



Equity Principal Audition Procedures New York

The following are the procedures for Equity Principal Auditions (run by Equity Audition Monitors) in New York City. Equity staff and Monitors are responsible for fully enforcing this Code. Questions and comments regarding this Code and its administration should be sent to the Auditions Department, in writing. They will be referred to the Eastern Region Equity Principal Auditions Committee for review. Your cooperation is very much appreciated!

1. An official Monitor will only be present at auditions that are being run according to these procedures.
2. Monitors will report violations of Equity's "Safe and Sanitary" rules.
3. Monitors and Equity staff are not permitted to have any discussion regarding anyone who is auditioning, nor may they discuss any casting issues, with the employer's casting personnel.
4. You must have your paid-up membership card with you at the audition or written verification from the Membership Department of your paid membership status. Due to a high volume of activity, membership cannot be verified by telephone.
5. Monitors will sign performers only on the official EPA sign-up sheets.
6. The Monitor will arrive one hour prior to the scheduled start of the call. The only official list of performers will be the one established by the Monitor. Only those actually present, with paid-up membership cards, will be placed on the list. You will be required to show your membership card again prior to admission into the audition room.
7. Should performers who are present before the start of the call choose to establish and honor an unofficial list/order among themselves, the Equity Monitor will sign up those performers in the order in which they present themselves. This order must be established before the official start of the call. However, Equity and the Equity Monitor can take no responsibility for organizing and/or coordinating any such unofficial list/order.
8. Day of Audition. Appointments will be scheduled only on the day of the audition in the following manner:
 - a) Six performers will be scheduled in 20-minute blocks of time. The length of each performer's audition will be at the discretion of the casting director, with a minimum of one minute given to each performer. Any time left over within the 20-minute block will be assigned to "alternates" (see below).
 - b) You will choose a 20-minute time slot for the audition, and be issued a white principal audition card with the time slot indicated on it. Time slots are available on a first-come, first-served basis.
 - c) There are also two ***open-ended alternate lists***:

- List A: For those who are *not* signed up for an upcoming time slot, i.e. those whose only chance to audition at all is as an alternate. Members on this list will be called before members on List B.
- List B: For those who are already signed up for an upcoming time slot, i.e. those who are already certain of being seen, but may wish to audition sooner.

Alternates will be “filtered” into the auditions as time permits. “**Open-ended**” means that you may sign the alternate sheet at any time. You could, for example, choose to be an alternate instead of choosing a specific time slot (in which case you would be on Alternate List A). Should you choose, however, to sign up for a time slot *and* be on Alternate List B, you must sign one list and go to the rear of the line to sign the other. (Whether you sign the time slot list first and then the alternate list or vice versa, you will be on Alternate List B.)

- d) You must arrive and check in with the Monitor **ten minutes** prior to your audition time slot, as calculated by the clock in the Audition Center (or by the Monitor if the audition is in another location). If you are not present on time, an alternate will be given the appointment, time permitting. ***There can be no exceptions to this procedure.***
 - e) If you are an alternate, you must be available when your name is called. If you are not present when your name is called, you will lose the alternate slot. Please understand that there is no guarantee that alternates (from either alternate list) will be seen.
 - f) If you miss your scheduled time, you are permitted to re-sign (on Alternate List A). If you miss your alternate slot, you are permitted to re-sign on Alternate List B (if you have also secured an upcoming time slot) or on Alternate List A (if you have not).
 - g) A time slot insures an audition during that 20-minute time period. If the audition process moves quickly, you may audition earlier than the scheduled time slots. However, your time slot will be honored, provided that you arrive 10 minutes before the scheduled time.
9. When there is a lunch break, the Monitor will post a Lunch Time Information Sheet with the following: Name of show, time of break, and time Monitor will return.
 10. Sign-in sheets will not be “carried over” to the next day.
 11. At the conclusion of each day’s auditions, the Monitor will provide the casting personnel a list of the performers who signed up but were not seen, together with their pictures/resumes.
 12. Audition centers are places of business. Food, pets, large packages, friends and/or relatives will not be permitted access. Noise levels should be kept to a minimum. Please also try to keep the waiting area neat and clean, as a courtesy to all others, and place trash in the proper receptacles. Smoking is not permitted in the audition area at any time.
 13. After completing your audition, please leave the area quietly as a professional courtesy to the other performers who are still waiting.

Equity asks that auditioning performers always conduct themselves as professionals. Should there be a problem or disturbance, however, please note that the Equity Council has affirmed the policy whereby, if necessary, anyone who creates a serious disturbance shall, at discretion of the staff, be removed from the audition area.

Should you wish to report any infractions or suggest improvements in the administration of this Code, please do so by sending a signed letter to the Equity Auditions Department. Questions regarding Equity Principal Auditions in general should be directed to Equity Auditions Department staff, who can be reached via the “Auditions” tab on the “Contact” page at www.actorsequity.org.

These procedures are developed around contractually bargained Agreements between Equity and Producers. Since each contract is negotiated separately, terms and conditions vary from contract to contract. Therefore, please refer to each individual agreement (most are posted in the Document Library at www.actorsequity.org) to determine the specific EPA requirements of the contracts.

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24-HOUR AUDITION INFORMATION	
www.actorsequity.org/CastingCall	
New York	877-AEA-1913 ext. 831
Chicago	877-AEA-1913 ext. 815
Los Angeles	877-AEA-1913 ext. 826
Orlando	877-AEA-1913 ext. 821
San Francisco	877-AEA-1913 ext. 836