



## Equity Audition Appointment Procedures

Equity does not provide an Equity monitor to oversee or schedule appointments for Equity auditions held outside of Equity office cities. Here are guidelines for theatres located beyond New York, Chicago, and Los Angeles that may wish to hold their required local Equity auditions by appointment.

**IMPORTANT NOTE!** Equity auditions must be open to all Equity members on an equal basis. Many Equity agreements prohibit auditioning agent-submitted actors or holding callbacks until all required Equity auditions have been completed. Refer to your rulebook's auditions section or contact your regional Equity audition staff if you have questions.

### **CASTING NOTICE GUIDELINES:**

- On your casting notice, be sure to include the e-mail address and/or telephone number and extension at which appointments will be taken. You may also wish to include the name of a staff member at your theatre who will be responsible for appointments.
- If phone appointments will be scheduled only during specific windows of time, list the times of day and days of the week when the phone will be answered for scheduling appointments (e.g., "Appointments may be made Monday–Friday from 9 am to 5 pm beginning January 11. Deadline for requesting an appointment is 5 pm on the day before the audition.").
- Most Equity agreements define a full day of Equity auditions as seven hours of auditions during an eight-hour period (allowing for a one-hour meal break). Please check your agreement to confirm your requirement.
- Do not ask members to submit a headshot and resume in order to schedule an appointment during a required Equity audition.

### **SCHEDULING APPOINTMENTS**

*Do not ask an actor's age, race, training, experience, or agent representation status.*

- **"Are you a member of Equity?"** Only Equity members may schedule an appointment for Equity auditions.
  - Most Equity agreements require your theatre to schedule auditions for Equity actors. No Equity actor should be turned away from these required auditions if there are appointments available.
  - If all timeslots are filled, ask Equity members to attend the audition anyway. Prepare an Equity waiting list and allow our members to sign up on the day of the Equity auditions. If a member fails to attend their scheduled appointment or you find you have adequate time to see additional actors, members on the Equity waiting list should be seen in the order in which they signed up on the list.
  - Non-Equity actors may not schedule appointments during your required Equity auditions. If you wish to see non-Equity actors, you may ask them to attend the call on the off chance there will be time available. Prepare a SEPARATE non-Equity waiting list for these actors. Non-Equity actors may be seen from this list only if there are no Equity actors waiting to be seen (including those on the Equity waiting list). Equity members may not be turned away nor may their auditions be unduly delayed in favor of non-Equity actors, even if the non-Equity actors have been waiting longer.
- **"May I have your name and contact information?"** You'll need each actor's name to make the appointment, of course. Phone number and e-mail address will come in handy if the time or location of the Equity auditions must be changed, or if you need to update the audition information.
- **"What time would you like to audition?"** Equity members who request an appointment should be scheduled as long as appointments are available. We recommend that you schedule five-minute appointments.

**If your call is lightly attended, feel free to spend more time on each actor's audition, as long as it doesn't infringe on another actor's appointment. Thank you!**