



In-Person Equity Audition Procedures

Effective date: February 27, 2023

These procedures apply to in-person Equity auditions held in any venue, including Equity's audition centers. As we continue to repopulate our Equity monitor staff, Equity monitors will be provided at all Equity auditions in Equity's audition centers and at select Equity auditions held at other venues in Equity office cities.

- When employers meet their Equity audition requirements by holding in-person Equity auditions following these protocols, they will be required to fulfill all Equity audition requirements in their agreement, including all local and office/liaison city auditions. If, due to adhering to these protocols, an employer is unable to meet their Equity audition requirements in the number of days specified in their agreement, additional days will be scheduled to meet the requirement.
- When in-person Equity auditions are held at a venue other than an Equity audition center and Equity is unable to provide an Equity monitor, the employer will be responsible for running all aspects of the in-person Equity auditions and for conducting a risk assessment to respond to any infectious disease risks identified by the Centers for Disease Control or local health department, incorporate all risk mitigation strategies identified by those entities which are relevant to audition and holding spaces, and encourage individuals not to report to the audition when they have an infectious disease that could be transmitted through normal audition activities.

Additionally:

Holding Room and Audition Room requirements

- Holding Room
 - The holding room must not exceed maximum occupancy per the authority having jurisdiction (e.g., building code, fire department). The holding room's maximum capacity must be posted in the room.

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- The maximum number of individuals allowed in the room at one time must not be exceeded.
- **Audition Room**
 - For in-person Equity auditions requiring a monologue or sides, singing, or playing an instrument with one's mouth, the maximum number of individuals allowed in the room at one time must not be exceeded. The audition room's maximum capacity must be posted in the room.
 - For in-person Equity auditions requiring dance, the audition room must have at least 36 square feet of danceable space for each person in the room (not including space used by casting personnel, piano, etc.). For example, if the audition room has one thousand (1000) square feet of space in which to dance, then no more than twenty-seven (27) individuals would be allowed in the room at one time [e.g., twenty-four (24) dancers and three (3) casting personnel]. A larger room will accommodate more individuals at one time.
 - The maximum number of individuals allowed in the room at one time during the in-person auditions must be posted in the room.
 - The maximum number of individuals allowed in the room at one time must not be exceeded.
 - Capacity limits for dance audition rooms may be calculated with the following formula: Divide square footage of the danceable space in the room by 36, the number of square feet required per person. For example, if the space has eight hundred (800) square feet of space in which to dance, then the maximum number of individuals permitted in the room at one time is twenty-two (22) ($800 \div 36 = 22$).
 - Dancers must remain at least six (6) feet away from one another.

Casting Notice

In addition to the information required in your agreement, your casting notice must include:

- Information on the maximum number of individuals allowed to be in the audition room and in the holding room at one time. This is the maximum occupancy per the authority having jurisdiction (e.g., building code, fire department) for each space.
- If you are holding ECCs for dancers, also indicate the square footage of the danceable space (i.e., not including any space used by the casting table, piano, etc.) and how long it will take for each group to learn and audition with the combination.

Audition appointments

Please consult your agreement for requirements regarding the number of audition days required.

Appointments may be scheduled only for Equity members. Additionally, members of AGMA who have proof of at least one year's membership and members of Canadian Equity may make audition appointments as though they are Equity members. Proof of membership should be requested when members check in for their appointments (see "Checking in for Appointments" below). Please do not require Equity members to provide their member number when scheduling an appointment.

- **Scheduling appointments for in-person Equity auditions in an Equity office city**
Appointments for Equity auditions in Equity office cities will be scheduled through Equity's online sign-up system. No action is required by the employer to facilitate making the appointments. If an Equity monitor is assigned to work the auditions, they will manage the appointments that have been scheduled. If an Equity monitor is not provided, Equity will e-mail the list of scheduled appointments to the employer's designated representative by 5:00 p.m. local time on the business day prior to the audition date. It will be the employer's responsibility to manage the appointments on the audition date.
- **Scheduling appointments for in-person Equity auditions at venues outside Equity office cities**
 - For EPAs or singers' ECCs:
 - Consult your agreement to determine the required number of appointments and/or length of audition required for EPAs and plan your schedule accordingly. Schedule at least 3.5 hours of ECCs for singers (which may be separated into two gendered ECCs, if permitted or required in your agreement).
 - For dancers' ECCs:
 - Schedule at least 3.5 hours of ECCs for dancers (which may be separated into two gendered ECCs, if permitted or required in your agreement).
 - Divide the duration of each ECC by the number of minutes required for each group to learn and audition with the combination. This will determine how many groups may be seen during the ECC. Multiply that by the number of dancers allowed in the room at one time to determine how many dancers may be seen each day.
 - Example: For a 7-hour dancers' ECC at which you can teach/audition the combination in 60 minutes, you would schedule 7 audition groups (7 hours x 1 group per hour). If your audition room accommodates 15 dancers at a time, you should schedule 15 dancers in each group, which would be a total of 105 dancers for the day. A possible schedule could be:

9:00 a.m.–10:00 a.m. — Group 1
10:00 a.m.–11:00 a.m. — Group 2
11:00 a.m.–12:00 p.m. — Group 3
12:00 p.m.–1:00 p.m. — Group 4
1:00 p.m.–2:00 p.m. — Lunch

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2:00 p.m.–3:00 p.m. — Group 5

3:00 p.m.–4:00 p.m. — Group 6

4:00 p.m.–5:00 p.m. — Group 7

- Requesting appointments:

If you choose to ask members to make appointments prior to the audition date, please note that regardless of which method you use to schedule appointments, actors' names, audition times and other personal information must not be visible to others.

- By e-mail – your casting notice must provide an e-mail address, instructions for requesting an appointment (e.g., list preferred date and up to three preferred appointment times; list any times during the audition date(s) that you would NOT be available to audition) and a deadline by which appointments must be scheduled.
 - Using an online form – your casting notice must provide a link to the form and a deadline by which appointments must be scheduled.
 - Using a scheduling app – your casting notice must provide a link to the scheduling app and a deadline by which appointments must be scheduled.
 - By phone – your casting notice must provide a phone number, times when the phone will be attended, and a deadline by which appointments must be scheduled.
- When confirming audition appointments:
 - Confirm date, time, and location of appointment.
 - Confirm how to cancel appointment, should it become necessary.
 - Notify members that they will be required to show proof of membership when they check in for their appointment.
 - Notify members how far in advance of their appointment they may arrive at the venue.

Checking in and waiting for appointments

- When checking in members for their appointment, ask to see their Equity membership card as proof of membership. Current membership cards are tan/cream and have an expiration date of 05/2023. Electronic membership cards are also tan/cream and have an expiration date of May 2023.
- If a member is unable to show proof of membership, they must be turned away or allowed to audition with non-Equity actors.
- In order to avoid crowding, actors should check in no more than 20 minutes before their appointment time (e.g., 11:10 a.m. for an 11:30 a.m. appointment).
- The employer will provide extra CDC-compliant face coverings at all Equity auditions. When actors who are d/Deaf or hard of hearing are auditioning, the employer must also provide transparent face coverings in accordance with American Society for Testing and Materials (ASTM).

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- Only actors who are checked in and waiting for their appointments should be present in the holding room. At no time may the number of people in the holding room exceed the maximum number allowed.
- Vocal warm-ups are not permitted in the holding room(s), hallways, corridors, stairwells, bathrooms, etc.
- Hallways, corridors and stairwells will not be allowed to be utilized as holding areas, warm-up spaces or for gathering and crowding.

Running auditions

- Equity will provide monitors for any in-person Equity auditions held in Equity audition centers and at select Equity auditions held at other venues in Equity office cities. If the auditions will be held at a venue outside Equity's office cities or if a monitor is not provided, employers will need to provide staff to run all aspects of in-person Equity auditions.
- At in-person Equity auditions where actors audition with a song, a monologue, sides or by playing musical instruments with their mouth:
 - Only one actor may be in the audition room at a time.
- At in-person Equity auditions requiring dance:
 - Each group of dancers should leave the audition room completely before the next group of dancers enters the audition room.
- Waiting lists
 - The employer should maintain a waiting list for Equity members who may not have been able to schedule an appointment in advance. Members from the waiting list may be assigned to appointments that were not scheduled in advance or may be assigned to appointments that were not attended.
 - The employer should maintain a waiting list for Equity Membership Candidates (EMCs) and other non-Equity actors. Appointments may not be assigned to EMCs or non-Equity actors. Members from the EMC and non-Equity lists may be seen only as time permits and if there are no Equity members waiting. At EPAs, EMCs should be seen prior to other non-Equity actors.

Equity reserves the right to revise these protocols as necessary.