

**In This Packet:**

Audition / Cast / Show information

Audition Form – ***Please print and bring to audition***

Rehearsal and Conflict Schedule – ***Please print and bring to audition***

Experience/Resume – ***Please print and bring to audition***

Performer's Contract – ***Please print and bring to audition***

Casting and Attendance Policies – ***Please print and bring to audition***

Medical Release form – ***Please print and bring to audition***

Liability and Press Release form – ***Please print and bring to audition***

Costume Measurement Form – ***Please print and bring to audition***

\* **Auditions:** Friday, December 11th ~ 4:30 to 9:00pm at **Village Park Rec. #2**, Corner of Mountain Vista/Glen Arbor in Encinitas.

\* **Dancing, Singing and Acting Callbacks:** Sunday, December 13th ~ **Village Park Rec. #2**, 10:30am – 4:00pm Materials for specific roles will be available on the website.

\* **Production Fee ([Check payable to Ovation Theatre](#))** : \$325.00 – Required at audition and deposited upon casting (Payment plans available – Sibling Discounts also available). ***Includes show Tshirt. See FAQs for details at: <http://ncsarts.org/ncsa-productions/NCSAGAD.html>***

~ **ALL performers with callbacks are to arrive 15 minutes before scheduled time and stay until dismissed. For the dancing callback please wear appropriate clothing.**

~ **No previous experience necessary.**

**Sign-ups at:** <http://www.mysignup.com/otncsaguysanddolls>

**Audition Requirements**

1. Sign up for a specific audition time. If you must change the time, contact us immediately and then, using your pass-code, cancel the original time and sign-up for a new time. In this packet, you will find an audition form. ***Please fill it out thoroughly*** and bring it with you to the auditions.

2. Bring a current picture of yourself.

3. Prepare a **one-minute song** with cd or mp3 accompaniment. **No DVD or rewritable CD s please.** (Preferably from a published musical ~ **no piano available**)

4. Auditioners should either prepare a short monologue (under a minute) or read a monologue/poem.

**\*\*Mandatory Parent/Cast meeting:** Wednesday, December 16th from 7:00pm to 8:30pm. See below for complete Tentative Rehearsal Schedule.

~ The rehearsal schedule is subject to change. Rehearsal times may be adjusted. Please inform the Director **and** Production Coordinator of any major time conflicts you may have **before auditioning** on the form provided. Failure to do so may jeopardize your position in the cast.

Please fill out using a computer, or write clearly and legibly. Please do not staple packet.

**NAME**

\_\_\_\_\_

Last First Mi

**ADDRESS**

\_\_\_\_\_

Number & Street City Zip

**Telephone and email contact  
for Callback:**

Please indicate cell, work or home #

\_\_\_\_\_

**Alternate Telephone:**

Please indicate cell, work or home #

\_\_\_\_\_

**Parent Email Address:** \_\_\_\_\_ **(Mandatory)**

**Student Email Address:** \_\_\_\_\_

Female

Male

**AGE:**

**BIRTHDATE:**

*For cast and crew members under 18 years of age at time of audition*

**Parent(s) or Guardian(s)** \_\_\_\_\_

**Phone #1** \_\_\_\_\_

**Email1** \_\_\_\_\_

**Phone #2** \_\_\_\_\_

**Email2** \_\_\_\_\_

**Phone #3** \_\_\_\_\_

*optional*

**SCHOOL** (current)

**How did you hear about OT/NCSA** \_\_\_\_\_

**Audition Song:** \_\_\_\_\_

**Vocal Range (if known)** \_\_\_\_\_ **ROLES that interest you:** \_\_\_\_\_

**Will you accept any role? Yes No**

Every role in *Guys and Dolls* is important to our production. Every role is necessary to create a great production.

**Name of last show:** \_\_\_\_\_

*Experience is not a requirement, but if you have performed before, please tell about it on the other side of this form (or attach resume).*

**Performer Signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*(Parent or Guardian signature required If cast / crew member is under 18 at time of audition)*

## **Rehearsal and Conflict** Schedule

Rehearsals for ***GUYS AND DOLLS*** – Tentative schedule as of December, 2015

### REHEARSAL VENUES

~ Village Park Rec. Club # 2 (2080 Mountain Vista Dr. Encinitas)

~ Dance North County ~ 535 Encinitas Blvd. #100

**\*Wednesday, December 16th 7:00pm - 8:30pm**  
**(\*Mandatory Cast and parent meeting - script retrieval\*)**

Monday, January 18<sup>th</sup> 4:00pm - 9:00 pm -----

Tuesday, January 26<sup>th</sup> 5:30pm - 9:00pm -----

Friday, January 29th 5:30pm - 9:00pm -----

Saturday, January 30th 1:00pm - 5:00pm -----

Sunday, January 31st 1:00pm - 5:00pm -----

Monday, February 1st 5:30pm - 9:00pm -----

Wednesday, February 3rd 5:30pm - 9:00pm -----

Friday, February 5th 5:30pm - 9:00pm -----

Saturday, February 6<sup>th</sup> 1:00pm - 6:00pm -----

Monday, February 8th 5:30pm - 9:00pm -----

Wednesday, February 10th 5:00pm - 9:00pm -----

Thursday, February 11th 5:00pm - 9:00pm -----

Sunday, February 14<sup>th</sup> 1:00pm - 6:00pm -----

Monday, February 15th 5:30pm - 9:00pm -----

Wednesday, February 17<sup>th</sup> 5:00pm - 9:00pm -----

Thursday, February 18th 5:00pm - 9:00pm -----

Saturday, February 20<sup>th</sup> 4:00pm - 8:00pm -----

Sunday, February 21st 1:00pm - 6:00pm -----

Monday, February 22nd 5:30pm - 9:00pm

Wednesday, February 24th 5:00pm - 9:00pm

Friday, February 26th 5:00pm - 9:00pm

Saturday, February 27th 9:00am - 2:00pm

Monday, February 29th 5:30pm - 9:00pm

Tuesday, March 1st 5:00pm - 9:00pm

Wednesday, March 2nd 5:00pm - 9:00pm

Thursday, March 3rd 5:00pm - 9:00pm

Friday, March 4th 5:00pm - 9:00pm

Sunday, March 6th 5:00pm - 9:00pm

### TECH WEEK AND PERFORMANCES IN THEATRE

Monday, March 7th 4:00pm - 9:00pm

Tuesday, March 8<sup>th</sup> 4:00pm - 9:30pm

Wednesday, March 9<sup>th</sup> 4:00pm - 9:30pm

Thursday, March 10<sup>th</sup> 4:00pm - 9:30pm

Friday, March 11th Perf. #1 (6:00 - 10:00pm)

Saturday, March 12<sup>th</sup> Perf. #2 (6:00 - 10:00pm)

Sunday, March 13th Perf. #3 (1:00 - 6:00pm)

**Thursday, March 17th Pickup Rehearsal (6:00 - 10:00pm)**

Friday, March 18th Perf. #4 (6:00 - 10:00pm)

Saturday, March 19th Perf. #5 (1:00 - 6:00pm)

Saturday, March 19th Perf. #6 (6:00 - 10:00pm)

Sunday, March 20th Perf. #7 (1:00 - 6:00pm) **and STRIKE for entire cast, crew and parent volunteers**

### **CONFLICTS:**

We understand that you may have a pre-arranged conflict with a specific rehearsal. Please be specific about these so we have a better understanding of how to cast you.

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### **Limited Conflicts by Permission Only:**

**\*February 22nd-February 26th**

**No Conflicts permitted:**

**\*February 27th through performances.**

**Acting Training / Experience (or attach resumé)**

**Vocal Training / Experience**

**Dance Training / Experience**

**Special Talents / Abilities**

**LIST OF UNCHANGEABLE CONFLICTS (or attach Conflict Calendar)**

**Attendance**

- I agree to attend all rehearsals for which I am scheduled. I understand that it is extremely important that every actor be at rehearsal when called. For the good of the show and out of respect for the actors and staff, the director must know my part is covered. Attendance is taken at each rehearsal. Unexcused absences may result in having my role in the production reduced or in the case of extended absence; I may be dismissed from the production.
- I understand that arriving more than thirty minutes late to or leaving more than thirty minutes early from a rehearsal constitutes an absence.
- **I understand that I was asked to list ALL conflicts on my conflict sheet BEFORE my audition. If I am not present at any rehearsals during a time NOT on my conflict sheet, it will be considered an unexcused absence. If I have one unexcused absence and I am not already double cast or have an understudy, I may be removed from my assigned role. If I have two unexcused absences, I may be removed from the show entirely.**
- I agree to arrive at rehearsals on time and in appropriate clothing and shoes.
- If I miss a choreography rehearsal or if I have arrived too late (to be determined by the choreographer), I am responsible to connect with the choreographer or dance captain to cover any missed material. If too much material has been missed, I understand that I may forfeit participation in that dance number, regardless of the excuse and regardless of prior notice.
- I will remain at rehearsals until the rehearsal is completed and I am excused. I understand that for my safety, if I am under age 18, I am not allowed to leave the rehearsal/theater premises without adult permission and supervision.
- I understand that work is not an excuse to miss a rehearsal.

**Behavior**

- I will be respectful and courteous to the directors, the cast and crew members, and the volunteers.
- I will maintain a positive and cooperative attitude, and support and encourage my fellow performers. I will listen while others are being rehearsed or coached.
- **I will be prepared for rehearsals with my script and a pencil.**
- **I will have my lines memorized on due dates. I will practice outside of rehearsal.**
- I understand that no food or drink is allowed on the dance/rehearsal floor or stage.
- I will help clean up the rehearsal/performance hall and dressing rooms after rehearsal and performances.

**I know that if the director thinks I am not fulfilling my obligations, he/she will have a conference with me that could result in my removal from the show at any time. If this does happen, I understand his/her decision is final and no fees will be refunded. If I am under 18 my parents will be notified.**

I HAVE READ AND UNDERSTAND THE CONDITIONS LISTED ABOVE AND AGREE TO ABIDE BY THEM.

**Performer  
Signature:**

**DATE:**

**Parent Signature:**

**DATE:**

*(Parent or Guardian signature required If cast/crew member is under 18 at time of audition)*

## CASTING, REFUND, AND ATTENDANCE POLICIES

- Ovation Theatre’s acceptance of your registration is not a commitment to you being cast and performing in this production; Ovation Theatre and NCSA can make no commitment regarding specific roles.
- If the performer is not cast in the production, any fees paid will be refunded in full. Your commitment to OT/ NCSA is to fully participate in our production. Should you decide not to participate, *for any reason*, you must notify us in writing within 48 hours of the cast list being posted on the OT/NCSA website in order to receive a full refund. No fees will be refunded after this period. Our mailing address is NCSA, 287 Countryhaven Road, Encinitas, CA 92024.
- It is extremely important that every performer be at rehearsal when called. For the good of the show and out of respect for the performers and staff, we must know that we have your part covered. Attendance will be taken at each rehearsal.
- We ask you to list ALL conflicts on your conflict sheet BEFORE auditioning. If you are not present at any rehearsals during a time NOT on the conflict sheet, it will be considered an unexcused absence. If you have one unexcused absence and you are not already double cast or have an understudy, you may be removed from your assigned role. If you have two unexcused absences, you may be removed from the show entirely.
- **Arriving more than 30 minutes late or leaving early from rehearsal is considered an absence. Unless performer has prearranged a late absence with director, no absences are allowed after (Insert date)**
- Cast members not meeting the obligations of their Performer’s Contract may be removed from the show at any time with no fees refunded.
- Cast members who break theater equipment (for example, microphones) because of negligence or inappropriate behavior must be financially responsible for such equipment.

By signing and submitting this form I signify that I have read and understand the Casting, Refund, and Attendance policies. I understand them and agree to abide by them.

**Performer  
Signature:**

**DATE:**

**Parent Signature:**

**DATE:**

*(Parent or Guardian signature required If cast/crew member is under 18 at time of audition)*

## MEDICAL RELEASE

**If Cast/Crew Member is Under 18, please have parent/guardian fill this out:**

Name of Cast Member: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Please provide us with an additional emergency contact:** Provide the name of a friend or relative to be called:

Emergency Contact Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Phone 1 (best) \_\_\_\_\_ Phone 2 \_\_\_\_\_ Phone 3 \_\_\_\_\_

**If Cast/Crew Member is Under 18, please please fill out the following:**

Mother's Name \_\_\_\_\_

Best phone to reach you \_\_\_\_\_ Phone 2 \_\_\_\_\_ Phone 3 \_\_\_\_\_

Father's Name \_\_\_\_\_

Best phone to reach you \_\_\_\_\_ Phone 2 \_\_\_\_\_ Phone 3 \_\_\_\_\_

Is there anything else you would like to tell us about yourself (or your child in the case of minors)?

In the event an individual over 18 is injured and is unable to communicate, OT/NCSA will try to reach the emergency contact listed above.

In the event a minor child under the age of 18 is injured or an emergency occurs, OT/NCSA will make every effort to reach the parent. If the parent cannot be reached, OT/NCSA will try to reach the emergency contact listed above.

If possible, OY/NCSA will call designated doctor or dentist. However, if deemed necessary because of the nature of the injury or emergency, OT/NCSA will obtain treatment from the nearest hospital. Please sign below to give your permission to obtain medical assistance for yourself or your child as described above in the event of an injury or emergency.

**Signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*(If cast/crew member is under age 18 at time of audition, a parent or guardian is required to sign this medical form)*

## PHOTO/VIDEO RELEASE

I, \_\_\_\_\_, hereby grant Ovation Theatre and NCSA permission to

(Cast member name or parent/guardian name if cast member is under 18)

photograph, film, tape or record \_\_\_\_\_ as a participant in this production.

(name of cast member)

I understand that Ovation Theater and NCSA may choose to photograph, film, tape or record the above-named participant for publicity, documentation, or ticket sales purposes, and that by signing this Photo Release form I give them full permission and waive all copyright and future considerations.

**Performer**

**Signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(If cast / crew member is under age 18 at time of audition, have a parent or guardian sign this waiver)

## RELEASE OF LIABILITY

### RELEASE OF LIABILITY

Ovation Theatre/North County School of the Arts does its utmost to ensure the health and safety of its participants. Parents of minor children participating in OT/NCSA productions are advised to be mindful of the fact that performance in (and rehearsing for) live theatre has the potential for risk of danger (including, but not limited to, use of costumes, use of stage props, use of stage weapons such as blades or firearms, use of stage pyrotechnics, etc).

I, \_\_\_\_\_ acknowledge that my participation in this production

is voluntary. I acknowledge that I have been advised of the potential dangers of performance in live theatre. After deliberation, I elect to voluntarily participate in this production. I agree to exercise due care and diligence while participating in this production, and to heed all instructions given to me with regard to safety and procedure in the rehearsal hall / performance venue and surrounding area. I agree to hold harmless (and waive any claim or action against) OT/NCSA, its agents, owners, directors, board of directors, producers and staff from any liability, fault or action arising from participation in this production.

\_\_\_\_\_  
Performer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature of Minor

\_\_\_\_\_  
Date



Due At Auditions

# COSTUME INFORMATION SHEET

Please complete and turn in with your audition form.

Name \_\_\_\_\_ Date \_\_\_\_\_

Show \_\_\_\_\_ Male/Female \_\_\_\_\_ Age \_\_\_\_\_

Contact \_\_\_\_\_ Cell Phone \_\_\_\_\_

## MEASUREMENTS

Height \_\_\_\_\_

Weight(optional) \_\_\_\_\_

Head Circumference \_\_\_\_\_

Chest/Bust \_\_\_\_\_

Neck Circumference \_\_\_\_\_

Waist \_\_\_\_\_

Nape of Neck to Waist (back) \_\_\_\_\_

Hip \_\_\_\_\_

Base of Neck to Waist (front) \_\_\_\_\_

Shoulder/arm length to wrist \_\_\_\_\_

Inside leg \_\_\_\_\_

Shoulder circumference armpit \_\_\_\_\_

Outside leg \_\_\_\_\_

Shoulder size (seam to seam) \_\_\_\_\_

## MALE CLOTHING SIZES

Shoe size \_\_\_\_\_

**Men:** Suit Jacket Size \_\_\_\_\_ Pant Size (Waist/Inseam) \_\_\_\_\_ Shirt size S M L XL

**Boys:** Pant Size 8 10 12 14 Shirt Size S M L XL

## FEMALE CLOTHING SIZES

Shoe size \_\_\_\_\_

### Women:

Dress Size 4 6 8 10 12 14 16 18

Pant Size 4 6 8 10 12 14 16 18

Top Size S M L XL

### Juniors:

Dress Size 3 5 7 9 11 13

Pant Size 3 5 7 9 11 13

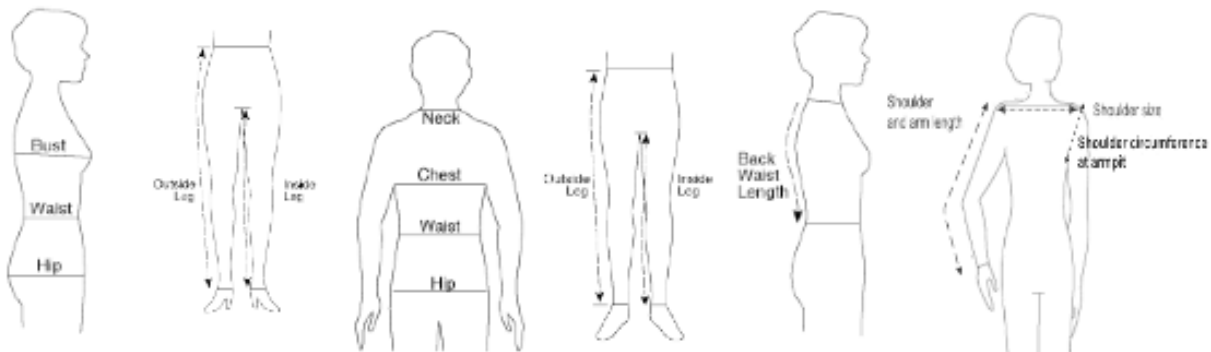
Top Size S M L XL

### Girls:

Dress Size 8 10 12 14

Pant Size 8 10 12 14

Top Size S M L XL



### **Parent Committees and Volunteers**

In order for our theatre productions to run smoothly and successfully, we ask each parent/family to serve on one committee. In some cases, the time commitment is confined to performance weekend (ushering, concession help, backstage help). In other cases, volunteers work a bit more during the rehearsal period and into the production phase of the show.

*Most parents find they usually lend a helping hand to the success of our shows anyway, but we would like to give you an opportunity to choose a direction for your helping. **Here is the list, in alphabetical order,** of possible committees/volunteer opportunities. Sign-ups for committees will take place at our first parent meeting.*

**Backstage/Rehearsals:** Help supervise and keep cast members safe at rehearsals, in the theater, and backstage. Assist in keeping the cast quiet and organized, being aware of what scenes are coming up (these are posted), and help with quick costume changes. Collect lost-and-found items, straighten up green room after performance. Members need to arrive one hour before each performance.

**Concessions:** Sell and chill drinks as well as promote the concessions for performances. Committee chair purchases the inventory and keeps track of cash box.

**Costumes:** Costume coordinator and costume assistants needed. Volunteers help with tasks such as alterations, crafting, steaming/ironing, washing laundry, designing, sewing, setting up dressing room, supervising the dressing room, logging costumes, and assisting with costume changes. Attend rehearsals periodically to check on costume changes, additions, or deletions and to fit costumes as needed. Participate in strike after the final performance to collect costumes. *More details will be provided on the sign up sheets at the first parent meeting.*

**House:** Volunteer opportunities are ushering, selling tickets, selling raffle tickets, selling candy grams, putting together bio boards. Will need one committee head to oversee each area. Volunteers arrive one hour before the performance. More details will be available at the first parent meeting.

**Properties:** Props are any movable objects on the stage that actors have direct contact with. Committee head and volunteers needed. Work with the director to understand prop needs. Gather props by borrowing, building or buying (within the budget) them during the rehearsal period. **Make props available for rehearsal by transporting back and forth and storing them.** The props committee head meets with the director and goes over initial props list and discusses any special or challenging items. Set props before, during and after each performance, including all dress rehearsals.

**Publicity:** Generate PR ideas for show. Take photos of activities such as set building, costume fittings, rehearsals, and cast one month prior to performances for PR opportunities.

**Set Crew Load in and out:** Volunteers are needed only during the technical week of production. This is an ideal committee for fathers who are handy with tools, but don't have a lot of time to devote to the show. Under the direction of our committee chair, volunteers help unload the set at the venue and load the set at the end of the production weekend.

**Social:** Plan/coordinate: VIP reception for sponsors, cast party, gatherings.