

Auditions Information & Procedures and Casting Policy

Wirtz Center/StuCo General Auditions for Spring 2018 Shows

(Subject to change)

- 1) **AUDITIONS for spring shows will take place January 20 & 21, 2017.** There will be two rooms: one for plays and one for musicals.
 - 2) You must be a registered student to participate in Wirtz or StuCo productions during a given quarter. If you are not, you may not audition.
 - 3) **AUDITION FORMS:** will be available in advance of auditions. There will be two forms: one form for plays and one form for musicals. Please allow enough time to read the directions on the form and follow them accordingly. **WE STRONGLY RECOMMEND THAT YOU ATTACH A PHOTO TO EACH FORM.** It does not have to be a professional headshot – just a clear recent photo where you look like your charming self. Forms are available to download, fill out and print on your printer on the auditions wiki (see below) **Everyone must submit a form for every play/musical in the room, even if they are not auditioning for every show.** As printers and copiers are notoriously finicky, a pro-tip is to print out your forms and have them ready the day before your audition so you aren't rushing that morning.
 - 4) **AUDITIONS WIKI:** There is an auditions Wiki site for Wirtz and related StuCo auditions. Watch for an email announcing the postings. <https://nuauditions.wikispaces.com/>
 - 5) **VIDEO AUDITIONS:** If you are studying abroad, or are out of town while auditions are taking place, you may submit a video for your general audition. If you are interested in this option, prepare a video according to the items that the website asks all actors to prepare. If you are interested in auditioning for plays and musicals, please create two separate videos. Then upload the video(s) onto an online video sharing website like youtube or Vimeo and set the privacy settings so that only those with the link can view it. Email Dixie the links along with your completed audition form(s) along with your headshot and resume no later than **Saturday, January 20th at 1pm.** Please note – not all directors will be interested in reviewing video auditions, but Dixie will pass along your video to any directors who are interested. If they are interested in calling you back, the Stage Manager will be in touch to make arrangements for a callback video.
- It might be a great idea to prepare a video even if you are in town – you may get sick the day of your audition, or oversleep or something else. If you have a video audition ready to go, you can send it in and still be considered!
- 6) **CALLBACK LISTS:** will be posted on the audition Wiki on Monday, January 22nd. If you have conflicting callbacks, it is recommended that you contact individual directors/stage managers to work out conflicts as soon as possible after lists are posted.
 - 7) **CALLBACKS:** will take place January 22 – 30th. **Wirtz callbacks (except WAA-MU) will conclude on January 27th.**
- 🗑️ **WITHDRAWALS:** Actors are permitted to withdraw themselves from consideration from any production – either before or after they have attended the callback.


FOR WIRTZ PRODUCTIONS – In order to withdraw yourself from consideration, you **MUST** email the director and/or Stage Manager at cc Dixie **before Saturday, January 27th at 10pm.** **PLEASE NOTE THIS NEW POLICY** – you cannot use the Preference Form to withdraw from Wirtz shows. Please don't worry that you are hurting anyone's feelings! It is


just fine to go to an audition and decide that production isn't for you. The earlier that you can inform the team, the better – so that the director can make their casting decisions with that information in hand. The official Wirtz policy is that you cannot make a “partial withdrawal” – meaning, you can't say that you would like to be considered for a lead but not an ensemble role. However, some directors may ask you if you would like to be considered for the ensemble or not, and they will take that into consideration.


Again, to withdraw from a Wirtz Production (Mainstage or Collaboration/Wallis), you must email the director and/or Stage Manager and cc Dixie by **Saturday, January 27th at 10pm.**

The exception is for *WAA-MU*, which will be holding its final callback on Tuesday, January 29th – in which case you may email to withdraw one hour after your callback concludes.


FOR STUCO PRODUCTIONS – As before, you may use the preference sheet (more info below) to withdraw from any production. You may withdraw entirely, or from certain roles. It is a courtesy to email the director as well, but it is not required.

 **PREFERENCE FORMS:** After their last callback, actors will fill out a **Preference Form**. This form will ask actors for their preferences for roles, should more than one production wish to cast them. It will also ask if you wish to withdraw from any StuCo shows. If the student does not withdraw from any productions on their callback form, they agree to accept any role in a show whose callback they attended. **The deadline for callback forms is Tuesday, January 29th at 11pm. Preference forms will be available on the WIKI during callbacks week.**

 **CASTING PRIORITY:** Wirtz shows have priority in casting. MFA Lab Series and Imagine U productions have this priority as well. With this priority, Wirtz can cast a student regardless of the student's preference. Wirtz directors may choose to forgo their casting priority and use the preference system for casting. If there is a casting conflict between Wirtz and StuCo, the Wirtz director may choose to consult with the preference sheet and consider that in his/her decision to cast that student, or release him or her to the StuCo casting pool.

 **IMPORTANT NOTE: CALLBACK FORMS ARE NOT BINDING WITHIN WIRTZ OR STUCO CASTING.** In other words, callback forms will be taken into consideration during conferrals because we value your input. However, you may still be cast in a Wirtz show even if your callback form says you would prefer a StuCo show. The more detail that you provide in your callback form, the more helpful they are. Dixie does read all of them and takes note if an actor states that they would prefer to be in a StuCo show over a Wirtz show and shares that with the Wirtz Directors if asked.

As a reminder, the only way to be withdrawn from a Wirtz show is to email the director and/or SM and cc Dixie by Saturday, January 27th at 10pm.

 **DOUBLE-CASTING:** In an attempt to provide as many student opportunities as possible, **both Wirtz and StuCo directors are prohibited from double-casting** (aka casting the same student in two non-conflicting shows during the same general audition process). If there are extenuating circumstances that require double-casting, they will be considered on a case-by-case basis. Some exceptions that come up most quarters are being cast in workshop productions (either at Wirtz or for StuCo) and in a full production. That is permitted, provided that the rehearsals don't conflict, or if any conflicts are agreed upon by both productions.

Once the generals casting process is concluded and there are roles that need to be filled (for whatever reason) – please confer with the StuCo co-chairs and/or Dixie Uffelman on how to fill that role.

8) **THE CONFERRALS PROCESS:** Directors will discuss casting in a confidential process facilitated by the StuCo co-chairs and Dixie Uffelman. The basic process is described here:

🎬 **STEP ONE, “WIRTZ PRE-CONFERRALS”:** **These conferrals will happen on Wednesday, January 31st.** Wirtz Directors will make tentative cast lists, and resolve any casting conflicts between Wirtz directors, using the callback forms.

🎬 **STEP TWO, COMBINED CONFERRALS:** **These conferrals will happen on Thursday morning, Feb 1st.** Wirtz Directors will share these tentative cast lists with StuCo directors, and they will resolve any Wirtz-StuCo casting conflicts using the callback, until Wirtz cast lists are solidified. *It is very unlikely that an irresolvable conflict between a StuCo show and a Wirtz show will arise.*

🎬 **STEP THREE, StuCo CONFERRALS:** StuCo Directors will continue their conferrals to work out any remaining casting conflicts between StuCo directors, using StuCo pref sheets.

🎬 **NOTE:** **Callback forms are vital to this process. Please make sure you fill them out!**

9) **CAST LISTS:** will be posted on the auditions wiki as soon as possible after conferrals. Please be patient. The audition wiki is located at: <https://nuauditions.wikispaces.com/>

10) **UNDERSTUDIES:** As of September 1, 2014 The Wirtz Center no longer casts external understudies. Some shows may cast internal understudies, meaning that a person cast in a smaller role may understudy a larger one.

Still have questions?

For Wirtz Center Audition information, please Email Dixie Uffelman at dixie.uffelman@northwestern.edu.

For STUCO Audition information, please email Bryana Barry & Matt Burgess

Co-Chairs, Northwestern Student Theatre Coalition (StuCo)

nustuco@gmail.com