



AUDITION COMMITTEE GUIDELINES

The following outlines the normal procedure for the selection of the cast for a musical. The executive committee is answerable to the society members and it is important that all members perceive the process to be fair and transparent. Therefore, these guidelines should only be departed from in exceptional circumstances.

The rules of the society as regards selection of the cast are as follows:

15. SELECTION OF THE CAST

The principals and chorus for any production shall be selected by an audition committee consisting of the Director, Musical Director and three other people selected by the Committee. The decision of the majority of such members shall be final except where the Director and Musical Director are in agreement when their decision shall prevail.

GUIDELINES

- Early auditions should be avoided where possible. However, we wish to encourage members and give the audition panel a good choice of candidates so, if early auditions are necessary it is important to ensure that they are carried out under similar conditions to the main auditions. Where possible, readers-in should be the same. The members of the audition panel must, except in exceptional circumstances, be the same.
- Any member of the society can watch both the early and main auditions if they wish. Any 'audience' should be located away from the audition panel and when auditions take place in the Haslemere Hall, ordinarily, this will be in the balcony. The 'audience' should not distract the auditionees by chatting or moving during an audition and we also ask for no clapping.
- Auditionees for individual parts will be called in to a room away from the audition room/stage and called forward one at a time to perform so that no auditionee will see another person audition for the same part.
- In practice, the audition panel is made up of the director, MD, a member of the Players' committee who will act as chairman of the panel (or a suitably, experienced member who can report back to the committee as necessary) and two other members, one of whom should be from outside the society. It is also recommended that the audition panel does not include two members of the same family.
- Although the Rule states that "...where the Director and the Musical Director are in agreement....their decision will be final", it is recommended that the chairman of the panel seeks the views of the two 'other' members of the committee prior to any such decision being made. This is to ensure that all views are considered and the director and MD form their final opinion objectively, taking into consideration all views and information available to them.
- If any auditionee for a part is 'connected' to (a relative or partner of) any member of the audition panel then that member can state their view but must excuse himself/herself during the discussion to allow others to speak freely.
- The aim is to cast the best show possible so the panel should do their best to put auditionees at ease and, if appropriate (following an interruption or other distraction etc.) allow them to restart their audition. However, there should be no coaching or guidance from the panel.
- Once the chairman is satisfied that all members of the panel have had the opportunity to voice their opinion, voting will take place. The MD and Director will vote first. If they are in agreement then the decision is final. If they do not agree, then the issues are discussed and the two 'other' members vote. If this results in a majority, the decision is final. If, however, the votes are still tied, the Chairman will give his/her casting vote.

- It is desirable that all parts are cast from the members auditioning. However, the Committee is not obliged to cast any part if it believes the standard is not high enough and there is a reasonable expectation that a better solution can be found.
- Some auditionees may ask to be considered for parts other than those they have auditioned for. If the panel wish to offer a part to someone who has auditioned for another part, in the interest of fairness, the panel should consider whether an audition for that part is necessary before casting e.g. where the part being offered would be significantly different in character so as to make the audition(s) they have already done meaningless.
- Whilst it is important to attract and welcome new talent to the society, it is also key to retain and encourage the talent we already have. Therefore, the panel should consider the balance between new and existing society members when selecting the cast.
- Approach to a non-member to take on a part which has not been cast should be made only after the results have been announced and as a last resort.
- The chairman of the audition panel should make the results available to be announced on the society's website by 7pm on the evening of the auditions.

Haslemere Players
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