2024 VIRTUAL
"WALK-IN" AUDITIONS

Guidelines for Participating Schools

Event Details

- **Dates:** Friday, January 12th and Saturday, January 13th from 10am to 5pm ET (with a break from 1-2pm ET). Please note that all auditions are scheduled and held in Eastern Time.

- **Degrees:** Auditions are for students looking to audition for undergraduate Musical Theatre or Acting programs.

- **Timeslots:** Each audition timeslot is 10 minutes long.
    - Students will be given 4 minutes to present their material of choice.
    - You will have another 6 minutes to talk with the student or request additional material, if applicable.
    - Those auditioning for **Acting** have been advised to prepare 2 contrasting monologues.
    - Those auditioning for **Musical Theatre** have been advised to prepare 2 contrasting songs and 1 monologue.

- **Sessions:** We have 4 available sessions lasting 3 hours each. Each session costs $100 to participate and provides you with (18) 10-minute audition timeslots. You may choose to make yourself available during any or all sessions, but you must be present for the entire 3-hour session – we cannot accommodate partial session availability.
    - January 12th AM session: 10am to 1pm ET
    - January 12th PM session: 2pm to 5pm ET
    - January 13th AM session: 10am to 1pm ET
    - January 13th PM session: 2pm to 5pm ET

- **Registration examples:**
  - Choose to participate in 1 session: $100 registration fee / 18 audition timeslots
  - Choose to participate in 4 sessions: $400 registration fee / 72 audition timeslots

- **Invoicing:** If you register for the event and have a session without auditionees, Acceptd will not invoice you for that session.

- **Applicant Audition Fee:** Students are charged $20 per audition registration (non-refundable) and will submit a separate audition registration for each participating school. Each audition registration will include the following information:

  - Contact Information
  - Degree Interest
  - Headshot
  - Resume

- **Applicant Free Media Upload:** While audition timeslots are available for selection, students are also encouraged to complete an *optional* Free Media Upload of the following information:

  - Contact Information
  - Degree Interest
  - Headshot
  - Resume
  - Digital Media including songs, monologues, and/or dance videos

- These uploads will be visible to all participating schools, allowing you to preview students in advance.

- If a student of interest submitted a Free Media Upload but has not yet signed up to audition for your school, you may use their contact information to reach out directly and invite them to do so.

- Please note that the Free Media Upload is NOT a prescreen. It should not be used to prevent an applicant from signing up for a virtual "Walk-In" audition.

Participating School Responsibilities

- You will use both the Acceptd and AuditionRoom platforms to conduct auditions, and it is your responsibility to read the provided PDF guide AND either attend the 1-hour live Zoom training or watch the recording that will be sent afterward.
    - If you have any questions, please contact Acceptd as soon as they arise. It is important that you are comfortable in the Acceptd and AuditionRoom platforms prior to audition day.

- By registering, you agree to audition all students who register for your school at the timeslot that they have selected.
    - If you have <u>any change</u> in your availability, you are responsible for communicating that with the Acceptd team as soon as you become aware of it. Following communication with the Acceptd team, you will also be responsible for communicating that with all of your scheduled applicants.

- If you are not logged into Acceptd and ready in AuditionRoom by the start time of your first audition, we will communicate this to the applicant, provide them your contact information, and you are responsible for rescheduling their audition.

- Additionally, you will be invoiced a $100 cancellation for each missed session and for all student registration fees ($20/audition) of missed auditions. The $20/student cost will allow us to refund each student their audition registration fee.

- All fees for the event will be invoiced on February 1st and you agree to remit payment within a net-30 days of receiving the Acceptd invoice.

Acceptd Responsibilities

- Acceptd will provide all participating schools with a detailed PDF guide and 1-hour Zoom training of the Acceptd and AuditionRoom platforms.

- Acceptd will provide customer support from the registration process through the audition weekend.

- Acceptd will market the event holistically to our network of theatre students. Our efforts will include, but are not limited to, the following:

  - Announcement of event
  - Announcement when registration is open
  - Announcement of participating schools
  - Reminder about registration deadline