



Casting Call Notice Guidelines

We at Equity believe that the key to a great Equity casting notice is INFORMATION. Clear, accurate, plentiful information. When you provide the right information in your notice, you'll be sure to get more of the right kind of performers at your auditions. You may complete and submit your notices using our electronic Casting Call Notice form, available in Microsoft Word format in our Document Library at www.actorsequity.org. Here are the essentials of an effective Equity casting notice:

- **NOTICE TYPE.** Equity Principal Auditions (EPAs), Equity Chorus Call (ECC), Stage Manager Job Notice, and photo/resume requests (appropriate for non-required auditions only).
- **EQUITY AGREEMENT** under which the production is being produced (e.g. *Production Contract, SPT Tier 4, LOA.*)
- **DATE(S) AND HOURS** for the auditions, including lunch break (e.g. *9:30 AM – 5:30 PM, Lunch from 1 – 2.*)
- **LOCATION** at which the auditions will take place, including any **special information** a performer might need to find the location (e.g. *Coney Dog Playhouse, 432 West Frankfurter Lane, Sausage, MS. Enter through the stage door, opposite McDonald's. Sausage is 4 miles west of Bratwurst, AL on US Rte 457.*) Our online notices include auto-links to mapquest.com maps/directions.
- **PERSONNEL** involved in the production (*Author(s), Producer, Artistic Director, Stage Director, Musical Director, Choreographer, etc.*)
- **DATES** of the first rehearsal, first preview (if applicable), official opening and closing. If the production plays an unusual schedule, e.g. weekends only or three shows per day, please include this information as well.
- **APPOINTMENTS.** When holding EPAs or ECCs in NYC, Chicago or LA, those cities' audition procedures must be observed. Outside these metro areas, some Theatres prefer to conduct auditions by appointment. In order to make sure these auditions adhere to the principle that every Equity Member should have the opportunity to audition for you, we have established procedures for required auditions by appointment. Please see the separate document for these procedures.
- **TYPE OF PERFORMERS** being sought (e.g. *Equity male and female actors or Equity/non-Equity singers who dance.*)
- **PREPARATION** necessary for the audition (e.g. *"Please prepare a brief classical comedic monologue."* or *"Please prepare a brief contemporary musical theatre song. No Lloyd-Webber please. Bring sheet music in your key."* or *"Sides will be provided."*) We recommend reminding performers to bring a picture/resume stapled together.
- **OTHER INFO** our Members might like to know, like your company's web address and minimum weekly salary.
- **CAST BREAKDOWN AND DESCRIPTION** for every role that is open. When understudies are sought for roles that have been cast, please describe these roles as well. Some Equity agreements require complete role descriptions for new plays/musicals only. Your auditions will be far more productive, however, if performers are able to "type themselves in" or "type themselves out" of a call, based on a complete and accurate role description. Please do not hesitate to give more information rather than less.
- Please remember also to encourage participation by performers of all races and ethnicities, and, when required by your company's agreement, to identify roles suitable for Non-Traditional Casting in your notice.

We look forward to receiving your casting notices!