



Equity Principal Call Audition Procedures Chicago

The following are the Principal Audition procedures for Equity members for Theatres operating under Equity contracts and scheduling audition appointments through the Chicago Equity Office (EPA's).

Equity staff and Equity monitors are responsible for fully enforcing this Code. Questions, complaints and/or suggestions regarding this Code and its administration should be sent, in writing, to the Audition Department in the Chicago Office. They will be referred to the Auditions Committee for discussion. Please abide by this Code and follow its procedures. Your cooperation is very much appreciated.

1. Audition Appointment Eligibility. Any member of Equity who is in good standing may make an appointment for any contractually required Equity audition held in the city of Chicago by calling or coming to the Chicago Equity Office. Members may also choose to “walk-in” on the day of the audition and sign-up for an audition on a first come, first served basis.
2. General procedures:
 - a) A monitor will only be present at official auditions in Chicago that are required by contract.
 - b) Monitors will report violations of Equity's “Safe and Sanitary” rules.
 - c) Monitors and staff are not permitted to have any discussion regarding anyone who is auditioning, nor may they discuss any casting issues, with the employer's casting personnel.
 - d) Auditioners must have a paid-up membership card at the audition or written verification from the Membership Department of paid membership status. Due to the high volume of activity, membership cannot be verified by telephone.
 - e) The monitor will arrive one-half hour prior to the scheduled start of the call. The only official list of auditioners will be the one provided by the Chicago AEA office.
 - f) “Unofficial List” Should auditioners who are present before the start of the call choose to establish and honor an unofficial list/order among themselves, the monitor will sign up those performers in the order in which they present themselves. This order must be established before the official start of the call.
3. Appointments:
 - a) Each audition day shall be divided into individual appointment slots. The number of slots per hour will be based on the specific contract or by the mutual agreement between the Producer and Actor's Equity Association. Appointments may be made for specific times as scheduling permits.
 - b) *A number of appointment slots in each hour will be made available for member walk-ins. These slots will be assigned on the day of the audition on a first come, first served basis at the audition site. Members who “walk-in” are advised that there is no guarantee that they will be seen by the end of the call.*

4. Scheduling of Appointments: Appointments may be made either by calling the Equity audition line (312-641-0406) or by personally arriving at the office.
 - a) Appointments will be taken during specified times announced in the audition notice and will be given on an alternating basis between those in the office and those on the phone.
 - b) The making of appointments will be handled using all best efforts to accommodate both the member and the Producer.
 - c) Members may not make more than two appointments per show, per call or per visit.
 - d) “Stand-by” list: When all appointment slots are full, the office will maintain a “stand-by” list. If a cancellation occurs, Equity will contact members on the list to fill the opening. If the member’s voice mail or answering service is reached rather than the member personally, a deadline for calling back to confirm the appointment will be stated. [Do not confuse this “stand-by” list with the “walk-in” list maintained at the audition site.] Individuals who are placed on the “stand-by” list and who have not been given a specific slot may attend the audition as a walk-in.

5. “Walk-In” List:
 - a) The Monitor will keep a “walk-in” list for those members who choose to use the walk-in system and for Equity Membership Candidates (EMCs) and non-Equity affiliated auditioners. This list will be established on the day of audition on a first-come/first-served basis. This list is not to be confused with the “stand-by” list kept by the Equity office (see below).
 - b) If no Equity member is waiting when a walk-in slot becomes available, the slot will go to the first EMC on the walk-in list. If no EMC is waiting, the slot will go to the first non-Equity affiliated auditioner on the walk-in list.
 - c) **Proof of membership in good standing will be required** in the form of a current AEA card for Equity members, or a current EMC card for Equity Membership Candidates.

6. Cancellation of Appointments:
 - a) In the event that an appointment must be cancelled, the person holding it must call the Equity office at 312/641-0393 during regular business hours and at least 24 hours before the appointment.
 - b) Those who must cancel appointments within the 24-hour period before or after the scheduled appointment are required to call the Equity office and write a letter or e-mail explaining the reason for the short-notice cancellation. The letter or e-mail must be received in the office within one business week of the cancelled appointment.
 - c) Those who must cancel weekend or holiday appointments when 24 hours notice is not possible must call the Office the *next business day* **and** write a letter or e-mail (pspitzner@actorsequity.org) to the office explaining the cancellation as specified above. For this purpose, the previous business day (i.e., Friday before Monday) shall be considered the 24 hours before the audition appointment.

7. Infractions: Failure to comply with any of the above cancellation procedures constitutes an infraction of the rules:
 - a) Members who violate these rules for the first time by not canceling their appointment in the appropriate manner will receive a letter of reprimand together with a copy of the rules of this Audition Code.
 - b) Equity will maintain a tracking system of those members who do not cancel reservations/appointments as described above. If a member has a second infraction within twelve (12) months, the member will be suspended from making appointments for one month for each subsequent infraction; members suspended from the appointment system may, however, audition as “walk-ins” as described above.
 - c) *Appeals:* To appeal an appointment system suspension, please call the office at 312/641-0393.

8. Day of Audition. Auditioners must arrive and check-in with the monitor prior to the scheduled audition time slot allowing enough time to be comfortably ready to audition at the scheduled appointment time. If the Actor is not present when his or her name is called for the scheduled audition appointment, an alternate will be given the appointment, time permitting. *There can be no exceptions to this procedure.*
 - a) If the scheduled time slot is missed, the actor is permitted to re-sign at the bottom of the walk-in list.
 - b) A time slot insures an audition. If the audition process moves quickly, the Actor may audition earlier than the scheduled time slot. However, the time slot will be honored, provided that the Actor arrives before the scheduled time and is ready to audition when the Actor’s name is called at the appointed time.
 - c) When there is a lunch break, the monitor will post a Lunch Time Information Sheet with the following: name of show; time of break; and time the monitor will return.
 - d) At the conclusion of each day’s auditions, the monitor will provide the casting personnel with the pictures/resumes of the performers not seen.
 - e) Audition centers are places of business. Food, pets, large packages, friends and/or relatives will not be permitted access. Noise levels should be kept to a minimum. Please also try to keep the waiting area neat and clean, as a courtesy to all others, and place trash in the proper receptacles. Smoking is not permitted in either the audition or waiting area at any time.
 - f) After completing an audition, Actors should leave the area quietly as a professional courtesy to the other Actors who are still waiting.

We ask that all Actors conduct themselves as professionals. Should there be a problem or disturbance, however, please note that the Equity Council has affirmed the policy whereby, if necessary, anyone who creates a serious disturbance shall, at discretion of the staff, be removed from the audition area.

Should any auditioner wish to report any infractions, suggest improvements in the administration of this Code, or have any other comments, they may do so by sending a signed letter to the Equity Audition Department in the Chicago Office or using the Comment Form and prepaid envelope available from the Monitor.

These procedures are developed around contractually bargained Agreements between Equity and Producers. Since each contract is negotiated separately, terms and conditions are never exactly the same in each contract. Therefore, please refer to the AEA website to determine the specific requirements of the contracts.

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