



In-Person Equity Audition Procedures

(for employers running in-person Equity auditions during the COVID-19 pandemic)

May 30, 2022 – September 19, 2022

Equity will permit employers to hold in-person Equity auditions during the COVID-19 pandemic by following the procedures below when CDC Community Risk Level for the county in which the auditions will take place is below High (Orange). These protocols are being provided on a trial basis for a limited period as Equity evaluates their efficacy and usefulness.

Equity auditions including any of the following are currently prohibited:

- Musicians playing musical instruments with their mouths to provide accompaniment for a singer
- Partnering in dance calls
- Eating or drinking

Equity audition centers are not available until further notice. These procedures apply to in-person Equity auditions that are held by employers at venues other than Equity audition centers. Equity monitors will not be provided for any in-person Equity auditions at this time.

When employers choose to meet their Equity audition requirements by holding in-person Equity auditions following these protocols, they will be required to fulfill all Equity audition requirements in their agreement, including all local and office/liaison city auditions. If, due to adhering to these protocols, an employer is unable to meet their Equity audition requirements in the number of days specified in their agreement, additional days will be scheduled in order to meet the requirement.

Employers will be responsible for running all aspects of the in-person Equity auditions and for ensuring all COVID-19 safety protocols agreed to in the Memorandum of Understanding (“MOU”) are followed, including that the space(s) has a completed ventilation verification, regardless of whether the auditions are held in an Equity office city or elsewhere. Additionally:

Choosing an appropriate Holding Room and Audition Room

- Holding Room

- The holding room must not exceed maximum occupancy per the authority having jurisdiction (e.g., building code, fire department). The holding room's maximum capacity must be posted in the room.
 - The maximum number of individuals allowed in the room at one time must not be exceeded.
- Audition Room
 - For in-person Equity auditions requiring a monologue or sides, the audition room must be at least 100 square feet for each person in the room (e.g., for an actor auditioning for three personnel, the room would need to be at least 400 square feet).
 - The maximum number of individuals allowed in the room at one time during the in-person auditions must be posted in the room.
 - The maximum number of individuals allowed in the room at one time must not be exceeded.
 - There must be at least ten (10) feet between the actor auditioning and the rest of the individuals.
 - Spike tape and/or signage must be used to assist everyone in maintaining their distance.
 - For in-person Equity auditions requiring singing or playing an instrument with one's mouth, the audition room must be at least 100 square feet for each person in the room (e.g., for an actor auditioning for three personnel, the room would need to be at least 400 square feet).
 - The maximum number of individuals allowed in the room at one time during the in-person auditions must be posted in the room.
 - The maximum number of individuals allowed in the room at one time must not be exceeded.
 - There must be at least twenty (20) feet between the singer or actor playing a musical instrument with one's mouth and the rest of the individuals.
 - Spike tape and/or signage must be used to assist everyone in maintaining their distance.
 - For in-person Equity auditions requiring dance, the audition room must have at least 36 square feet of danceable space for each person in the room (not including space used by casting personnel, piano, etc.). For example, if the audition room has one thousand (1000) square feet of space in which to dance, then no more than twenty-seven (27) individuals would be allowed in the room at one time [e.g., twenty-four (24) dancers and three (3) casting personnel]. A larger room will accommodate more individuals at one time.
 - The maximum number of individuals allowed in the room at one time during the in-person auditions must be posted in the room.
 - The maximum number of individuals allowed in the room at one time must not be exceeded.

- Capacity limits for dance audition rooms may be calculated with the following formula: Divide square footage of the danceable space in the room by 36, the number of square feet required per person. For example, if the space has eight hundred (800) square feet of space in which to dance, then the maximum number of individuals permitted in the room at one time is twenty-two (22) ($800 \div 36 = 22$).
- Every dancer must be at least six (6) feet apart from one another.
- No partnering permitted.

Casting Notice

In addition to the information required in your agreement, your casting notice must include the following language:

- Requirement for proof of vaccination/negative test.
 - Everyone entering the audition venue (i.e., venue employees, Equity members, non-members, casting personnel, creatives, producers, musicians, COVID Safety Managers, etc.) will be required to undergo a symptom check and provide one of the following prior to entry into the venue:
 - Proof of full vaccination. “Fully vaccinated,” as defined by the CDC, is more than 14 calendar days following receipt of a final dose of an FDA or World Health Organization authorized or approved vaccine.
 - (OR)
 - Proof of a negative PCR test result taken no earlier than 48 hours prior to entry into the audition venue.
 - (OR)
 - Proof of two negative antigen test results (e.g., the first taken the night before and the second taken no less than 2 hours) prior to entry into the venue. Results of non-proctored at-home antigen tests will not be accepted.
- Two-ply cloth face masks, surgical masks, singer’s masks and respirators (N95, KN95 or KF94) will be allowed for face coverings. Single-ply face masks, gaiters and bandanas are not acceptable face coverings. Everyone in the holding room and audition room will always wear a face covering as described above, except for the actor when they are actively auditioning. The time spent unmasked should be as minimal as possible. Face coverings must be worn correctly (covering the nose and mouth). Singer’s masks can be found at www.broadwayreliefproject.com/singersmask.
- If the risk level for [the county in which the auditions will be held] is trending upwards and may rise to High (Orange) we will contact members with appointments at least 48 hours before the first audition appointment time to let them know there is a chance that the auditions may need to be postponed or cancelled. All members with appointments will be notified at least 24 hours in advance if the auditions must be postponed or cancelled. (See “Community Risk Level” below.)

- We encourage members to prepare for their audition prior to arriving at the audition venue, to the extent that they can (e.g., get dressed, hair/make-up, etc.) to avoid crowding in bathrooms and dressing rooms.

Additional information required in notice:

- For dance auditions, include a link to both visual and verbal instruction (with accompaniment) for members to learn the combination(s) requested prior to the audition.
- Also include information on the maximum number of individuals allowed to be in each space at one time, including audition space, holding room, elevators, etc. This is the maximum occupancy per the authority having jurisdiction (e.g., building code, fire department) for each space. See square footage requirements under “Choosing an appropriate Holding Room and Audition Room” above.

Audition appointments

- In-person Equity auditions must be held by appointment, with all appointments scheduled prior to the audition date. With the exception of appointments scheduled from the waiting lists (see below), appointments for in-person Equity auditions may not be scheduled on the day of the auditions, nor may they be scheduled at the audition venue on a first-come, first-served basis.
- Appointments may be scheduled only for Equity members. Additionally, members of AGMA who have proof of at least one year’s membership and members of Canadian Equity may make audition appointments as though they are Equity members. Proof of membership should be requested when members check in for their appointments (see “Checking in for Appointments” below). Please do not require Equity members to provide their member number when scheduling an appointment.
- Scheduling appointments
 - Please consult your agreement for requirements regarding the number of audition days required.
 - For EPAs or singers’ ECCs,
 - Schedule fifteen 4-minute appointments each hour (for a total of 105 appointments during a seven-hour day). Each 4-minute appointment should include the actor’s audition, plus the time it takes the actor to enter and exit the audition room.
 - There should be no more than two consecutive hours of auditions without a 15-minute break. No one should be permitted in the audition room during the breaks.
 - Also schedule a 30- to 60-minute lunch break, during which no one should be permitted in the audition room.
 - Example of a seven-hour EPA day:
 - 9:00 am-11:00 am – two hours of auditions
 - 11:00 am-11:15 am – 15-min. break with no one in audition room
 - 11:15 am-12:45 pm – 1.5 hours of auditions

12:45 pm-1:45 pm – lunch break with no one in the audition room
1:45 pm-3:45 pm – two hours of auditions
3:45 pm-4:00 pm – 15-minute break with no one in audition room
4:00 pm-5:30 pm – 1.5 hours of auditions

○ For dancers' ECCs:

- Schedule at least seven hours of ECCs for dancers (which may be separated into two gendered ECCs of 3.5 hours each, if permitted or required in your agreement).
- There should be no more than two consecutive hours of auditions without a 15-minute break, during which no one should be permitted in the audition room.
- Divide the duration of each ECC by the number of minutes required for each group to learn and audition with the combination. This will determine how many groups may be seen during the ECC. Multiply that by the number of dancers allowed in the room at one time to determine how many dancers may be seen each day.
- Example: For a 7-hour dancers' ECC at which you can teach/audition the combination in 60 minutes, you would schedule 7 audition groups (7 hours x 1 group per hour). If your audition room accommodates 15 dancers at a time, you should schedule 15 dancers in each group, which would be a total of 105 dancers for the day. A possible schedule could be:

9:00 am-10:00 am – Group 1
10:00 am-11:00 am – Group 2
11:00 am-11:15 am – 15-minute break with no one in audition room
11:15 am-12:15 pm – Group 3
12:15 pm-1:15 pm – Group 4
1:15 pm-2:15 pm - lunch
2:15 pm-3:15 pm – Group 5
3:15 pm-4:15 pm – Group 6
4:15 pm-4:30 pm – 15-minute break with no one in audition room
4:30 pm-5:30 pm – Group 7

○ Requesting appointments:

- By e-mail – your casting notice must provide an e-mail address, instructions for requesting an appointment (e.g., list preferred date and up to three preferred appointment times; list any times during the audition date(s) that you would NOT be available to audition) and a deadline by which appointments must be scheduled.
- Using an online form – your casting notice must provide a link to the form and a deadline by which appointments must be scheduled.

- Using a scheduling app – your casting notice must provide a link to the scheduling app and a deadline by which appointments must be scheduled.
 - By phone – your casting notice must provide a phone number, times when the phone will be attended and a deadline by which appointments must be scheduled.
- When confirming audition appointments:
 - Confirm date, time, and location of appointment.
 - Confirm how to cancel appointment, should it become necessary.
 - Notify members that they will be required to show proof of membership when they check in for their appointment.
 - Notify members that when entering the venue, they will be required to show:
 - proof of vaccination
OR
 - a negative PCR test result taken no earlier than 24 hours
OR
 - proof of two negative antigen test results (e.g., the first taken the night before and the second taken no less than 2 hours) prior to entry into the venue. Results of non-proctored at-home antigen tests will not be accepted.
 - Notify members how far in advance of their appointment they should plan to arrive at the venue in order to provide proof of vaccination or proof of negative test.
- If all available appointments are scheduled, you must maintain two separate waiting lists—one for Equity members and one for non-Equity actors. If you choose, you may separate the non-Equity list further into EMCs and other non-Equity actors.
- If appointments become available prior to the audition date, offer the appointments to Equity members in the order they signed up on the Equity waiting list. If no Equity members remain on the Equity waiting list, appointments may be offered to non-Equity actors in the order they signed up on the non-Equity waiting list. If you have separated the non-Equity list into EMCs and other non-Equity actors, appointments should be offered to EMCs before they are offered to other non-Equity actors.
- If appointment times are available 24 hours prior to the first audition appointment and no Equity members remain on the Equity waiting list, appointments may be offered to non-Equity actors.

Risk level

- Monitor the “COVID-19 Community Risk Level” for the county in which the auditions will take place on the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>). In-person Equity auditions may only be held as long as the “COVID-19 Community Risk Level” is below High (Orange).
- If the CDC’s COVID-19 Community Risk Level is trending upwards and may rise above Medium (Yellow), notify members with appointments of that possibility at least 48 hours

before the auditions are set to begin and let them know that the auditions may need to be postponed or cancelled.

- If auditions must be postponed or cancelled, you must notify both Equity and members with appointments at least 24 hours before the auditions. Signage must also be posted at the audition venue, if possible.

Checking in and waiting for appointments

- Signage must be posted in all spaces (i.e., audition room, holding room(s), corridors, bathrooms, stairwells, and elevators, etc.) highlighting both the venue owner's and/or employer's COVID-19 safety protocols, including face covering, social distancing, the maximum number of individuals permitted to be in each space at one time, etc.
- When checking in members for their appointment, ask to see their Equity membership card as proof of membership. Current membership cards are orange and have an expiration date of 11/2022. Electronic membership cards are also light blue and have an expiration date of November 2022. (Light blue membership cards with an expiration date of 05/2022 or May 2022 may be accepted through June 8, 2022.)
- If a member is unable to show proof of membership, they may be turned away.
- In order to maintain social distancing, actors should check in no more than 20 minutes before their appointment time (e.g., 11:10 a.m. for an 11:30 a.m. appointment).
- Proof of vaccination/negative test. Everyone entering the audition venue (i.e., venue employees, Equity members, non-members, casting personnel, creatives, producers, musicians, COVID Safety Managers, etc.) will be required to undergo a symptom check and provide one of the following prior to entry into the venue:
 - Proof of full vaccination. "Fully vaccinated," as defined by the CDC, is more than 14 calendar days following receipt of a final dose of an FDA or World Health Organization authorized or approved vaccine.
(OR)
 - Proof of a negative PCR test result taken no earlier than 48 hours prior to entry into the venue.
(OR)
 - Proof of two negative antigen test results (e.g., the first taken the night before and the second taken no less than 2 hours) prior to entry into the venue. Results of non-proctored at-home antigen tests will not be accepted.
- The employer will provide extra CDC-compliant face coverings (see list above in "Casting Notice") at all Equity auditions. When actors who are d/Deaf or hard of hearing are auditioning, the employer must also provide FDA-approved transparent face coverings.
- Physical Objects. There will be no sharing of communal objects including, but not limited to, pens, pencils, markers, scripts, towels, cups, utensils, plates, paper sides, any objects to audition with, etc. The Broadway Green Alliance has created a Backstage Toolkit at <https://www.broadwaygreen.com/greener-reopening-toolkit> to provide sustainable solutions for reopening theatres.

- Only actors who are checked in and waiting for their appointments should be present in the holding room. At no time may the number of people in the holding room exceed the maximum number allowed.
- Vocal warm-ups are not permitted in the holding room(s), hallways, corridors, stairwells, bathrooms, etc.
- Hallways, corridors, and stairwells will not be allowed to be utilized as holding areas, warm-up spaces or for gathering and crowding.
- No eating of meals is permitted by anyone in the areas used by actors attending the Equity audition (e.g., in the holding room, audition room, restrooms, hallways, lobbies, etc.). However, individuals may lower their face covering briefly to take a drink and/or eat a light snack.

Running auditions

- Equity will not provide monitors for any Equity auditions at this time. Employers will need to provide staff to run all aspects of the auditions. No fewer than one dedicated COVID-19 Safety Manager (CSM) who has received COVID-19 safety compliance training and is responsible for implementing the safety protocols must always be in the holding room at each live, in-person Equity audition. The CSM may not facilitate check-in in the holding room.
- At in-person Equity auditions where actors audition with a song, a monologue, sides, or by playing musical instruments with their mouth:
 - Only one actor may be in the audition room at a time.
 - Each actor should leave the audition room completely before the next actor enters the audition room.
 - For singing auditions, accompaniment may not be provided by musicians playing musical instruments with their mouths.
 - Singers will wear their face covering when consulting with the accompanist.
- At in-person Equity auditions requiring dance:
 - Each group of dancers should leave the audition room completely before the next group of dancers enters the audition room.
 - All dancers must remain masked throughout the audition.

After your auditions

- Within two weeks of your Equity audition date, send Equity a typed list of all Equity members (including their membership number) seen at your in-person auditions.