



CTOC POLICY

TITLE: AUDITION PROCESS

Effective Date: March 29, 2012

POLICY

1. Open auditions will be conducted during two days (Saturday and Sunday) approximately 10-12 weeks before the first show.
2. A schedule will be created prior to the open auditions so that individuals may schedule a time for their audition during the two day period.
3. The open audition schedule will also allow for individuals to audition without a scheduled time. Individuals appearing for an open audition without a schedule audition time will be taken on a first come, first serve basis.
4. Auditions will be performed before the Director, Assistant Director, Musical Director (if a musical production) and a member of CTOC's Board of Directors.
5. The CTOC Board of Director Member participating in the audition process shall not have a family member (as defined in CTOC's Nepotism Policy) auditioning for the show.
6. The Director shall determine if selected callbacks are needed within 24 hours of the close of open auditions.
7. Any callback auditions will be conducted within 3 days of the close of open auditions.
8. No individual auditions will be scheduled on dates other than those set by CTOC and the Director.
9. The Director will make all casting decisions. The Assistant Director, Musical Director and participating Board Member may provide opinions and advice, but the casting decision rests with the Director.
10. Within 5 days of the close of open auditions, the Director will provide to CTOC's administrator the complete cast list.