

Casting Guidelines

These are determined by The Community Theatre of Howell Board of Directors and are subject to change.

1. Casting Committee Responsibility to the Membership

- a. Responsibility for casting the production rests solely with the Casting Committee. The Casting Committee may include the Director, the Producer, the Musical Director, the Choreographer, and the Assistant Director.
- b. The Director shall select one board member to be on his/her casting committee who does not have a major role in the production and is not related to anyone auditioning. This board member is responsible for reviewing these guidelines with the casting committee prior to casting. An outside consultant, on invitation by the Director, may be asked to sit on the casting committee. The board must approve this in advance.
- c. If a casting committee member has a family member auditioning they must leave the room for this discussion. Other than the director, casting committee members should not have input into these casting decision.
- d. After the cast list is posted, the Director may make casting changes as needed after consultation with the producer.
- e. The casting committee may encourage individuals to audition in general, but not for any specific role, which means no specific recruiting, pre-casting or giving someone the impression that they will receive a particular role.
- f. All auditions must be video-taped to help with after the fact decisions and/or discrepancies. Tapes should be erased after casting is final.
- g. The Director will have the determining vote.
- h. The membership of the entire casting committee must be approved by the Board of Directors.

The casting committee will meet prior to the auditions, even if on the same day, to review details set forth in the audition flyer, the roles, the evaluation criteria or score sheet, and the cast parameters, in particular, specifics regarding age. The audition/stage manager might need to be included in this, too, so they can answer questions in the "holding tank".

2. Confidentiality

The casting process and discussions are confidential and may only be discussed by those involved in making the casting decisions and/or a member of the Board of Directors. It must not be discussed with any other show participant. This shall not preclude the Artistic Director from including additional participants in the casting decision by consulting with them prior to making the final casting decisions. Casting guidelines should be attached to the information form distributed at auditions so everyone has a chance to review or policies.

3. Primary Casting Objective

Casting should emphasize building the strongest overall cast within the guidelines outlined below. It is not to be constrained by individual performer's preferences or "fairness" toward giving the stronger auditioners the perceived "better" roles if a different casting results in a better overall cast. The appointed CTH Director will cast the person with the most talent that also meets the criteria and vision for each role.

4. Additional Casting Considerations

The following are not constraints, but factors to consider along with the primary objective of achieving a strong overall cast:

- a. Audition performance is the strongest overall factor in casting.**
- b. The director must always be present when a show is cast.
- c. Members and non-members can audition. If cast, non members need to join during the first week of rehearsals.
- d. The audition/stage manager, in most cases, will not sit on the casting committee. Their role is to keep the process organized.
- e. Ability to take direction during the audition and in past shows should be considered.
- f. The director and producer may make a decision not to cast someone due to prior behavior problems, attendance or other difficulties with CTH.
- g. Past record of accepting assigned casting commitments may be considered.
- h. Providing unique opportunities to people to get involved in musical theater can be considered (specialty dancers, musicians, etc).
- i. Children of those with major production staff roles may be placed in a lead role if they are best auditionee but, minimally will be placed in a chorus role, if the show allows. There are no casting guarantees for Board or committee members, or their children, who may audition.
- j. If the Director does not see the talent needed for a specific role, he/she has the right to post this as a TBA and continue recruiting – note that the only time recruiting is acceptable is to fill a role after the auditions are completed.

5. Additional Auditions

The Casting Committee may, at their discretion and convenience, accommodate individual auditions outside of those posted.

6. Recasting

If a role needs to be recast due to a cast member being unable to continue participation in the show, the Artistic Director has the right to recast the role without further auditions.