

Confirming Audition Application Receipt

The NAME OF SHOW Auditions - Application Received

Hello,

Thanks for signing up for NAME OF SHOW auditions. We have received your application and will contact you again after the audition applications close on DATE.

In the meantime, our audition application is open for another week! If you know anyone who is interested in applying, please share the application with them: AUDITION LINK.

We will be in touch again after DATE.

YOUR NAME

Audition Invitation

DAY, DATE SHOW NAME Audition Confirmed

Hi there!

Thanks so much for your interest in auditioning for SHOW NAME. You are scheduled to audition on **DAY, DATE, TIME**.

Auditions will be held at NAME OF LOCATION, LOCATION ADDRESS. [Information on Parking, encouragement to take public transit, accessibility options for wheelchairs]. SAMPLE TEXT:

Parking in NEIGHBORHOOD can be tricky, so we advise giving yourself **an extra 10-15 minutes to find parking**. You can also take public transit, and skip parking altogether! Please note that because we're in a historic building, we are unfortunately not wheelchair accessible, as there are 8 steps at our entrance.

Please arrive X minutes before your audition slot. You will sign in, get a name tag, and the auditions will start promptly on time. **Please do not be late**, as it impacts our ability to see everyone, and impacts the auditions of others in your time slot.

Auditions will last about X hours. We will have a brief introduction, lead auditioners in some warmups, and then you will be asked to do some improvised scenes. There will also be chunks of time where you'll be an audience for the other auditioners, while they do scenes. The number of scenes you play will be selected on the day, based on how many auditioners are in each time slot.

Things we are looking at during the auditions include:

- LIST WHAT YOU ARE LOOKING FOR HERE

We plan to make decisions on casting at the end of the second audition on **DATE** and will contact auditioners **via phone or email** regarding whether they were cast by **TIME on DAY, DATE** at the latest.

If you have any questions about the auditions that haven't been answered here, feel free to write me back to ask.

Thanks again! See you **DAY, DATE!**

NAME OF SHOW DIRECTORS

ROLE FOR THE SHOW

Callback Invitation

Good evening,

It was great to see you today. We enjoyed watching you explore relationships, develop characters, and play during auditions.

At this time, we would like to see you tomorrow at callbacks.

We will focus on X along with other X improv skills.

Time: DAY OF THE WEEK, DATE, TIME

Place: LOCATION ADDRESS

Room: NAME OF ROOM

Parking: *Parking in NEIGHBORHOOD on DAY OF THE WEEK is even harder* than on DATE and often causes delays. Please get to NEIGHBORHOOD early to have ample time to find parking. We recommend allowing yourself **an extra 10-15 minutes to find a parking spot.** You can also take public transit and skip parking altogether!

Accessibility: Due to our location in a historic building, we're unfortunately not wheelchair accessible, as our entrance features eight steps.

Procedures: You will fill out a nametag upon arrival, and we will begin warm-ups at TIME

Necessary Items: Water bottle, comfortable and non-restrictive clothing, and a good attitude.

Cancellation Policy: If you find you can no longer attend callbacks, please email me so I can update the rosters accordingly.

If you have any questions before callbacks, please feel free to email us.

NAME OF SHOW DIRECTORS

ROLE FOR THE SHOW

Acceptance Email for Show

Acceptance Email:

Subject: (CONFIDENTIAL) SHOW NAME Offer!

Sent individually to each person

Hello,

Thank you for auditioning for SHOW NAME.

We enjoyed your audition.

We want to invite you to join SHOW NAME!

Please reply to this email by X TIME on DATE to accept.

Please refrain from sharing this news until after X DATE. We would like to confirm with everyone in the cast before sharing anything.

The first practice is scheduled for DAY OF THE WEEK, DATE, TIME. Here are all the practice and show dates for SHOW NAME. I've included the dates you indicated you are unavailable in **orange**. **In your reply, please verify the information shared and confirm whether there have been any changes to your schedule.**

Practices, DAY OF THE WEEK, TIME

- MONTH, DATE, DATE, DATE

Show Dates: You are expected to be available for all shows.

- DAY OF THE WEEK, DATE, (Call: TIME; Show: TIME)
- DAY OF THE WEEK, DATE, (Call: TIME; Show: TIME)
- DAY OF THE WEEK, DATE, (Call: TIME; Show: TIME)

(With consent) High Five!

NAME OF SHOW DIRECTORS

ROLE FOR THE SHOW

Rejection Email

Rejection Email - NO CALLBACKS

Subject: Your Audition for NAME OF SHOW

Option 1 - MORE PERSONAL

Hi _____,

Thank you for joining us at SHOW this past weekend. We appreciate your time and effort, especially given the talented group from which we had to choose.

Although your audition was impressive, we regret that we're unable to cast you at this time. We hope you'll consider auditioning for us again in the future.

This was a hard one to send, _____! We think you're a brilliant improviser. It was not an easy task to cut X down to X. But I want you to know you DEFINITELY should audition for a _____ show in the future. I loved your support work as _____ and your choices as the _____..

Also, don't be a stranger. We host our drop-in DAY OF JAM WITH LINK FOR MORE INFO from TIME - so come over and play soon.

We are also enrolling for these classes: (SHARE ANY UPCOMING CLASSES)

- NAME OF CLASS HYPERLINKED, DAY OF THE WEEK, DATES, More info here (hyperlinked)
- NAME OF CLASS HYPERLINKED, DAY OF THE WEEK, DATES, More info here (hyperlinked)
- NAME OF CLASS HYPERLINKED, DAY OF THE WEEK, DATES, More info here (hyperlinked)

Thanks again for taking the time out of your weekend to come play with us.

NAME OF SHOW DIRECTORS

ROLE FOR THE SHOW

Option 2 - MORE GENERIC

Hi _____,

Thank you for joining us at The Loop auditions for SHOW NAME this past weekend. We appreciate your time and effort, especially given the talented group from which we had to choose.

We're unable to cast you at this time. We hope you'll consider auditioning for us again in the future.

Also, don't be a stranger. We host our drop-in DAY OF JAM WITH LINK FOR MORE INFO from TIME - so come over and play soon.

We are also enrolling for these classes:

- NAME OF CLASS HYPERLINKED, DAY OF THE WEEK, DATES, More info here (hyperlinked)
- NAME OF CLASS HYPERLINKED, DAY OF THE WEEK, DATES, More info here (hyperlinked)
- NAME OF CLASS HYPERLINKED, DAY OF THE WEEK, DATES, More info here (hyperlinked)

Thanks again for taking the time out of your weekend to come play with us.

NAME OF SHOW DIRECTORS

ROLE FOR THE SHOW

Rejection Email - CALLBACKS

Hi _____,

Thank you for joining us at The Loop auditions for season 12 today. We appreciate your time and effort, especially given the talented group from which we had to choose.

At this time, we're not inviting you to callbacks and therefore unable to cast you. We hope you'll consider auditioning for us again in the future. If you want feedback or have questions, please ask.

Also, don't be a stranger. We host drop-in jams, so come over and play soon.

- DAY OF JAM WITH LINK FOR MORE INFO

We are also enrolling for these classes:

- NAME OF CLASS HYPERLINKED, DAY OF THE WEEK, DATES, More info here (hyperlinked)
- NAME OF CLASS HYPERLINKED, DAY OF THE WEEK, DATES, More info here (hyperlinked)
- NAME OF CLASS HYPERLINKED, DAY OF THE WEEK, DATES, More info here (hyperlinked)

Thanks again for taking the time out of your weekend to come play with us.

NAME OF SHOW DIRECTORS

ROLE FOR THE SHOW