



TLDR Information Packet for 2023 Unified Shakespeare & Classical 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

Registration dates:

- Unified Shakespeare Auditions:
 - 01/09/2023, Sunday: Actor submission window opens at 10 AM.
 - 01/09/2023, Monday: Auditor registration opens at 10 AM.
 - 01/27/2023, Friday: Close of actor submissions. Due by 11:59 PM:
 - 01/31/2023, Tuesday: Distribution of Unified Shakespeare Auditions spreadsheet to auditors. Close of auditor registration at 11:59 PM.
- Citywide General Auditions:
 - 02/27/2023, Monday: Actor registration to open at 10 AM.
 - 02/27/2023, Monday: Auditor registration to open at 10 AM.
 - 03/17/2023, Friday: Close of actor registration. Submissions due by 11:59 PM:
 - 04/11/2023, Tuesday: Distribution of Citywide General Auditions digital binder to auditors. Close of auditor registration at 11:59 PM.

When the registration window opens, look for a link in the Events section of [PATA's homepage](#). After you register, you will receive a link to a Google form which you must fill out and submit before the end of the registration period.

If you have technical questions, try to ask the Office Manager two 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.

For 2023 Citywide General Auditions the following items are due in addition to your audition form:

- Payment of the \$15 binder assembly fee.
- Your binder materials (repertoire description, .pdf one-page resume, .jpg-format 1 MB-20 MB headshot) emailed to Office Manager if not submitted via the registration form

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) before the close of the registration period.

If you register to audition but don’t submit a video and don’t email your cancellation by the deadline, you will have “no-show” status.

- You will be ineligible to audition at Citywide General Auditions the following year (2024).
- Your name will be on a no-show list distributed to the auditors.
- PATA will not refund your binder fee.

Eligibility Requirements

| Unified Shakespeare & Classical Auditions | Citywide General Auditions |
|---|---|
| Individual-level membership in good standing with either PATA or Theatre Puget Sound at time of registration and on the registration close date (01/27/2023). | Individual-level membership in good standing with either PATA or Theatre Puget Sound at time of registration and on the registration close date (03/17/2023). |
| (TPS members, when registration opens, please write to the PATA Office Manager at info@portlandtheatre.com for information on how to register for auditions. Include proof of your TPS membership.) | (TPS members, when registration opens, please write to the PATA Office Manager at info@portlandtheatre.com for information on how to register for auditions. Include proof of your TPS membership.) |
| Age 18 years or older. | All ages may audition. |

Your Video Audition

Your video must total less than 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,” and “I do not have pronouns,” are also acceptable.

- Your performance after your slate must total less than 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 former Education Committee Chair Erik Montague:
<https://youtu.be/yWuDIKs0C60>

Afterwards

Closing dates for auditor registration windows are as follows:

- Unified Shakespeare & Classical Auditions: 11:59 PM Pacific Time on 01/31/2023.
- Citywide General Auditions: 11:59 PM Pacific Time on 04/11/2023.

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 are open to being 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 1: 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 (for binder materials)
 - 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: *Little_Stuart.pdf.jpg* would actually be a .jpg file instead of a .pdf file.
 - Adding a redundant file extension to the file name. For example: *Little_Stuart.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.
- 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 or live accompanist.)

Specific to In-Person Auditions

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