

# Treehouse Theater Inc. (THT)

## Production Policies & Procedures

Area: <b>PRODUCTION</b>	Date Approved: 2/26/24
Policy Name: AUDITIONS & CASTING	Supersedes: 1/21/20
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### Policy

THT encourages all interested and age-eligible students to properly prepare for and participate in Auditions. THT does not precast, show favoritism, double-cast or name understudies. THT provides a safe space and does not discriminate against any youth. This policy is designed to ensure a healthy, creative environment for all students, families, and staff members.

### Procedure

THT presets a limit on the number of youngest students allowed in each cast and all students are equally considered for each age-appropriate role. Ages to participate:

- ages 6-14 who are new, inexperienced, and/or looking to expand their skill set are encouraged to enroll in classes and/or register to audition for a Home Stage production
- ages 15-18 who are looking to develop or expand their skill set are encouraged to enroll in classes, One Acts, and/or register to audition for a Main Stage production
- students must have reached the minimum age for cast members prior to registering for any summer camp, Home Stage, or Main Stage production
- students may not turn age 15 before the last performance of any Home Stage production
- students may not turn age 19 before the last performance of any Main Stage production

THT markets and accepts Directing Team applications for each Season, striving to develop and contract with a range of Directors, each of whom will share their instruction techniques and provide unbiased leadership in auditions and casting.

THT does not provide students with any opportunities to “earn” a role(s) ahead of auditions. All students, regardless of their previous roles with THT or elsewhere, are strongly encouraged to fully prepare and deliver their best during every audition.

THT casting is a difficult, collaborative effort led by the Directing Team (Director, Music Director, and Choreographer), with the Producer facilitating healthy group conversation and ensuring THT policy oversight. Full Directing Team group discussion and input for consideration is appropriate and encouraged, however, casting decisions rest on the Directing Team and ultimately, ***all student actors are placed in roles that best fit the Director's vision.***

### **AUDITIONS - Procedures**

1. Directors always look for:
  - a. Focus – actors who are attentive and follow directions
  - b. Team players - actors who listen and support their fellow actors
  - c. Good diction/projection - speak loudly, clearly and slowly enough to understand each word
  - d. Understanding - actors who "get" what they are singing, saying and reading
  - e. Authentic Acting - using face, voice and entire body
  - f. Flexibility - ability to make changes when asked/directed
  - g. Poise and Personality - confident, relaxed and energetic actors

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- h. Expression - willingness to share your feelings and emotions
  - i. Dedication - commitment to this show vs. heavy conflicts
2. Confidence during auditions comes with experience, proper preparation, and practice at home. When selecting audition materials, students should consider and practice many options to find songs and monologues that best showcase their vocal range and acting abilities. Students should practice their final selections at home in order to achieve full memorization, leading to showcasing their best.
  3. Auditioning students are assessed on their preparation, stage presence, spoken and vocal projection, fluency, quality, inflection; dance skills; attitude; willingness to take direction and to try new things. The Directing Team also considers each student's conduct during Auditions (their respect for the studio and for others).
  4. **Home Stage summer camps** - all registered students are confirmed cast members. THT provides all campers with show-specific songs and scenes to practice at home prior to attending camp. Auditions occur on the first day of camp.
  5. **Home Stage musicals** - THT provides all registered auditionees with show-specific songs and scenes for students to practice at home prior to auditions. Due to cast size limitations, auditioning students are not guaranteed of a role.
  6. **Main Stage musicals** - THT may provide all auditionees with specific songs/scenes OR provide instructions for auditionees to select their own. Both require practice at home prior to auditions. Due to cast size limitations, auditioning students are not guaranteed of a role.
  7. Auditioning students are encouraged to research the musical production's time period, type of music, storyline and identify interesting roles and songs
  8. THT staff members desire to work with students who wish to be part of a cast family. Students should not register, prepare, and/or arrive at auditions with interest only in specific role(s).
  9. Regardless of age or prior experience, students should not expect or feel entitled to any specific role(s).
  10. The Producer will pre-set the day and time for the Cast List to be published, sharing this with students during the final wrap up for each auditioning group.
  11. Callbacks (second audition) are likely needed for Main Stage productions. This date and time is included within audition marketing information. If a student earns a callback, the Producer will send an email with specifics and a timeframe for attending the callback.
  12. The Producer ensures that students receive a specific role callback only if the Director strongly believes that student has an equal opportunity to earn the role, given all other students included on the role's callback list.
  13. Jr. (student) Production Team members who also choose to audition are excluded from all pre-Production meetings as well as Auditions, Callback and Casting discussions.

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### CASTING - Procedures

1. The Directing Team and ultimately the Director makes casting decisions. The Producer does not cast productions; rather, he/she is responsible for facilitating the casting meeting and ensuring that THT policies are followed. If applicable, the Producer will point out pertinent background information on auditioning students, including excessive rehearsal conflicts (as reported during audition registration) and/or previous poor rehearsal or class behavior, attitude, or attendance.
2. With consideration for set, costume, hair and makeup needs, THT attempts to maximize the amount of stage time for each cast member.
3. In order to guide group conversation, Directing Team members must pre-prioritize specific casting needs. The Director leads all group conversations.
4. If a Directing Team member (including the Director) has a conflict of interest with an auditioning student (i.e. family member), the Producer will ensure professional decorum during the group discussion. Other Directing Team members will provide initial and primary casting input for the student, followed by input from the conflicted Directing Team member.
5. Priority consideration is given to the oldest auditioning students, however, these students are not guaranteed of being cast as a lead or in specific role(s).
6. Casting meetings are confidential; Directing Team members are prohibited from sharing any specifics afterward.
7. Students cast in a THT production are expected to do their best with the assigned role(s), support all other cast members, and not complain in person or on social media.
8. If a student is looking for constructive feedback on their audition, he/she may email the Producer to respectfully request feedback from the Directing Team. The Producer will collect the feedback and then reply to the student's email.
9. The Producer publishes the Cast List at a pre-set date/time that does not occur during the school day and all casting decisions are final.