

**WELCOME TO SRJC THEATRE ARTS  
LIVE ZOOM AUDITIONS!  
Instructions in 3 Easy Steps and Tips**

**Step 1:** Complete the online audition registration form for the show(s) you are auditioning for. The links to the forms are located on our audition webpage right below the link to this instruction page. *If you are auditioning for BOTH shows (we hope so!), complete and submit the form for each show.* **Save** your completed form and **rename** it as follows: "Audition Form-[Insert "Orient Express" or "Wonderful Life"] (insert your name).

*File Name Example:* Audition Form-Orient Express (Carlos Montez)

*File Name Example:* Audition Form-Wonderful Life (Carlos Montez)

**Step 2:** Next, email your audition form(s) to us. *(If auditioning for both shows, please send two emails, one per show.)* To help us process your email efficiently, we ask that you use this subject line for your email:

"SRJC Fall Audition-[Insert "Orient Express" or "Wonderful Life"]: Your name"

*Email Subject Line Example 1:* SRJC Fall Audition-Orient Express: Josie Peters

*Email Subject Line Example 2:* SRJC Fall Audition-Wonderful Life: Carlos Montez

In the email, include your contact information (name, email, phone #\*). Attach your completed and saved audition form to your email and send it to the email address below:

**SUBMISSION EMAIL ADDRESS: [GUser52@santarosa.edu](mailto:GUser52@santarosa.edu)**

**Step 3:** After we receive your audition form(s), we will send you an email with a Zoom invitation code. That code is your "ticket" into the Preliminary Auditions Registration Zoom Room\*. You can use it to come to auditions on *either* **Friday, August 28** or **Saturday, August 29**...you choose\*. It's first come, first serve\* so we encourage you to enter the session as soon as you can. Once you are in the Registration session, we'll give you an audition number and your appointment time(s), as well as further instructions on where to go next.

**\*SKIP THE LINE!: Want to audition, but hate to wait in "line"?**

Here's how you can! **Email us your audition registration form(s) by NOON on Friday, August 28 AND specify which Preliminary Audition day you'll attend (Friday evening or Saturday afternoon).** If you do, we'll take care of registration for you and email your personal audition appointment time(s) with Audition Zoom invites. Then, all you do is show up on the date and time(s) we send you...no waiting!

**TIPS TO HELP YOU PREPARE FOR YOUR LIVE ZOOM AUDITION**

**Zoom App:** If you haven't already downloaded the Zoom app onto the device you'll use for your audition, we encourage you to do so in advance. It's easy! Just go to <https://zoom.us/download> and click "Zoom Client for Meetings." They'll walk you through the simple process. If you forget to do this in advance, don't worry; if you don't have the app yet, it will download automatically when you join our Zoom meeting for the first time.

**What Device Should I Use?:** Use any device you have that has a built in or external microphone and camera. If you do have a choice between devices (computer, laptop, tablet, smartphone, webcam, etc.), use the device that gives you the best picture and sound quality. We find that devices with larger screens (like laptops) are sometimes easier to handle, but just use what you have and don't worry.

**For those actors who are singing,** please try to have your accompaniment music playing on a different device, (karaoke style); that way you can hear it clearly and start/stop it easily.

*Tips Continued on Next Page*

### **Setting Up:**

*The Space* – Try to pick a space in your home that is private and has as little background noise as possible. (Bathrooms are private, but they can also echo.)

*Background and Attire* - Try to have a fairly simple background and wear audition attire that puts the focus on you (solid colors recommended); make sure you don't blend into your background (for example, a black shirt against a dark cabinet wouldn't be the best idea.) Remember that you are inviting us into your home and that we can see what's behind/around you; make sure you are okay with us seeing what we can see!

*Spacing and Staging* - Whether you are auditioning with a monologue (for *Murder on the Orient Express*) or a song (for *It's a Wonderful Life*), or both, try to place your device approx. three-four feet away; position it so that the device's camera is upright (not leaning back) and located at about chest height. That way, we can see you from approximately your hips to the top of your head and you don't have to focus downward as you sing or act. Yes, we'd prefer that you be standing for your audition, unless your piece is supposed to be seated.

*Lighting and Sound Quality* - When possible, try to position a light behind your device so it gently shines towards your face. Also, try to avoid having a window behind you that the camera can see, especially for day auditions; even with window covering, bright lights behind you (like a window) can confuse your camera and put you in shadow. As for sound, the microphone on some devices can produce an odd hollow sound or echo when you perform. Have a pair of earbuds or a headset handy to use just in case that happens. We recommend that you do an audio and video test ahead of time if you can, but we'll guide you if we need you to adjust something so we can see and hear you better. We want to help you have the best audition experience possible!

*"Quiet on the Set!"* – Try to let the other people (and pets) in and around your home know when your actual audition appointment(s) will take place so you can avoid any interruptions (like a loud lawnmower outside).

**Where Do I Look?:** When you first arrive in the show-specific Zoom room with the director, you'll be able to see and talk with us. During that time, just talk to us like we're in the same room. Then, before you start your actual song or monologue, we'll help you through the steps to adjust your screen so you don't see the director and avoid seeing yourself as you perform.

When **introducing** your monologue or song, look right at the camera and talk to us just like you did when you could actually see us. Then, when **performing** your monologue or song, pretend you are speaking or singing to someone just slightly to the left or right of your device's camera. We still want to see your whole face, but would prefer that you are not acting or singing right into the camera's lens. Think of the camera lens as the director sitting back and enjoying your performance...you wouldn't look directly at us during a live in-person audition either, right? Keep in mind that the camera doesn't exist for the character you are playing; instead, they are probably talking or singing to someone else so play that relationship. It will help you become your character.

**A Final Piece of Advice:** It is natural to be nervous in an audition and the whole remote Zoom thing can make it even more unnerving. Try to relax and breathe. (If it helps to know, we're rather nervous about this whole process too!) We want you to have a good experience and we'll take good care of you along the way.

If anything goes wrong...technical (like your screen freezes or you suddenly drop out of Zoom)...acting-wise (like forgetting a line)...the unexpected (like your cat walking across the screen)...you name it...we'll help you resolve the situation and give you the opportunity to finish successfully.

**IF YOU ARE ACCIDENTALLY DROPPED OUT OF THE ZOOM MEETING AT ANY TIME DURING THE AUDITION, JUST CLICK THE LINK IN THE EMAIL AND REENTER THE MEETING.** (If we have the Waiting Room setting on, the stage manager will hear a door bell and your screen will tell you to wait until the host...that's the stage manager...lets you in.) Also, remember that you can always email us via GUser52@santarosa.edu (or the show director's email) if you have any trouble during the audition. And we will have your contact information so we can reach you too.