



## Equity Principal Audition Procedures New York, Chicago, and Los Angeles

Following are the procedures for Equity Principal Auditions (EPAs) in New York City, Chicago, and Los Angeles. Equity staff are responsible for enforcing these procedures.

An Equity monitor will be present only at principal auditions that are being run according to these EPA procedures in New York City, Chicago, and Los Angeles. When principal auditions are not required by Equity, the producer may choose to utilize these procedures after consultation with Equity.

1. Online EPA appointment sign-up
  - a. Members may access online EPA sign-up through the member portal. Four of the six appointments in each 20-minute time slot will be available for online sign-up.
  - b. Online sign-up for each EPA will begin at 12:00 noon one week prior to the audition date, and will end at 12:00 noon on the business day immediately prior to the audition date.
  - c. Members who schedule an EPA audition appointment online may cancel that appointment online up to one hour prior to the start of the 20-minute time slot without penalty.
  - d. Members who miss three EPA appointments that were scheduled online within a six-month period will lose their ability to schedule EPA appointments online for a period of six months.
  
2. In-person audition appointment sign-up:
  - a. Members who are not able or do not wish to sign up for an EPA appointment online may arrive at the audition prior to the scheduled start time of the call to schedule an audition time. Two of the six appointments in each 20-minute time slot will be available for in-person sign-up on the day of the EPA.
  - b. The Equity monitor will arrive at the audition venue one hour prior to the scheduled start of the EPA. If members are present at the venue prior to the monitor's arrival and choose to establish and honor an unofficial order among themselves, the Equity monitor will assign appointment times to those members in the order in which they present themselves. Equity staff may not take responsibility for organizing and/or coordinating any such unofficial order.
  - c. Members may choose from appointment times that were held in reserve from online sign-up or not scheduled online. Appointments for in-person scheduling are limited and available on a first-come, first-served basis.
  - d. Only paid-up members will be assigned an appointment time.

3. Check-in for audition appointment

- a. Members must check in with the monitor ten minutes prior to their audition appointment. At the start of the EPA, the monitor will designate and announce the official clock by which the audition will be run. If a member is late, they will lose their appointment. There can be no exceptions to this policy.
- b. If a member is late or misses their scheduled appointment time, they are permitted to sign up for a new appointment (if appointment times are available) or sign up on Alternate List A.
- c. An audition appointment guarantees that members will be seen during their 20-minute time slot, provided that they check in as required above. Once checked in, members should be ready to go into the room to audition straightaway. If the audition process moves quickly, members in a time slot may audition earlier than the actual time of their scheduled slot.

4. Alternate Lists:

- a. The length of each actor's audition will be at the discretion of the casting director, with a minimum of one minute given to each actor (the specific requirements of each agreement may differ). Any time remaining within a 20-minute time slot will be assigned to "alternates" from two open-ended alternate lists:
  - i. List A: For members 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).
  - ii. List B: For members 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 earlier).
- b. Alternates will be filtered into the auditions as time permits. There is no guarantee that alternates from either alternate list will be seen.
- c. Because both lists are open-ended, members may be added to either alternate list at any time throughout the EPA. A member could choose to be an alternate instead of choosing a specific time slot (in which case they would be on Alternate List A). Alternately, a member could choose both to sign up for an appointment time and to be on Alternate List B, in which case they would get their appointment time first, then go to the rear of the line to sign up on Alternate List B.
- d. Members on either alternate list must be available when their name is called. If they are not present when their name is called, they will lose the alternate slot.
- e. If a member misses their alternate slot, they may add their name to the end of the alternate list for another opportunity to be seen.

5. Meal Break

When a meal break is scheduled during an EPA, the monitor will post a meal break information sheet with the name of audition, the start and end times of the break, the time the monitor will return, the last alternate number called, the next available alternate number, and whether or not audition appointment times are still available.

When the monitor returns from the break, members who have signed their names on the meal break information sheet will be assigned audition appointments or added to the alternate lists in the order they signed the sheet. If a member is not present when their name is called, they will lose their place on the sheet.

6. The monitor will post the names and titles of employer casting personnel who will be in the room conducting the EPA. The monitor will ensure that casting personnel meet the requirements of the associated agreement.

Questions and/or suggestions regarding these procedures and/or their administration should be sent in writing to the Auditions Department in the region in which the auditions take place. All Equity members are expected to follow these procedures when attending an Equity Principal Audition.