



## **Youth Theatre Casting Policy**

### **Central Florida Community Arts Diversity and Inclusion Statement**

- Central Florida Community Arts believes that everyone, regardless of race, gender, or sexual orientation should have the opportunity to share fellowship and community in the arts. It is the charge of the casting team to provide a safe, supportive, and inclusive audition environment that champions diversity, equity, and inclusion at all levels.
- We are inclusive of people of any ethnicity and cast across gender lines, leading the way in driving an inclusive audition experience for the Central Florida arts community. We are also inclusive of people with varying abilities, proudly providing an ability inclusive audition.
- We are committed to casting authentically to the best of our ability. In the case that we cannot find a performer that would authentically represent a role, we will reach out to the community and our partners to seek out the appropriate performer.

### **What can you expect from the CFCArts Youth Theatre team before auditions?**

- Audition dates, times, locations, and requirements (what to prepare) will be posted on the CFCArts website in advance of the audition.
- A confirmation email will be sent to auditioners within 2 business days of registration, containing their selected audition date/time, and basic information.
- EverSign documents will be sent to auditioners within 2 business days of registration, containing required forms for all auditioners such as a release form, conflict policy agreement, student conduct agreement, etc.
- At least 1 week prior to auditions, an email is sent to all auditioners with a general reminder of basic audition information and additional preparation resources such as a character description list, script, music, etc., varying based on the production(s.)

- A reminder email will be sent to all auditioners within 2 business days of their audition date, restating their selected audition date and time, and basic audition information.
- For most productions, an optional audition workshop is offered to auditioners before auditions for a small additional fee. This workshop will teach auditioners what to expect at their upcoming audition, give specific background on the production(s), and allow auditioners to ask any questions they may have.

**What does the CFCArts Youth Theatre team require from auditioners and their families before auditions?**

- First and foremost, families must complete one Registration Form per auditioner. The Registration Form must be complete in full, including any conflicts with the rehearsal process that an auditioner may have.
  - Please note that any conflicts with a tech/dress rehearsal or performance will render a student unable to participate.
  - While conflicts may be changed or added up until a student's audition time, conflicts may not be changed or added (with the exception of emergencies) after a student's audition is complete.
  - Please do your due diligence to consult your auditioner's school and other activity leaders to ensure that any and all conflicts are noted.
  - If unsure of an exact conflict date, please list a date range (for example, "School choir concert sometime third or fourth week of March.")
  - Please consult the conflict policy agreement or email [youth@cfcarts.com](mailto:youth@cfcarts.com) for more information.
- Families must complete one EverSign document packet per auditioner.
- Families must complete one CFCArts membership application per auditioner, if new to CFCArts. Returning auditioners need not fill this out again.
- If desired, families may submit one headshot and one resume per auditioner to [youth@cfcarts.com](mailto:youth@cfcarts.com) at least 24 hours before their student's audition time. This is optional.
- Please do not send any other materials, including but not limited to letters of recommendation, additional photographs, performance videos, etc. These items, if sent, will be deleted immediately and not viewed or shared with the casting team.
- If attending the optional audition workshop, families must submit workshop tuition and all forms before the workshop. No program tuition is due before auditions.
- Materials to be prepared by auditioners will vary from production to production depending on the needs of each show, and may include requirements such as: 16-32 bars of a memorized vocal musical theatre selection, printed double-sided

sheet music matching one's vocal music selection in a three-ring binder, one or 2 memorized contrasting monologues, or even no preparation at all!

- Any expectations about what auditioners are required to prepare will be clearly communicated on the website and in all confirmation and reminder emails sent to auditioners.
- Any questions may be sent to [youth@cfcarts.com](mailto:youth@cfcarts.com) and will be replied to within 2 business days.
- If your auditioner may need an accommodation of any kind, please email [youth@cfcarts.com](mailto:youth@cfcarts.com) at the earliest possible time, and staff will make a reasonable effort to make said accommodation or find a different solution.

### **What can you expect from the CFCArts Youth Theatre team during auditions?**

- A safe, respectful, and equitable audition environment and process will be provided for all auditioners. Please see below as well as the participant agreement for expectations for behavioral standards.
- Whenever reasonably possible, an impartial audition auditor will be provided to oversee the audition process and advocate for auditioners as necessary. The auditor, along with all other staff, will be introduced to the auditioners and their role explained at the beginning of each audition block. Auditioners may approach the audition auditor at any time before, during, or after their audition block if they have a concern of any kind.
- While the audition process may vary from production to production depending on the needs of each show, all pertinent information about what auditioners can expect and must prepare (if anything) will be clearly communicated on the website and in all confirmation and reminder emails sent to auditioners. Any questions may be sent to [youth@cfcarts.com](mailto:youth@cfcarts.com) and will be replied to within 2 business days.

### **What does the CFCArts Youth Theatre team require from auditioners and their families during auditions?**

- All auditioners deserve a safe, respectful, and equitable audition environment and process. Auditioners and staff members alike will be held to a reasonable standard of behavior at all times throughout the audition process in order to maintain a positive environment for all. Reminders about behavioral expectations will be imparted to auditioners at the beginning of each audition block (for instance, keeping phones on silent and put away, refraining from interrupting others' auditions, being encouraging to others, etc.)

- Auditioners are expected to arrive in a timely fashion. Check-in for auditions will begin 15 minutes prior to the stated audition time. Please note that late arrivals may not be able to complete the audition process in full, which could have a bearing on their casting. Please communicate any emergency absences or tardies to [youth@cfcarts.com](mailto:youth@cfcarts.com) at the earliest possible time, and staff will make a reasonable effort to accommodate.
- Please see above for information regarding materials that auditioners may need to prepare to present during auditions.

### **What can you expect from the CFCArts Youth Theatre team in the casting process?**

- A deadline for callback and casting decisions will be communicated clearly communicated on the website and in all confirmation and reminder emails sent to auditioners.
- Callbacks, a second round of auditions for selected auditioners only, may or may not be utilized in the casting process. This will depend on the casting needs of each production, and will be communicated at the earliest possible time to all auditioners.
- If needed, callbacks will be utilized by the youth theatre team to see specific auditioners' skill levels for specific roles. Whereas the initial round of auditions is completely equitable with all auditioners expected to prepare and present comparable material, auditioners may be asked to learn and present a wide variety of material at callbacks as determined by what roles they are being considered for. Auditioners may be called back to some, all or none of the callback period.
- Casting decisions will be made in a timely manner with the input of the full artistic team and youth theatre leadership, supervised by any audition auditors that may be present. Casting decisions will be made on the following basis:
  - Auditioners will only be cast within the productions and/or ability-based groups (Companies, Jr. Troupe, Troupe, etc.) that they selected on their Registration Forms and confirmed in email communication prior to auditions. Auditioners may update their production and/or group casting preferences at any time before the end of their audition process.
  - An auditioner's fit for roles based on the needs of the script and score and the artistic team's vision for the show. This could include aspects such as but not limited to: Age, vocal range, presented gender(s), racial identity, etc.
  - An auditioner's skill and ability in various areas based on the needs of the show, including but not limited to: Vocal music, acting, dance, etc.

- An auditioner's stated conflicts, including how they may or may not align with other auditioners being considered for roles.
- An auditioner's behavior, attitude, and reliability throughout the audition process as well as in prior CFCArts programs if applicable.
- Factors such as seniority or past experience (at CFCArts or elsewhere) will only be considered in the event of a "tiebreaker" between auditioners.
- The CFCArts Youth Theatre team is happy to provide clear and specific feedback from the artistic and casting team upon request.
  - Please request feedback no more than 2 business days after casting decisions have been made.
  - Please allow up to 1 week for feedback to be collected and sent to auditioners who have requested it.
  - Please do not contact members of the artistic or casting teams personally (via social media, text message, etc.) regarding feedback.

**What does the CFCArts Youth Theatre team require from auditioners and their families in the casting process?**

- Unless previously communicated, the CFCArts Youth Theatre team expects all auditioners to accept any role they are given within their requested productions and/or ability-based groups (Companies, Jr. Troupe, Troupe, etc.)
  - If an auditioner only wishes to be considered for certain specific roles, this must be communicated before their audition process is complete.
  - Please note that failure to accept an assigned role without prior notice or emergency may impact future casting decisions.
  - Please also note that, if only auditioning for selective groups such as the Jr. Troupe or Troupe, auditioners may not be able to be cast. If auditioning for the Companies, students will be cast no matter what.
- If auditioners or their families have any feedback on their student's audition experience, please send that feedback to [youth@cfcarts.com](mailto:youth@cfcarts.com) so it can be directed to the correct parties. Please do not contact members of the artistic or casting teams personally (via social media, text message, etc.) regarding feedback.