



## **CTOC POLICY**

**TITLE: AUDITION RESULT NOTIFICATION**

Effective Date: March 29, 2012

### **POLICY**

1. Within 2 weeks of the CTOC Administrator sending out the email notification of the entire cast list for a production, a letter shall be sent to every individual who auditioned but was not cast in a role.
2. The letter shall inform the individual that they were not cast, but that CTOC urges them to audition again for other productions. The letter shall also thank them for their time and participation. A draft of the letter shall be approved by CTOC's Board of Directors.
3. If any individual provided a picture during the audition process, the picture will be enclosed with the letter if the picture is 4x6 or smaller in size.