
- The date of rehearsals and production if known.

Data Processing and Storage

- Applicants will be asked to provide up to date contact details for themselves and agents, and information on age, height and build,
- All data on applicants must be processed and stored in line with the Information Commissioners Code Part 1,
- Applicants must be informed if their applications and interview notes are:-
 - to be kept for future reference (including how long they will be kept for).