



Equity Principal Audition Procedures New York and Los Angeles

The following are the procedures for Principal Auditions required by Equity contract for Equity performers (EPA's). Equity staff and monitors are responsible for fully enforcing this Code. Questions, complaints and/or suggestions regarding this Code and its administration should be sent, in writing, to the Audition Department. They will be referred to the Auditions committee for further discussion. Your cooperation is very much appreciated!

1. An official monitor will only be present at official EPA's that are required by contract.
2. Monitors will report violations of Equity's "Safe and Sanitary" rules.
3. Monitors and Equity staff are not permitted to have any discussion regarding anyone who is auditioning, nor may they discuss any casting issues, with the employer's casting personnel.
4. You must have your paid-up membership card with you at the audition or written verification from the Membership Department of your paid membership status. Due to a high volume of activity, membership can not be verified by telephone.
5. Monitors will sign performers only on the official EPA Sign Up Sheets.
6. The monitor will arrive one hour prior to the scheduled start of the call. The only official list of performers will be the one established by the monitor. Only those actually present with paid-up membership cards will be placed on the list. You will be required to show your membership card again prior to admission into the audition room.
7. Should performers who are present before the start of the call choose to establish and honor an unofficial list/order among themselves, the Equity monitor will sign up those performers in the order in which they present themselves. This order must be established before the official start of the call. *However, Equity and the Equity monitor can take no responsibility in organizing and/or coordinating any such unofficial list/order.*
8. Day of Audition. Appointments will be scheduled only on *the day of the audition* in the following manner:
 - a) Six performers will be scheduled in twenty minute blocks of time. The length of each performer's audition will be at the discretion of the casting director, with a minimum of one minute given to each performer. Any time left over within the twenty minute block will be assigned to "alternates" (see below).
 - b) You will choose a *20 minute time slot* for the audition and be issued a white principal audition card with the time slot indicated on it. Time slots are available on a first come-first served basis.
 - c) There is also an ***open-ended alternate list***. This list will help to accommodate those who arrive after all time slots have been filled. The alternates will be "filtered" into the auditions as time permits. "***Open-ended***" means that you may sign the alternate sheet at any time. You could, for example, choose to be an alternate instead of choosing a specific time slot. Should you choose, however, to be on **both** lists, you must sign the first list and go to the rear of the line to sign another list.
 - d) You must arrive and check with the monitor **ten minutes** prior to your audition time slot (as calculated by the clock in the Audition Center, or by the monitor if the audition is in another location). If you are not present on time, an alternate will be given the appointment, time permitting. ***There can be no exceptions to this procedure.***

- e) If you are an alternate, you must be available when your name is called. If you are not present when your name is called, you will lose the alternate slot. Please understand that there is no guarantee that alternates will be seen.
 - f) If you miss your scheduled time or alternate slot, you are permitted to re-sign on the alternate list.
 - g) A time slot insures an audition during that 20 minute time period. If the audition process moves quickly, you may audition earlier than the scheduled time slots. However, your time slot will be honored, *provided that you arrive 10 minutes before the scheduled time.*
9. When there is a lunch break, the monitor will post a Lunch Time Information Sheet with the following: name of show; time of break; and time monitor will return.
10. Sign-in sheets will not be “carried over” to the next day.
11. At the conclusion of each day’s auditions, the monitor will provide the casting personnel a list of the performers who signed up but were not seen, together with their pictures/resumes.
12. Audition centers are places of business. Food, pets, large packages, friends and/or relatives will not be permitted access. Noise levels should be kept to a minimum. Please also try to keep the waiting area neat and clean, as a courtesy to all others, and place trash in the proper receptacles. **Smoking is not permitted** in the audition area at any time.
13. After completing your audition, please leave the area quietly as a professional courtesy to the other performers who are still waiting.

We ask that you always conduct yourselves as professionals. Should there be a problem or disturbance, however, please note that the Equity Council has affirmed the policy whereby, if necessary, anyone who creates a serious disturbance shall, at discretion of the staff, be removed from the audition area.

Should you wish to report any infractions or suggest improvements in the administration of this Code, please do so by sending a signed letter to the Equity Audition Department.

These procedures are developed around contractually bargained Agreements between Equity and Producers. Since each contract is negotiated separately, terms and conditions are never exactly the same in each contract. Therefore, please refer to the attached sheet to determine the specific EPI/A requirements of the contracts.

Revised, July 23, 1998

24-HOUR AUDITION INFORMATION

New York	212.869.1242
Chicago	312.641.0418
	888.266.1731
Los Angeles	323.978.8082 (local)
San Francisco	415.434.8007

Equity Principal Audition Code (EPA)

CONTRACT	# OF DAYS	# OF HOURS	MONITOR	# SEEN per day		
Production	3 Days	7 Hours	1 Hour Before	115	115	115
Off Broadway	3 Days	7 Hours	1 Hour Before	120	120	120
Mini	2 or 3 Days	7 Hours	1 Hour Before	120	120	120
Stock/COST	1, 2 OR 3 Days*	7 Hours	1 Hour Before	125	125	125
Stock/CORST	2 or 3 Days **	7 Hours	1 Hour Before	125	125	125
Stock/RMTA	2 Days	7 Hours	1 Hour Before	125	125	
Stock/MSUA	2 Days Minimum***	14 or 20 Hour total	1 Hour Before			
Stock/Outdoor Drama	2 Days	7 Hours	1 Hour Before	S	S	
Cabaret	2 Days	7 Hours	1 Hour Before	N	N	
Dinner Theatre	3 Days	7 Hours	1 Hour Before	N	N	S
LORT (General Audition)	2 Days	By appointment	N/A			
LORT (Other Audition)	Varies	Varies	1 Hour Before	N	N	N
LOA's	Varies, depending on the referenced contract.					
TYA	2 Days	4 Hours	1 Hour Before	S	S	

* 1 day for a Single Dramatic Production; 2 days for a Single Musical Production; 2 days for 2 or more Dramatic Productions. 3 days for 2 or more Musical Productions.

** 2 days for a Dramatic season or a Dramatic season with one Musical; 3 days for a Dramatic and Musical Season.

*** 14 Hours total if 1 signatory is auditioning; 20 Hours total when audition is shared by 4 signatories.

S All performers *with an appointment time* who have signed in or returned 10 minutes prior to the last appointment will be seen.

N Not all performers will be seen.