



# Welcome!

Thanks for auditioning for Bart's Bards' production of *The Music Man*. Attached are the following:

- 1) Audition Information Form
- 2) Conflicts Calendar
- 3) Expectations & Agreements Form

**Please read the forms carefully and complete them, returning the forms to the audition staff.** *Please paperclip your headshot and resumé, if available, to the audition form.*

## **FORMAT FOR TODAY'S AUDITIONS:**

You will be escorted into the audition room individually. You will sing your prepared song and possibly do some vocalizing. The director *may* ask you a few brief questions, and you *may* be asked to read from the script. You, as part of a small group, will then work with the choreographer to learn a dance combination. Your measurements may also be taken to be used later for costuming. The entire audition process may take up to an hour to complete if you have reserved an audition time via signup genius. If you have not, it may take significantly longer, depending on time of arrival and available time slots.

**CALLBACKS:** If callbacks are necessary, they will be on **Thursday, February 13 at 7 – 9 p.m.** They will be located in the **upper rooms of the Krumpke Activity Center (KAC)**. You will be notified by e-mail if you are required to attend callbacks.

## **NOTIFICATION OF CASTING:**

The cast list will be posted and announced (email/Facebook) to the public by **February 17th**. Please respond by email with your acceptance no later than **February 16th** or the role offered to you may be given to someone else to enable rehearsals to begin.

***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 difficult process. We ask that you please be patient until you hear from the production staff. Those who are not cast in a named role will be invited to join the ensemble.

## **ONGOING COMMUNICATION:**

All communication regarding *The Music Man* will be via email and a private Facebook group. Please be sure we have an accurate email address and Facebook account name for you.

## **VIRTUS**

Anyone who is **18 or older as of June 14, 2020** and participates within the show **MUST** meet the following Archdiocese requirements and be approved **before you can attend rehearsals**. **If the Virtus training and background check are not completed as of March 6th, you will forfeit your role and your role will be recast.**

If you are already VIRTUS trained, please add St. Bartholomew as a volunteer location if not already listed.

**CONTINUE TO BACK PAGE**

Requirements for adults participating in Bart's Bards are:

1. You register for VIRTUS online at <https://www.virtusonline.org> and select "Cincinnati, OH (Archdiocese)." You will select **St. Bartholomew** as the volunteer location.
2. You attend a VIRTUS Protecting God's Children Workshop
  - a. Available classes are found on [https://www.virtusonline.org/virtus/reg\\_list.cfm?theme=0](https://www.virtusonline.org/virtus/reg_list.cfm?theme=0). You must register on the VIRTUS website and attend a session before you can attend rehearsals.
3. You complete a background check (Selection.com) through your VIRTUS account - cost is **\$25.00 (this is in addition to the Bards membership fee)**. This is a one-time requirement. You will not have to do it again no matter if you add or change locations, i.e. move or volunteer in a different parish, when a child enters high school, etc. All you would need to do is to add or change your locations in your VIRTUS account.
4. You complete the monthly bulletins through the VIRTUS program.

#### **REHEARSALS:**

All cast members who are not VIRTUS trained and are 18 or over as of June 14, 2020 must attend VIRTUS training (**see above VIRTUS section**). Our first rehearsal will be held on **March 7 at 1 p.m.** This first rehearsal will consist of a short company meeting to talk details of this year's show, to collect dues, and do some cast bonding (this includes ensemble members as well!). This will be followed by a read-through of the show for principal performers (you will be notified whether you are expected to stay for the read-through or if it is optional prior to that date. As with all rehearsals we will begin **promptly**, so plan to arrive 15 minutes early to enable us to start on time.

We will generally rehearse 2-3 times a week (typically Tuesday, Thursday, and Saturday), although not everyone will be needed at every rehearsal. The final schedule will be arranged with your conflicts in mind, so **be specific and complete in noting your conflicts** on the Conflicts Calendar. A detailed rehearsal schedule will be available for you at the company meeting. There will be additional rehearsals with extended hours during the final weeks before the show opens. ***Conflicts after June 1 are difficult to accommodate. However, we would be happy to discuss any necessary conflicts after this date on a case-by-case basis.***

**PERFORMANCES:** 5 shows, June 11-14, 2020, including 2 matinees and 3 evening performances.

**Please keep this paper for yourself**

# Audition Information Form

ID# \_\_\_\_\_

**PLEASE PRINT CLEARLY** - PAPERCLIP YOUR HEAD SHOT ALONG WITH RESUMÉ TO THIS FORM

**Name** (as you would want it to appear in program): \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **Apt. #:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phones – Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**\*Primary email address (the one you check most often):** \_\_\_\_\_

**\*Valid Facebook account name:** \_\_\_\_\_

**Birthday:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**Employer (or school):** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Hair Color:** \_\_\_\_\_ **Dress/Suit Size:** \_\_\_\_\_

Are you already VIRTUS trained? Yes \_\_\_ No \_\_\_

**Title of audition song:** \_\_\_\_\_

**Vocal Range:** \_\_\_\_\_ **Do you read music?** Yes \_\_\_ No \_\_\_

**Dance Training?:** Yes: \_\_\_ No: \_\_\_ **Any Tap dancing?** \_\_\_\_\_ **Any Modern dancing?** \_\_\_\_\_

**Type:** \_\_\_\_\_ **School/Instructor:** \_\_\_\_\_

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**For which role(s) are you auditioning?** \_\_\_\_\_

If you are **NOT** cast in one of those roles, will you consider another role? Yes \_\_\_ No \_\_\_

If you are **NOT** cast in a named role, would you be willing to be in the ensemble? Yes \_\_\_ No \_\_\_

Any known allergies or health conditions-  
\_\_\_\_\_  
\_\_\_\_\_

Your **strongest** performance areas? Acting \_\_\_ Singing \_\_\_ Dancing \_\_\_ Other: \_\_\_\_\_

Please list any Other Special Performance Abilities (juggling, balancing, acrobatics, gymnastics, unicycle, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

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 resumé to this form.**

*\* 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.*

# Conflicts Calendar

Name \_\_\_\_\_

Below is a calendar of the range of rehearsal dates. We anticipate rehearsing on Tuesday, Thursday (beginning at 6PM), and Saturday (1-4PM); as the show draws near, we might have more rehearsals. You may not be needed at each rehearsal. **Please put an "X" on any 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.*

**Conflicts after June 1 are difficult to accommodate. However, we would be happy to discuss any necessary conflicts after this date on a case-by-case basis.**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8 <i>Audition</i>
9	10	11 <i>Audition</i>	12	13 <i>Callback (if necessary)</i>	14	15
16 <b><u>Deadline to accept role</u></b>	17 <i>Cast List Posted</i>	18	19	20	21	22
23	24	25	26	27	28	29
<b>March 1</b>	2	3	4	5	6	7 <b>First Rehearsal</b>
8	9	10	11	12	13	14
15	16	17	<b>18</b>	19	20	21
22	23	25	25	26	27	28
29	30	31	<b>April 1</b>	2	3	4
5 →	6 <i>Holy Week</i>	7 →	8 →	9 <b>No Rehearsal</b>	10 →	11 →
12 <i>Easter</i>	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	<b>May 1</b>	2
3	4	5	6	7	8	9

10	11 <i>Off Book Date</i>	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 <b><i>Set Build Day 1</i></b>	30 <b><i>S.T. Day 2</i></b>
31 <b><i>S.T. Day 3</i></b>	<b><i>June 1 S.T. Day 4</i></b>	2	3 <b><i>S.T. Day 5</i></b>	4	5 <b><i>S.T. Day 6</i></b>	6 <b><i>Tech</i></b>
7	8 <b><i>Full Dress</i></b>	9 <b><i>Full Dress</i></b>	10 <b><i>Final Full Dress</i></b>	11 <b><i>Opening Night</i></b>	12 <b><i>Performance</i></b>	13 <b><i>2 Performances</i></b>
14 <b><i>Performance and Strike</i></b>	15	16 <b><i>Cast Party</i></b>				

Please use this space for any comments regarding conflicts or other information to be considered when scheduling:

# Expectations & Agreements Form

PLEASE READ CAREFULLY BEFORE SIGNING.

Meredith Willson's *The Music Man* 2020 (hereinafter referred to as "this production")

**CAST:** I agree to assume financial responsibility for any damage to costume pieces provided for me by Bart's Bards. I also agree to assume financial responsibility for any costume pieces required that are not provided by Bart's Bards for my role in this production. I also agree to assume financial responsibility for any damage 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 this production.

**ORCHESTRA:** I agree to assume financial responsibility for any **formal wear** required for my participation in performances of this production. I also agree to assume financial responsibility for any damage to costume pieces that may be provided by the organization.

**STAFF & CREW:** I agree to assume financial responsibility for providing any clothing (i.e. black clothing), needed to fulfill this role. I also agree to assume financial responsibility for any damage to costume pieces provided for me by Bart's Bards. I also agree to be present at the Tech Rehearsal and Set Strike.

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

**Participation:** Once I accept a position in the company for this production, I agree to honor that commitment.

**Bart's Bards Membership:** All members of the company for this production become a member of Bart's Bards. Family membership is \$30 and individual membership is \$15. Please see any of the production staff for further details.

**VIRTUS:** All participants 18 years or older (as of 6/14/2020) in Bart's Bards must be VIRTUS trained. I acknowledge that before I can attend rehearsals, I must take the VIRTUS training and submit the background check, which is an additional \$25. I understand that my role WILL be recast if this requirement is not completed by March 6th. If I am already VIRTUS trained, I will add St. Bartholomew as a volunteer location.

**Rehearsals:** I agree to attend all scheduled rehearsals at which my presence is required. I will submit any known conflicts (in addition to those submitted at auditions) in writing to the director or 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 may also be publicity appearances that can take place, and you may also be called to appear for these with advance notice.

**Disclaimer:** The undersigned understands that certain risks are inherent in the rehearsal, production and performance of any musical or play and expressly releases Bart's Bards, St. Bartholomew Parish, John Paul II Catholic School, and the Archdiocese of Cincinnati and 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 of this production.

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I have read and agree to the above expectations and disclaimer.

\_\_\_\_\_  
PRINTED Name of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE of Participant (or of parent/guardian if participant is under 18 years of age)