

Audition Information & Procedures

(Subject to change)

1) **AUDITIONS** for Early Fall will take place **May 11th & May 12th, 2024**. There will be one room: WTZ Struble (Plays).

We are currently casting roles for the following shows: *The Wong Kids in the Secret of Space Chupacabra, Go!, Antigone, Sunday on the Rocks*

2) **AUDITION SUBMISSION FORM:** There will be one submission form for PLAYS and MUSICALS where all audition materials can be submitted. Please allow enough time to read the directions on the form and get everything submitted ahead of the deadline. **Please note that the deadline to submit your materials online is Friday, May 10th at 11:59pm CST, which is BEFORE Auditions!**

3) **AUDITIONS WEBSITE:** There is an auditions website for Wirtz auditions. Watch for an email announcing the postings. sites.northwestern.edu/nuauditions

4) **PHOTOS AND EXPERIENCE:** You must submit a recent photo of yourself and list of experience through the NU Auditions online form (See 3: Audition Forms). Your photos do not have to be professional! A clear photo that shows your current appearance will be absolutely fine. If you do not have a resume, feel free to submit a list or summary of your experience.

5) **VIDEO AUDITIONS:** If you are sick, studying abroad or are out of town while auditions are taking place, you may submit a video for your general audition. If you are interested in this option, prepare a video according to the items that the website asks all actors to prepare. Please note each production may have different audition requirements. You can upload your video audition through the same online form you will be submitting your recent photo, list of experience, BIO and media release form to by **Friday, May 10th at 11:59pm CST**. If they are interested in calling you back, the Stage Manager will be in touch to make arrangements for a callback video.

6) **CALLBACK LISTS:** will be posted on the audition website on **Tuesday, May 14th**. If you have conflicting callbacks, it is recommended that you contact individual directors/stage managers to work out conflicts as soon as possible after lists are posted.

7) **CALLBACKS:** Will take place **May 15th – May 22nd**.

□ **WITHDRAWALS:** Actors are permitted to withdraw from consideration from any production – **ONLY after** they have attended their first callback. **You will have up to 24 hours after your callback to withdraw from a show. This gives both students and directors a chance to get the information they need to make informed decisions regarding casting.** In order to withdraw yourself from consideration, you **MUST** email the director and/or Stage Manager and cc Gianna after your first callback and **before Thursday, May 23rd at 5:00pm CST**. The earlier that you can inform the team, the better. Please note that the Wirtz does NOT always consult preferences

during the Conferrals process. If no withdrawal occurs after callbacks, it is assumed that the actor will accept any role given to them!

If you withdraw before your first callback or after cast lists are released, you will be excluded from auditioning for Wirtz shows during the following quarter.

As a reminder, the only way to be withdrawn from a Wirtz show is to email the director and/or SM and cc Gianna by Thursday, May 23rd at 5:00pm CST.

- **IMPORTANT NOTE: SHOW PREFERENCES ARE NOT BINDING WITHIN WIRTZ CASTING.** In other words, your preferences will be taken into consideration during conferrals because we value your input. However, you may still be cast in a Wirtz show even if it wasn't your first choice.

- **DOUBLE-CASTING:** In an attempt to provide as many student opportunities as possible, **Wirtz directors are prohibited from double-casting** (aka casting the same student in two non-conflicting shows during the same general audition process). If there are extenuating circumstances that require double-casting, they will be considered on a case-by-case basis. Some exceptions that come up most quarters are being cast in workshop productions (either at Wirtz or elsewhere) and in a full production. This is permitted, provided that the rehearsals don't conflict, or if conflicts are agreed upon by both productions. **In any case, no student may be cast in more than TWO roles per quarter.**

8) THE CONFERRALS PROCESS: Directors will discuss casting in a confidential process facilitated by Gianna. The basic process is described here:

- **WIRTZ CONFERRALS:** These conferrals will occur on **Friday, May 24th**. Wirtz Directors will make tentative cast lists and resolve any casting conflicts between using the preferences listed on the audition form.

9) CAST LISTS: Will be posted on the auditions website as soon as possible after conferrals.

If you withdraw after cast lists are released, you will be excluded from auditioning for Wirtz shows during the following quarter.

10) UNDERSTUDIES: Understudies are a vital part of the Northwestern theatre community. The purpose of casting understudies is to allow productions to prioritize student health while providing an opportunity for educational and professional development. **Understudy casting will take place during Late Fall Auditions.**

*Please be aware that in seeking permission from Northwestern University to participate in a Wirtz Center Production you will be waiving all claims for injuries you might sustain arising out of your participation. Upon being cast in a production, you will be asked to sign a **LIABILITY WAIVER AND RELEASE FORM** before you may participate in the production. Please understand that participation as an actor or performer in any Wirtz production is entirely voluntary and at your own discretion and judgement.*

*The full text of the **WAIVER** is available on the audition website.*

Still have questions?

For Wirtz Center Audition information, please email Gianna Carter at gianna.carter@northwestern.edu

****The Wirtz Center is strongly committed to diversity. We believe that the growth and vitality of theatre is dependent upon the inclusion of many voices. We urge all directors to challenge preconceived notions of casting, and we encourage people of all ages, ethnicities, colors, cultures, genders, sexual orientations, and abilities to audition for all productions.****