



TLDR Information Packet for 2022 Unified Shakespeare Auditions and Citywide General Auditions

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

Actor registration windows:

- Unified Shakespeare Auditions: 10 AM Pacific Time on 12/11/2021 through 11:59 PM Pacific Time on 01/20/2022.
- Citywide General Auditions: 10 AM Pacific Time on 02/19/2022 through 11:59 PM Pacific Time on 04/01/2022.

Look for a link in the Events section of [PATA's homepage](#) during the registration window but not earlier. Or, wait for the email announcement from PATA's Office Manager.

All registrations, membership renewals, profile updates, video links, materials submissions, etc. are due by the close of registration.

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.

If you register to audition and for any reason cannot submit your audition video by the deadline, please courteously email your cancellation to the Office Manager (info@portlandtheatre.com) by the close of registration. If you "no-show" by neglecting to cancel, PATA will not refund your binder fee for the Citywide General Auditions.

What You Will Need to Complete Registration & Auditions

Unified Shakespeare Auditions	Citywide General Auditions
PATA username and password.	PATA username and password.
Membership in good standing through close of registration window.	Membership in good standing through close of registration window.
Register via the event registration page.	Register via the event registration page.
	Email or upload using the registration page: <ul style="list-style-type: none"> • 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).
	Payment of binder fee via credit card or check.
Updated PATA profile.	Updated PATA profile.
Link to video in online PATA profile blank labeled Shakespearean/Classical Audition Video.”	
	Link to video in online PATA profile blank labeled “Link to Contemporary Theatrical Audition.”
TPS members, please email the PATA Office Manager to register and submit your headshot, resume, and video link.	TPS members, please email the PATA Office Manager to register; get payment instructions; and submit your headshot, resume, video link, and repertoire description.
Recommendations: <ul style="list-style-type: none"> • Review and adjust your PATA profile’s privacy settings annually. • Check out PATA’s website privacy policy. 	Recommendations: <ul style="list-style-type: none"> • Review and adjust your PATA profile’s privacy settings annually. • Check out PATA’s website privacy policy.

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, pronoun information, 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.
 - “I invite you to ask me about my pronouns,” or “I do not have pronouns,” or an alternative that better describes you are also acceptable.
- 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.
- Content:
 - **Unified Shakespeare Auditions:** You may present up to two classical monologues.
 - At least one monologue must be in verse.
 - PATA recommends that at least one monologue come from a Shakespeare play.
 - **Citywide General Auditions:** 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 2020 by former Education Committee Chair Erik Montague:

<https://youtu.be/yWuDlKs0C60>

Afterwards

Closing dates for auditor registration windows are as follows:

- Unified Shakespeare Auditions: 11:59 PM Pacific Time on 01/31/2022.
- Citywide General Auditions: 11:59 PM Pacific Time on 05/06/2022.

The Office Manager will periodically update the list of participating auditors at the PATA Auditions page (<https://www.portlandtheatre.com/Auditions>)

On the last day of auditor registration, the Office Manager will send your auditions to the auditors. Within the following week, the Office Manager will also send actors who auditioned a contact sheet, 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.

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

Errors in Courtesy

- Not communicating in advance about needing to cancel an audition. Both in-person and online auditions are appointments.
- Waiting until the week before videos are due to ask the Office Manager for help with technical issues and formatting.
- Late submittal of binder materials without prior communication.

Tech & Logistical Errors:

- File Formatting
 - The files are 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.)
 - Sending more than one photo.
 - Assuming the thumbnail image in one's PATA profile is of sufficient resolution for the Citywide General Auditions 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.
- Videos
 - Not budgeting time to prepare for and practice technical tasks such as video framing, lighting, sound, wardrobe, hair, etc.
 - Sending a video file instead of uploading onto a platform and sending a link.

- Submitting the slate and performances as separate videos. If you film your slate and performances separately, edit them together to create one seamless video to make viewing easier for the auditors.
- Not watching the video before submitting it, and consequently sending a different video than originally intended.
- Communication/PATA Profile
 - Having PATA profile settings adjusted to reject email blasts, which means you might not receive announcements, updates, or other messages related to your event registration.
 - Forgetting to click the “Save” button after editing your profile and pasting your video link.
 - Pasting the video link in the wrong entry blank.

Auditioning Errors

Broadly Applicable

- Inadequate preparation.
- Omitting the slate.
- Forgetting to rehearse the slate.
- Omitting pronouns in the slate if you have pronouns.
- 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.
- Not researching pronunciation of titles, authors, vocabulary, etc.
- Using an accent or dialect that is not part of your normal everyday speech.
- Poorly prepared sheet music that is hard for the accompanist to read (if you’re working with an accompanist).

Specific to Video Auditions

- If singing, accompanying yourself on a musical instrument or singing a capella. (Please, use a recorded instrumental track.)

Specific to In-Person Auditions

- Not rehearsing entrances and exits.
- If singing, accompanying yourself on a musical instrument rather than demonstrating the ability to talk professionally with instrumentalists.
- Bringing in recorded music. (Not an error for pandemic online auditions.)
- Disputing with the timekeeper if the timekeeper cuts off your performance.