

AUDITION #

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(Office use only)

# GREENE COUNTY FINE ARTS COUNCIL

## AUDITION FORM (20\_\_)

The fee for participating in the GCFAC is \$30.00per person/\$50 per family

Please fill out as much of the requested information below as possible, or **circle** the appropriate choice where applicable

First & Last Name: \_\_\_\_\_

Age: \_\_\_\_ Height: \_\_\_\_ Weight: \_\_\_\_ Eyes: \_\_\_\_ Hair: \_\_\_\_ Sex: MALE FEMALE

### Preferred Contact Information

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Facebook: \_\_\_\_\_

### Notable Previous Performance Experience or Roles:

\_\_\_\_\_ COMPANY \_\_\_\_\_ YEAR \_\_\_\_\_

\_\_\_\_\_ COMPANY \_\_\_\_\_ YEAR \_\_\_\_\_

\_\_\_\_\_ COMPANY \_\_\_\_\_ YEAR \_\_\_\_\_

\_\_\_\_\_ COMPANY \_\_\_\_\_ YEAR \_\_\_\_\_

(MAY LIST ADDITIONAL EXPERIENCE ON BACK)

### Auditioning for:

(1st Choice): \_\_\_\_\_ (2nd Choice): \_\_\_\_\_ (3rd Choice): \_\_\_\_\_

### Would you:

Consider other roles? YES NO

Play a role of the opposite sex? YES NO

Accept an ensemble role? YES NO

Play an understudy? YES NO

### Music & Dance Training:

Can you read music? YES NO

Ability: NONE AMATEUR TRAINED (\_\_\_\_Y YEARS)

Voice: BASS TENOR BARITONE ALTO SOPRANO

Skill: BEGINNER INTERMEDIATE ADVANCED

Instruments you play: \_\_\_\_\_

Skill: BEGINNER INTERMEDIATE ADVANCED

### Dance/Movement:

Ability: NONE AMATEUR TRAINED (\_\_\_\_Y YEARS)

Style: BALLET TAP JAZZ CONTEMP/MODERN HIP-HOP BALLROOM OTHER \_\_\_\_\_

Special Skills: STAGE COMBAT JUGGLING ACROBATICS CIRCUS CHEERLEADING GYMNASTICS

Other Skills to Note: \_\_\_\_\_

### Additional Opportunities:

If not cast as a performer, would you be interested in working as crew or stage manager? YES NO

### Applicable Skills:

Stage Management	Light board	Spotlight	Special Effects	Puppetry
Sewing/Costumes	Set Building	Set Painting	Front of House	Public Relations
Photography	Choreography	Orchestra	Fundraising	Printing

*Thank you for your interest in our production!*

We appreciate your sharing your talent with us, and look forward to the opportunity to work with you.

Casting is a very difficult process. We cast according to talent, type, and schedule conflicts. If you are cast, the production team must be able to count on you to be at every rehearsal. Also, conflicts that arise after casting may result in being removed from a role, a number, or the show. We understand this is a Community Theatre and will take try in every possible way to work with the dates you have listed if cast.

**Tech rehearsals, dress rehearsals, performances and strike are mandatory attendance.**

**PARENTS/GUARDIANS:**

Due to the time consuming and complex nature of producing a major production, we must ask your careful consideration and cooperation in scheduling family trips and weekend events which conflict with rehearsal schedule. Please discuss your personal calendar with your child and list all conflicts on the contract.

**THESE EVENTS MUST BE LISTED ON YOUR CHILD’S CONFLICT SHEET.**

**An unscheduled absence from rehearsal may result in his/her dismissal from a scene or from the cast.**

**PLEASE BE THOROUGH IN YOUR PLANNING.**

**IT IS VERY IMPORTANT TO LIST ALL CONFLICT DATES AND TIMES ON THIS  
AUDITION FORM**

**Date/ Conflict**

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**I UNDERSTAND THE LEVEL OF COMMITMENT REQUIRED TO PARTICIPATE IN THIS PRODUCTION AND THE CONSEQUENCES FOR LACK OF COOPERATION. I AGREE TO COMPLY WITH ALL OF THE REGULATIONS ESTABLISHED IN THIS CONTRACT.**

Signature

Parent signature (if minor)

**Thank you for your honesty and commitment!**

# Welcome to the Cast of

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## Important Information

1. Rehearsal Schedule: Please look over the schedule to make sure you know what days you need to be in rehearsal. If you have any conflicts or emergencies, please e-mail [gcfacshowinfo@gmail.com](mailto:gcfacshowinfo@gmail.com). Or Text/ Call a member of the Production Team.
2. Checks and Fees Page: In order to help consolidate checks, fees, and paperwork, please fill this sheet out and turn in with one check. The required fees are: Pay to Participate (see point #7) per show—check made out to GCFAC. Please fill out the page to include add-ons, such as t-shirts, messages in program, and GCFAC membership, and return it ASAP.
3. Turning in Forms: You can hand all forms to *Jana Gibbs* or *Crystal Taylor*. Please turn in ASAP.
4. If you miss a day of rehearsal, you must get your acting and blocking notes from the director, stage manager, or assistants and study them at home. It is unfair for everyone to have to redo what you missed if you don't make it up. Everyone must attend rehearsals that say **Tech**, or **Dress** as well as **Performances**. This is so we can put on the best production possible
5. Cast Contact Information: Please fill out the cast contact sheet as best you can. This is so that we can contact you regarding rehearsals, volunteering to help on fundraising or set builds, and in case of emergencies.
6. Company Contract: This is a behavior contract that needs to be signed by all participants (a parent's signature is required for all children under the age of 18). We simply use the contract in order to establish some ground rules.
7. Pay to Participate Fee: The fee for participating in the GCFAC is \$30.00 per person/\$50 per family (family is noted as 2 or more members with the same address) for each show.
8. Family/Friend Volunteers: Production could not go as smoothly as it does without the help and support of Family/Friend Volunteers. Volunteers provide help with publicity and box office, set builds, props and costume gathering/making and assist with show fundraiser.
9. Performers ticket purchases: The play performances are \_\_\_\_\_ at the Greene County Fine Arts Auditorium .Parents of cast and crew members are allowed to pre buy tickets seats in at a discount rate.
10. Message in Program: Parents, family members, and friends are allowed to leave a short (15 words or less) message of love and encouragement for their favorite cast or crew member(s) in the program for \$15.00.
13. Program Biography: Everyone in the cast and crew may have a short biography and picture in the program. Also, we like to showcase performers on Facebook with this information. These may be edited for content and length.
14. T-shirts are available for this production. To order t-shirts. Please indicate what size and quantity you want. Orders will be turned in to *Crystal Taylor*. T-shirts cost \$15.00 per shirt, 1.00 per X. We do not order extra shirts, so make sure you order yours if you want one.
15. Production Photo: A production photo will be taken of the cast and crew in this production. The photo will feature the name of the production and the date. To order a photo, simply fill out the checks and fees page and include \$10 on your check to GCFAC.
16. Costume Sizes: Please fill out the costume size sheet and return ASAP. This will really help us get going on costuming. All costumes that performers are asked to bring in, such as shoes, or clothing, must be in by Tech week. Thanks!
17. Rehearsal Materials: Everyone in this play has a script they should bring to every rehearsal. The scripts are expensive and we won't be ordering extras, so take care of them. These are on loan and must be turned in as received. No markings or dog ears or page folds. If you write in them please make sure you use a No. 2 pencil and write lightly. You will be responsible for erasing all markings prior to script turn in. Your script is your responsibility therefore if it is lost or damaged you will be responsible for the replacement cost.
18. Please DO NOT cut or color your hair once you have auditioned for GCFAC production until you speak with your director.
19. Recording the performance: Due to copyright laws it is illegal to make a personal video of this production, so Greene County Fine Arts Council will be selling a show performance DVD to performers only.
20. Scholarships: The GCFAC provide scholarships for those needing help with show fee. Please reach out to us or e-mail [gcfacshowinfo@gmail.com](mailto:gcfacshowinfo@gmail.com). All scholarship applications will be kept confidential.
21. Contacting the director: Please contact \_\_\_\_\_ if you have an emergency, a question, or concern.

**GREENE COUNTY FINE ARTS COUNCIL**  
**Code of Conduct**

Greene county Fine Arts council is a community-based organization dedicated to providing professional theatrical productions. Positive behavior is a key expectation for youth and adults participating in this non-profit community based program. Positive behavior reflects trustworthiness, respect, responsibility, fairness, caring and citizenship. Participants are expected to fully participate, follow all program guidelines and behave appropriately to ensure a high-quality learning experience and ensure the safety of all participants. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. . Any participant or staff member who violates this Code is subject to discipline, up to and including removal from the program.

*The activities outlined below are strictly prohibited*

- **Abusive language, discourtesy or rudeness to a fellow participant, staff member or volunteer.**
- **Possession or use of alcoholic beverages or illegal drugs on GCFAC's production or practice locations or reporting to the program while under the influence of drugs or alcohol.**
- **Inappropriate sexual behavior and behavior that violates the rights of others, particularly when the behavior is disrespectful as regards a person's gender, race, age, sexual orientation, religion, national origin, disability or appearance. You may not tease, hurt or bully anyone, or use language, gestures or actions that will hurt others. Disciplinary action will vary based on the degree of the offense and will be determined by the GCFAC Board in charge.**
- **Bringing onto locations designated for GCFAC use any dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.**
- **Verbal, physical or visual harassment of another participant, staff member or volunteer.**
- **Actual or threatened violence toward any individual or group.**
- **Conduct endangering the life, safety, health or well-being of others.**
- **Failure to follow any agency policy or procedure.**
- **Bullying or taking unfair advantage of any participant.**
- **Failing to cooperate with an adult supervisor/leader/mentor.**

I have read and I understand the Greene County Fine Arts Council's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (if Minor) \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

# GREENE COUNTY FINE ARTS COUNCIL

## Theatre Participation Contract

The following rules have been created in order to create the best production possible, while also keeping in mind our goals of creative thinking, self-discipline and awareness, and personal safety. Please remember that a production team includes many, many people who have to work together in order to create a cohesive, collaborative whole. While there is much individual talent, there is no one individual "star," and only by working together can we achieve a successful performance as well as an educational production process.

### Rehearsal Rules

Come to all assigned rehearsals, tech rehearsals, dress rehearsals, performances and strike. Let (*Name*) know if you have issues with any dates so we can plan around them, or if there is an emergency please call her/him as soon as possible to alert her/him of your absence.

Be on time. Ten people waiting around for one person to show up is no fun.

Be prepared. Actors: Bring your scripts, a pencil, energy, creative thinking, and an open mind. Crew: Bring your tools, work clothes, energy, creative thinking, and an open mind.

Treat yourself and those around you with respect and courtesy.

No food or drink on stage or backstage. Water bottles are allowed off stage.

Only leave the rehearsal/building area to get a drink of water or go to the bathroom. We need you to stay close by so rehearsal can go smoothly and to ensure your own safety.

Clean up after yourself! This includes the stage, costume rooms, and studio.

We know you have tons of friends. ...Just don't bring them to rehearsal.

Learn your lines, work on your character, and memorize your blocking as soon as possible. It will really show in your acting ability.

If you must talk, whisper when others are working onstage. Respect the fact that they are trying to perform better in order to add to the success of the entire production.

Listen to the directors and production team. We all want success, and we're here to help make that happen. Come to us if you have any problems and we'll work it out together.

Take ownership. This is your show, your character, your sweat, your talents, and your designs, so make it something you are proud of! Give your best every day, and we will all succeed.

Participants are responsible for their own belongings. Valuables, such as expensive jewelry and electronic devices, should be kept with you at all times. GCFAC will not be responsible for any lost or missing items.

### Major Offenses

The following offenses can result in the offending company member's dismissal from the production/company and may impact future auditions.

1. Missing three or more scheduled rehearsals without a valid excuse (illness, family emergency, religious commitments, and conflicts approved by the director)
2. Missing tech rehearsals, dress rehearsals, performances, or strike
3. Gross misconduct during rehearsal time or aggression towards another company member
4. Failure to adhere to GCFAC code of conduct
5. Failure to adhere to the Greene County Fine Arts Council, Rehearsal, Production, and Set Building rules (as outlined above and in the Company Handbook)

By signing below, you are indicating that you have read and understand the rules and major offenses described above, and you will adhere to these rules during the entire production process.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Minor's Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

GREENE COUNTY FINE ARTS COUNCIL

**Drama Roster/Contact information & Permission Form**

The directors require all of the following information.

You can select below what information, if any, you would like shared with the cast members.

**This will NOT be used for solicitation purposes.**

(We no longer keep your information on file, so please fill this form out completely.)

**Cast Member's Info**

Name: \_\_\_\_\_

Home Phone(s): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Parents' Info (if minor):**

Names: \_\_\_\_\_

Cell Phone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

*(If listing more than one cell phone or e-mail address, please specify whose it is)*

**Please check all that you wish included in the roster to be shared with the cast members:**

**Cast Member's Info:**

\_\_\_\_\_ Home phone

\_\_\_\_\_ Cell phone

\_\_\_\_\_ E-mail

**Parents' Info (if minor):**

\_\_\_\_\_ Cell phone

\_\_\_\_\_ E-mail

\_\_\_ I do not wish any information to be listed on the shared roster, other than our names

**Basic Costume Size**

Name of Actor \_\_\_\_\_

Name of Character \_\_\_\_\_

Adult size     Child size

Pants Size \_\_\_\_\_ Shirt Size \_\_\_\_\_ Dress Size (for girls only) \_\_\_\_\_

Shoe Size \_\_\_\_\_

GREENE COUNTY FINE ARTS COUNCIL

**\*PARENT INFORMATION\***

**How can we have such a great program for our kids?**

*Because of you!*

**Here's Why:**

Your child will be putting on an outstanding show, so extra work goes into it:

- Increased or adjusted rehearsal schedule 1-2 weeks prior to show.
- Dedication to all show performances required.
- Short volunteer time requested to help backstage or fundraising.
- Basic under-costume garment needed (usually black shirt/shorts/leotard)
- Help the Directing Staff strike the show at the end of the performances.

**And when you see your child's performance, you will see...IT IS WORTH IT!**

*\*Please note – email/Facebook is our main form of contact with the parents. If you don't receive any emails or don't have access to the Facebook group please speak to Jana Gibbs or email gcfactreasurer@gmail.com*

**Youth Drama Parent Volunteers**

Name(s) of Volunteer(s): \_\_\_\_\_

Cell Phone Volunteer(s): \_\_\_\_\_

E-mail of Volunteer(s): \_\_\_\_\_

*(If listing more than one cell phone or e-mail address, please specify whose it is)*

Name(s) of Cast Member(s): \_\_\_\_\_

**Please indicate areas where you are willing to help out:**

- \_\_\_\_\_ **Publicity** – Distribute production flyers to local businesses.
- \_\_\_\_\_ **Set Building** – Assist the crew with set building.
- \_\_\_\_\_ **Set Design/Painting** – Assist the crew with set design and/or painting.
- \_\_\_\_\_ **Costumes** – Help with sewing/alterations of costumes.
- \_\_\_\_\_ **Program Message** – be the designated person to receive the written messages to be printed in the programs on behalf of family and friends. Solicit family/friends/ interested community sponsors for encouraging stage notes for our performers/crew. Messages will need to be proofread, do a final type and put in a PDF file and submitted to the person responsible for program printing by deadline date.
- \_\_\_\_\_ **Program Biography** – be the designated person to receive the written/ E-mail performers biography to be printed in the show programs. Biographies will need to be proofread, a final type and put in a PDF file and submitted to the person responsible for program printing by deadline date.
- \_\_\_\_\_ **Gifts from Cast** – Assist the leads, if needed, in the purchase of gifts/flowers/cards for the directors and crew.
- \_\_\_\_\_ **Cast Party Organizer** – Check with the cast leads and/or Volunteer Coordinators to see where they'd like to have the party after the final performance. Make reservations if it's at a restaurant, or help out if someone offers to have the party in their home.
- \_\_\_\_\_ **Laundry** – After the end of the production, launder machine and hand washable costumes at home.
- \_\_\_\_\_ **Other** - \_\_\_\_\_

*I have read and understand the information in this Audition Packet and we am looking forward to a great production! Thanks for being a part of our success!*

**Signature**

**Date**

**GREENE COUNTY FINE ARTS COUNCIL**  
**Program Message Form**

POST A NOTE IN THE PROGRAM FOR A CAST OR CREW MEMBER. You can have as many as you want, so invite family and friends to write their own messages!

Place up to a fifteen word message in the program  
Cost: \$15.00

The money goes to help pay for the cost of printing the program, and helps us make the program as professional as possible.

*Example: Carol Joe, congratulations on a great performance.  
You are our star.  
Love Mom and Dad!*

Please write your note in the space below and submit with a check made payable to: GCFAC

**Ads must be turned in by \_\_\_\_\_.**

Please turn this form and your check to *Jana Gibbs or Crystal Taylor*

Your Note:

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**Please remember, all messages must be 15 words or less!**



GREENE COUNTY FINE ARTS COUNCIL

Program Biography

Please turn your bio in to Crystal Taylor, Jana Gibbs, or email gcfacshowinfo@gmail.com by \_\_\_\_\_  
Please put “[Show Name] Bio” in the subject line.

Sample Bio:

Jane Doe (Cinderella): Jane is in 6<sup>th</sup> grade at Maryland Elementary School. Last year, Jane debuted her acting skills as Alice in *Alice and Wonderland* with the Bexley Theatre Arts, and later played Wendy in *Peter Pan* at the Davis Discovery Center. Jane has learned a lot in her role as Cinderella, and she now thinks her mom isn’t quite so mean when she makes Jane do her chores compared to the evil Stepmother. Jane would like to thank her parents and friends for all their support, Dan for showing her the ropes, and Ms. Rinehart for being fabulous. Thanks for coming to the show!

Some Suggestions:

1. Please use this format for the beginning of the bio: Name (Character Name):
2. Whatever name you write on your bio will be how you are mentioned all throughout the program and the t-shirt, so decide whether you want to go by your legal name or your nickname and write it as your bio name (ex. choosing to go by Rebecca vs. Becky)
3. Use the third person to talk about yourself: ex. Jane loves soccer. Not: I love soccer.
4. Things to include:
  - a. Your grade and age
  - b. Your past theatre experiences
  - c. Your experiences with the current production
  - d. Your hobbies and other talents
  - e. Special thanks for family, friends, fellow cast and crew members, and the production staff
5. Don’t make your bio too long. If it is too long to fit in the program, it will be edited.

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# GREENE COUNTY FINE ARTS COUNCIL

## Cast/Crew Ticket Form

**Each Cast/Staff will receive (2) Discounted Tickets at the low price of \$10 each.**

**All additional tickets are regular cost.**

Most audience members will have general seating for the play. Because of your direct involvement with the show, we are offering you the chance to reserve seats before tickets go on general sale. You must turn in a check with this form in order to reserve your seats. Seats cannot be reserved after the deadline.

There are two ways to reserve seats.

1. You can buy seats per performance. These seats cost \$12.00 per Childs ticket (under 12), \$15.00 for adults (13 -64), \$12.00 Senior citizens (65and up).
2. You can buy a Production Pass. This is just an easier way of reserving seats for all shows. You will need one Production Pass per person. Prices for the production pass are \$45.00 for adults and \$40.00 for students/Senior citizens. Please note: Production passes may be assigned seats.

Tickets will be available during Tech Week as well as online and at the Box Office starting on **July 19**. Once you pay for your tickets, your money will be deposited and you will not be able to get a refund.

You should turn in this form and money for your seats no later than **July 19**. Please make all checks out to GCFAC. Thanks!

Name \_\_\_\_\_

Tickets	Qty.	Price	Subtotal	Passes	Qty.	Price	Subtotal
Cast		x10.00		Adult		x45.00	
Adult		x15.00		Children		x40.00	
Children		x12.00		Senior		x40.00	
Senior		x12.00					
Senior Pass		x40.00					
Ticket Total			\$	Pass Total			\$
<b>Ticket and Pass Total</b>			<b>\$</b>				

**GCFAC USE ONLY!**

Name on check \_\_\_\_\_ Date \_\_\_\_\_

Method of Payment \_\_\_\_\_ Amount \_\_\_\_\_ Check number \_\_\_\_\_

## Cast/Crew T-Shirt Order Form

Size	Short Sleeve	QTY	Subtotal
Youth S	15.00		
Youth M	15.00		
Youth L	15.00		
Adult S	15.00		
Adult M	15.00		
Adult L	15.00		
Adult XL	15.00		
Adult 2XL	17.00		
Adult 3XL	18.00		
<b>Total</b>			\$

- #2000 - Sapphire Shirt
- Left Chest, Full Back Print Location
- Black, White, Red Ink



*Subject to Change*

Name \_\_\_\_\_

Date \_\_\_\_\_ Method of Payment \_\_\_\_\_

Amount \_\_\_\_\_ Check # if Applicable \_\_\_\_\_

**DVD/CAST PHOTO FORM**

**I WOULD LIKE TO ORDER \_\_\_\_\_ DVD(S) @ \$10.00 EACH = \_\_\_\_\_**

**I WOULD LIKE TO ORDER \_\_\_\_\_ CAST PICTURES @ \$10.00 EACH= \_\_\_\_\_**

**Name \_\_\_\_\_ check # \_\_\_\_\_**

**DVD/CAST PHOTO FORM**

**I WOULD LIKE TO ORDER \_\_\_\_\_ DVD(S) @ \$10.00 EACH = \_\_\_\_\_**

**I WOULD LIKE TO ORDER \_\_\_\_\_ CAST PICTURES @ \$10.00 EACH= \_\_\_\_\_**

**Name \_\_\_\_\_ check # \_\_\_\_\_**

**DVD/CAST PHOTO FORM**

**I WOULD LIKE TO ORDER \_\_\_\_\_ DVD(S) @ \$10.00 EACH = \_\_\_\_\_**

**I WOULD LIKE TO ORDER \_\_\_\_\_ CAST PICTURES @ \$10.00 EACH= \_\_\_\_\_**

**Name \_\_\_\_\_ check # \_\_\_\_\_**