



In-Person Equity Audition Procedures

**(for employers running in-person Equity auditions during the COVID-19 pandemic)
November 7, 2022 – December 31, 2022**

Equity will permit employers to hold in-person Equity auditions during the COVID--19 pandemic by following the procedures below when CDC Community Risk Level for the county in which the auditions will take place is below High (Red). These protocols are being provided on a trial basis for a limited period as Equity evaluates their efficacy and usefulness.

Equity auditions including any of the following are currently prohibited:

- Musicians playing musical instruments with their mouths to provide accompaniment for a singer
- Partnering in dance calls
- Eating or drinking

In-person Equity auditions may be held in Equity's audition centers beginning on November 17, 2022. These procedures apply to in-person Equity auditions held in any venue, including Equity's audition center. At this time, Equity monitors will be provided at Equity's audition centers only and will not be provided at any other venues.

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, the employer will be responsible for running all aspects of the in-person Equity auditions and for conducting a risk assessment to determine the level of controls to be implemented to reduce infectious disease transmission. The assessment shall address:

- Infectious agents – how infectious, severity of illness
- The level of immunity – from vaccination or past infection

- The level of community transmission
- Type of transmission – droplet (masking, distancing, testing), aerosol (masking, testing, ventilation enhancements), direct contact and surface (fomite, cleaning) and via food (transport, storage, preparation, personal hygiene) or water (source)The speed, accuracy, availability and cost of disease specific tests. 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.
 - 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.
 - There must be at least six (6) feet between the actor auditioning and the rest of the individuals.
 - 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.
 - No partnering permitted.

Casting Notice

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

- Everyone entering the audition venue (i.e., venue employees, Equity members, non-members, casting personnel, creatives, producers, musicians, etc.) will be required to show proof of COVID vaccination prior to entry into the venue. (Anyone with a medical or religious exemption from vaccination, should e-mail ahoeschen@actorsequity.org with "Vaccination exemption" in the subject line and attach proof of exemption in advance of their appointment. Information provided will be kept confidential.) Anyone with symptoms of COVID, flu, or any other infectious disease that can be transmitted by casual contact should not attend the auditions.
- Everyone participating in the auditions is encouraged to wear a two-ply cloth face mask, surgical mask, singer's mask or respirator (N95, KN95 or KF94). Single-ply face masks, gaiters and bandanas are not recommended. Singer's masks can be found at www.broadwayreliefproject.com/singersmask.
- If the risk level for [the county in which the auditions will be held] is trending upwards and may rise to High (Red) we will contact members with appointments at least 48 hours before the first audition appointment time to let them know there is a chance that the auditions may need to be postponed or cancelled. All members with appointments will be notified at least 24 hours in advance if the auditions must be postponed or cancelled.
- We encourage members to prepare for their audition prior to arriving at the audition venue, to the extent that they can (e.g., get dressed, hair/make-up, etc.) to avoid crowding in bathrooms and dressing rooms.

Also include in your notice 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.

In-person Equity auditions must be held by appointment, with all appointments scheduled prior to the audition date. With the exception of appointments scheduled from the waiting lists (see below), appointments for in-person Equity auditions may not be scheduled on the day of the auditions, nor may they be scheduled at the audition venue on a first-come, first-served basis.

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 at an Equity audition center**
Appointments for Equity auditions at an Equity audition center will be scheduled through Equity’s online sign-up system. No action is required by the employer to facilitate the appointments. The Equity monitor assigned to work the auditions will manage the appointments that have been scheduled. No appointments will be scheduled on the day of the auditions.
- **Scheduling appointments for in-person Equity auditions at venues other than Equity’s audition centers**
 - For EPAs or singers’ ECCs,
 - Consult your agreement to determine the required number of appointments and/or length of audition required and plan your schedule accordingly.
 - For dancers’ ECCs:
 - Schedule at least seven hours of ECCs for dancers (which may be separated into two gendered ECCs of 3.5 hours each, 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
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:

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.
- If all available appointments are scheduled, you must maintain two separate waiting lists—one for Equity members and one for non-Equity actors. If you choose, you may separate the non-Equity list further into EMCs and other non-Equity actors.
- If appointments become available prior to the audition date, offer the appointments to Equity members in the order they signed up on the Equity waiting list. If no Equity members remain on the Equity waiting list, appointments may be offered to non-Equity actors in the order they signed up on the non-Equity waiting list. If you have separated the non-Equity list into EMCs and other non-Equity actors, appointments should be offered to EMCs before they are offered to other non-Equity actors.
- If appointment times are available 24 hours prior to the first audition appointment and no Equity members remain on the Equity waiting list, appointments may be offered to non-Equity actors.

Risk level

- Monitor the “COVID-19 Community Risk Level” for the county in which the auditions will take place on the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>). In-person Equity auditions may only be held as long as the “COVID-19 Community Risk Level” is below High (Red).
- If the CDC’s COVID-19 Community Risk Level is trending upwards and may rise above Medium (Yellow), notify members with appointments of that possibility at least 48 hours

before the auditions are set to begin and let them know that the auditions may need to be postponed or cancelled.

- If auditions must be postponed or cancelled, you must notify both Equity and members with appointments at least 24 hours before the auditions. Signage must also be posted at the audition venue, if possible.

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. (Orange membership cards with an expiration date of 11/2022 or November 2022 may be accepted through December 8, 2022.)
- If a member is unable to show proof of membership, they may be turned away.
- 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).
- Everyone entering the audition venue (i.e., venue employees, Equity members, non-members, casting personnel, creatives, producers, musicians, etc.) will be required to show proof of COVID vaccination prior to entry into the venue. (Anyone with a medical or religious exemption from vaccination, should e-mail ahoeschen@actorsequity.org with "Vaccination exemption" in the subject line and proof of exemption attached in advance of their appointment. Information provided will be kept confidential.) Anyone with symptoms of COVID, flu, or any other infectious disease that can be transmitted by casual contact should not attend the auditions.
- The employer will provide extra CDC-compliant face coverings (see list above in "Casting Notice") 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).
- Physical Objects. There will be no sharing of communal objects including, but not limited to, pens, pencils, markers, scripts, towels, cups, utensils, plates, paper sides, any objects to audition with, etc. The Broadway Green Alliance has created a Backstage Toolkit at <https://www.broadwaygreen.com/greener-reopening-toolkit> to provide sustainable solutions for reopening theatres.
- 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.
- No eating of meals is permitted by anyone in the areas used by actors attending the Equity audition (e.g., in the holding room, audition room, restrooms, hallways, lobbies, etc.).

Protocols for In-Person Equity Auditions – Effective November 7 – December 31, 2022.

However, individuals may lower their face covering briefly to take a drink and/or eat a light snack.

Running auditions

- Equity will provide monitors for any in-person Equity auditions held in Equity audition centers. Employers will need to provide staff to run all aspects of in-person Equity auditions held in other venues.
- 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.
 - For singing auditions, accompaniment may not be provided by musicians playing musical instruments with their mouths.
- 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.

After your auditions

- Within two weeks of your Equity audition date, send Equity a typed list of all Equity members (including their membership number) seen at your in-person auditions.