

## Actors/Performers

### **Auditions and Callbacks**

- Actors should watch the theatre department callboard, personal email, and/or social media for announcements on auditions and requirements.
- Once posted, actors should sign-up for an audition time.
- Take note of the audition requirements. Though they may differ slightly from show to show, actors should always have prepared 2 contrasting monologues totaling approximately 2 minutes. Actors should always be prepared to sing acapella 16 bars of a song of their choice. It is good practice to have additional materials prepared in case a director asks to see something else.
- Make every effort to read the script/scripts for the show(s) being cast before attending auditions. Perusal scripts are usually available in the theatre office.
- Unless specified on the audition notice, come dressed as if attending a job interview.
- If you have a headshot and a resume, staple them back-to-back, and bring them to the audition.
- When you arrive, check in with the stage manager and fill out the necessary paperwork.
- Look at the drafted rehearsal calendar and mark on your audition sheet with any known conflicts.
- When in the audition room, before you begin your pieces, slate. This means stating your name and the name of the plays your monologues are from as well as the authors' names.
- After your slate, take a moment, and begin your pieces. Do them back-to-back, taking a moment to connect to the second piece before beginning.
- At the end of the audition, thank the auditioners, and exit the space.
- Before leaving the building, check in with the stage manager.
- Watch the callboard, personal email, and/or social media for a callback list and callback requirements.
- If callback sides are made available ahead of the callback, familiarize yourself with them as much as possible. You aren't expected to have them memorized, but the

more comfortable you are with the text, the more freedom you have to play in the room.

- Cast list will also be posted to the callboard, personal email, and/or social media. Make sure or audition the posted list on the callboard to accept your role.
- The stage manager will be in contact with the cast to distribute rehearsal calendars, scripts, or other necessary information.
- Mark your personal calendar with all important show related dates to avoid conflicts.

### **Pre-Rehearsal**

- Read the script multiple times.
- Look for any clues in the script the author may have given you about your character – age, occupation, relationships, history, desires, fears...Think about how these effect your character, but avoid making any definitive choices.
- Research the play and the author.
- Make a list of questions you have about the play and the characters.

### **Rehearsals**

- Check your emails and read the daily call.
- Bring your script, a pen, pencil, and a water bottle to every rehearsal. Leave valuables at home.
- If not already done, sign a Show Agreement stating you understand and will follow all department policies.
- Fill out an emergency contact sheet.
- Rented scripts need to be turned in by the last performance date. Pencil marks need to be erased prior to turning in. A hold on your CCSU student account may be issued for scripts not returned.
- Loss, theft, or damage of the script is the responsibility of the individual actor.
- Be in the room before the scheduled start time, so that you are prepared to work when rehearsal begins.

- Silence cellphones before rehearsal begins.
- Actors should be present and on time to all rehearsals they are called to. Three (3) unexcused absences will result in either: having your role swapped with the Understudy role or dismissal from the production entirely. Two (2) late arrivals equal an absence. Actors MUST be available for all scheduled tech/dress rehearsal hours.
- Must be present for scheduled costume fittings/measurements. Missing costume shop appointments will count as an absence. Speak with stage management to arrange fittings.
- Performers should wear clothes they can comfortably and safely move well in and are appropriate for the show being rehearsed.
- Actors are responsible for writing down and implementing notes given by the director during rehearsals.
- Be off book by the set date set.
- Memorize and motivate all blocking.
- Study all line notes given by stage management.
- Food should only be consumed during scheduled breaks.
- SM/ASM(s) will call breaks but keep an eye on the time so that you know when breaks are over, and the SM team does not have to go looking for you.
- Return rehearsal props and costumes to their designated location at the end of each rehearsal.
- Assist in leaving the rehearsal space neat and clean.
- If an issue arises, address it through the proper channels.

### **Tech/Dress Rehearsals and Performances**

- Note call times. Be ready to work at the designated start time.
- Sign in upon arriving.
- Silence cellphones and leave them in the house, dressing room, or at home. Do not take cellphones backstage.

- Check the backstage area for props and costumes. Note where set pieces are stored. Become aware of backstage traffic patterns.
- When “hold” is called, remain quietly in place and await further instruction.
- Practice patience.
- Communicate questions and concerns with the SM Team.
- Other than water, no eating or drinking in costume.
- Do not touch props or costumes that are not assigned to you.
- Return props to the props table.
- Hang up costumes in the dressing room.
- Check props before each show.
- Unless directed, actors are not to be seen in costume before a performance.
- Post-show, actors should immediately return to the dressing room, change, and hang up costume before greeting audience members.
- Do not bring cellphones backstage during the show.
- Bring all concerns through the proper channels/management.
- Do not speak unkindly about the show. There is a time and a place for constructive criticism. Support each member of the team.

I, \_\_\_\_\_, have read the Actor's Handbook and agree to the above.

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(Signature)

Please return to the Stage Manager.