



TLDR Information Session

Citywide General Auditions 2021

How to Use This Document

This shorter info packet is for users to review key points before or after attending an information session or reading the longer info packet. This document covers basic information but does not go into details.

Registration & Getting Things Squared Away

Registration for 2021 Citywide General Auditions will open at 10 AM PST on February 27, 2021. Look for a link in the Events section of [PATA's homepage](#) at that time but not earlier. Or, wait for the email announcement from PATA's Office Manager. Have your PATA username, password, and credit card ready. Even better if you also have your headshot, resume, and repertoire descriptions ready. (Specs below.)

If you have technical questions, try to ask the Office Manager three weeks before the due date instead of waiting until the week before the due date. This way, the Office Manager can either respond to your inquiry or assign someone to respond.

Everything for 2021 Citywide General Auditions is due by **11:59 PM PDT on April 10, 2021**.

- Your individual-level PATA membership or membership renewal.
- Payment of the \$15 binder assembly fee.
- Your one-page resume in .pdf format with its file name formatted LastName_FirstName.pdf such that it matches your online PATA profile.
- Your .jpg format headshot >1MB with its file name formatted LastName_FirstName.jpg such that it matches your online PATA profile.
- Your repertoire description for each of your pieces including character name, song or scene title if applicable, show title, author(s).
- Any updates in your online PATA profile that you'd like published in the binder.
- A link to your video in your online PATA profile in the blank labeled "Link to Contemporary Theatrical Audition."

If you register to audition and for any reason cannot submit your audition video by the deadline, **avoid "no-show" status** by emailing your cancellation to the Office Manager (info@portlandtheatre.com) by 11:59 PM PDT on April 10, 2021.

If you register to audition but don't submit a video and don't email your cancellation by 11:59 PM PDT on April 10, 2021, you will have "no-show" status.

- You will be ineligible to audition at Citywide General Auditions the following year (2022).
- Your name will be on a no-show list distributed to the auditors.
- PATA will not refund your binder fee.

Your Video Audition

Your video must total <3 minutes. Do not submit your slate and audition pieces as separate links. Edit your videos together and send them as one link.

- In your introduction, a.k.a. your "slate", state your name, pronouns, and repertoire info for each piece (character, song or scene title if applicable, show title, author(s)). In video format, if you wish, you may thank the auditors during the slate instead of after your performance.
- Your performance after your slate must total <2 minutes.
 - Your 2-minutes start with the first word of your monologue or with your first instrumental note.
 - Transitions between repertoire pieces count toward the 2 minutes.
 - You may use your two minutes as you wish. However, most performers present programs in the following formats.
 - One monologue and one song (recommended)
 - Two contrasting monologues (recommended)
 - Two short songs
 - One long monologue
 - One long song

If the video platform you are using lets you include a typed self-intro and repertoire description, please include a typed self-intro and repertoire description.

The easiest video platform for the auditors is YouTube with the privacy setting as *Unlisted*. *Unlisted* means anyone with the link can watch the video, but YouTube won't go out of their way to show it to the general public.

Video audition tips from Education Committee Chair Erik Montague: <https://youtu.be/yWuDlKs0C60>

Common Errors to Avoid. (Keep the Focus on Your Brilliant Performance!)

- Professional Courtesy
 - Failure to email in advance before the video deadline if cancelling, resulting in no-show status.
 - Waiting until the week that videos are due to ask the Office Manager for help with technical issues and formatting binder materials.
 - Late submittal of binder materials without prior communication.
- Auditioning
 - Not including a slate.

- Forgetting to state pronouns in the slate.
- Exceeding the 2-minute time limit on performance content.
- Bringing in props. (Emphasis should be on you, not on props.)
- Unprofessional wardrobe choices.
- Bringing classical/Shakespearean material to Citywide General Auditions when most auditors are casting contemporary plays and musicals.
- Presenting monologues from film and other on-camera media.
- Inadequate preparation. (Includes unrehearsed entrances, exits, and slates when in-person.)
- Waiting until the last minute to prepare technical tasks such as video framing, lighting, sound, wardrobe, hair, etc.
- If singing, accompanying yourself on a musical instrument or singing a capella. (Please, use a recorded instrumental track for 2021.)
- Poorly prepared sheet music that is hard for the accompanist to read. (If/when you work with an accompanist.)
- Using an accent or dialect that is not part of your normal everyday speech.
- Not researching pronunciation of titles, authors, vocabulary, etc.
- Not watching your finished video prior to submittal to check for obvious errors.
- Computing
 - Submitting the slate and performances as separate videos with different links.
 - Having your PATA profile settings adjusted to reject email blasts, which means you will not receive announcements, updates, or other messages related to your event registration.
 - Sending PATA a video file instead of a video link.
 - File Formatting
 - Files not named *LastName_FirstName* in a way that matches your PATA profile.
 - Typing .pdf or .jpg into the file name without changing the file type. For example: *Hu_Wynee.pdf.jpg* would actually be a .jpg file instead of a .pdf file.
 - Adding a redundant file extension to the file name. For example: *Hu_Wynee.jpg.jpg*
 - Submitting the headshot and resume all together as one .pdf rather than as separate attachments to an email.
 - Headshot
 - Sending a .pdf or .png photo.
 - Sending a photo with extremely small file size or resolution. (Excess data can easily be removed from a high-quality image. A low-quality image, however, can't be improved.)
 - Assuming the thumbnail image in one's PATA profile is of sufficient resolution for the binder.
 - Resume
 - Submitting a 2-page resume.
 - Having a second page that is blank.
 - Text with inconsistent tabs.
 - Text that exceeds margins.
 - Sending a .docx or a .jpg resume.

- Sending a resume that is in chronological order (oldest credit first) rather than in order of relevance (newest [default], most prestigious, or favorite credit first).
- Including a home address.

Afterwards

The Office Manager will send auditors the 2021 Citywide General Auditions binder and spreadsheet on or before May 22, 2021.

After the binder goes out, the Office Manager will email participating actors a list of participating auditors, which will have email addresses from auditors who would like to be contacted (thanked and/or invited to your upcoming performances). If the auditor did not leave contact information with PATA, we suggest sending thanks to their company's general inbox.