

INNOVAtheatre

Welcome!

Thanks for auditioning for ***The Hunchback of Notre Dame***, an INNOVAtheatre production. Attached are an “Audition Information Form”, a Conflicts Calendar and an “Expectations & Agreements” form. **Please read the forms carefully and complete them, returning the forms to the audition staff.** *Please paperclip your head-shot and resume to the audition form.*

FORMAT FOR TODAY’S AUDITIONS:

We ask that you sit quietly and socially distanced from others. You will sing your prepared song and possibly do some vocalizing. The director *may* ask you a few brief questions. You may be asked to come to a call back in which you will be asked to learn specific materials provided to you after your invitation to attend. The audition process will be video and audio recorded. The footage will be private and only reviewed by the Production Staff for casting purposes.

NOTIFICATION OF CASTING:

We will **email** each of you who are being offered a role. ***IF YOU DO NOT WANT OR CANNOT FILL THE ROLE YOU ARE OFFERED, PLEASE DO NOT ACCEPT IT!*** We expect you will honor your commitment if you accept a role in the production.

Due to a variety of circumstances, casting often turns out to be a lengthy, time-consuming process. We ask that you please be patient. Until you have been notified that you have not been cast, you can assume that you are still in consideration for a role. Those who are not cast will be notified via email* as soon as the final cast is determined. If you are not cast, you will be invited (and are most welcome) to work in another capacity on the production team.

Please respond by email as of your acceptance no later than 48 hours after the role is offered or the role offered to you may be given to someone else as rehearsals start on Monday June 19th, 2023.

REHEARSALS:

Rehearsals will be determined after the cast list is finalized as we will take into consideration the conflicts presented to us with your audition form. The final schedule will be arranged with your conflicts in mind so **be specific and complete in noting your conflicts** on the audition form. The detailed calendar will be available to you at the company meeting. We will rehearse with extended hours during the final weeks before we open. ***NO conflicts are acceptable after August 6th, 2023.*** A PDF copy of the libretto and vocal score will be emailed to you as well as added to the cast portal for you to use for rehearsals. Use of a tablet and digital device will be ok. Please start memorizing your lines as soon as possible as our rehearsals are limited and the sooner that you get off book the sooner, we can start to polish the show.

All rehearsals will begin **promptly**, so be ready to **START** at the announced time.

PERFORMANCES: **6 performances, August 25th – 27th and September 1st - 3rd, 2023 with performances at The Historic Sorg Opera House in Middletown, Ohio.**

***All communication regarding *The Hunchback of Notre Dame* will be via email and a private Facebook Group. Please be sure we have an accurate email address and Facebook account name for you.**

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Audition Information Form (For Theatre use only) Audition # _____

PLEASE **PRINT CLEARLY**

PAPER CLIP YOUR HEADSHOT OR PHOTO ALONG WITH RESUME TO THIS FORM

Name (as you would want it to appear in program): _____

Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell _____

****Primary Email Address (the one you check most often):** _____

****Valid Facebook account name:** _____

**** These contact types will be used for all notifications being sent out to you. Please check the spelling and make sure that they are correct.**

Birthday: Month _____ Day _____ Year _____

Height: _____ Dress/Suit Size: _____

Hair Color: _____

Title of audition song: _____

For which role(s) are you auditioning? _____

Will you accept another role if offered? _____

Any known allergies or health conditions-

Please list roles (including show & producing group) *on the back*, in which you've performed in the past two or three years **OR attach your resume to this form.**

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In which non-performance area(s) would you be interested in doing your 5 hours of **MANDATORY** “group participation” work?

Construction_____

Painting_____

Costumes_____

Props_____

Set Décor

Lobby Display

Publicity

Other

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Below is a calendar of the range of rehearsal dates. We anticipate minimal rehearsals 3 times a week. You may not be needed at each rehearsal until we get closer to Tech Week..

Please put an "X" through the block of the date(s) on which you would NOT be able to attend rehearsal(s).

The final rehearsal calendar will be designed with your conflicts in mind, so please be as complete as possible in listing conflicts. Mark vacations, classes, other rehearsals, work travel, regularly scheduled commitments, etc.

NO CONFLICTS ARE ACCEPTABLE AFTER August 6th, 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	June 19 Rehearsals Begin 7pm	20	21	22	23	24
25	26	27	28	29	30	July 1
2	3	4	5	6	7	8
	10	11	12	13	14	15
16	17	18	19	20	21	22
22	23	25	26	27	28	29
30	31	August 1	2	3	4	5
6 No Conflicts After today	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Tech Week	21 Tech Week	22 Tech Week	23 Tech Week	24 Tech Week	25 Opening Night 8pm Curtain	26 8pm Curtain

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27 3pm Curtain	28	29	30	31	1 8pm Current	2 8pm Curtain
3 Closing Performance 3pm Curtain						

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INNOVAtheatre Company Expectations & Agreements

PLEASE READ CAREFULLY BEFORE SIGNING. MAKE A COPY FOR YOURSELF.

CAST (specific expectations): I agree to assume financial responsibility for any damage I cause to **wig, hairpiece or costume** and to provide any **undergarments or footwear** required for my role in *this production*. I also agree to assume financial responsibility for any damage I cause to the set or props assigned to me. I agree to work a **minimum of five (5) hours** on set construction/painting, costume coordination, public relations or other non-performance aspects of *The Hunchback of Notre Dame* when or as needed.

STAFF & CREW (specific expectations): I agree to assume financial responsibility for any **clothing (Blacks) unless a costume is being provided** that may be required for my participation in performances of *The Hunchback of Notre Dame*. (All members of the staff & crews are required to be at all Tech Rehearsals beginning August 20th, 2023 through strike on September 3rd, 2023)

ALL PARTICIPANTS (Cast, Staff, Crews & all other participants):

Participation: Once I accept a position in the company for *The Hunchback of Notre Dame*, I agree to honor that commitment.

Rehearsals: I agree to attend scheduled rehearsals at which my presence is required, and I understand that **two (2) unexcused** absences from scheduled rehearsals may result in my dismissal from the Company. I also understand that if I am absent from a rehearsal, I may be cut from that particular number with no questions asked. I will submit any known conflicts (in addition to those submitted at auditions) in writing to the director and other appropriate person in a timely manner. I will notify the producer, director, music director, choreographer or other appropriate person if some emergency or illness necessitates my missing or being late for a scheduled rehearsal at which my presence is required. If extra rehearsals must be called, I will make an attempt to adjust my personal schedule to attend them. There will also be publicity appearances that may take place, and you may also be called to appear for these with advance notice.

Medical Insurance: INNOVA assumes that all participants are covered by their own medical insurance policy.

INITIAL ONE: _____ I **DO** have medical insurance. _____ I do **NOT** have medical insurance.

Disclaimer: The undersigned understands that certain risks are inherent in the rehearsal, production and performance of any musical or play and expressly releases INNOVAtheatre Corporation (INNOVA) along with its producers, directors, administrators and any other agents from liability arising from any injuries or damages sustained in his/her participation in the audition, rehearsal, production and/or performance.

PRINTED Name of Participant

Date



PRINTED Name of Guardian if under 18

Date