



Auditions Guidance

A handy guide to support your performance society to conduct the fairest and best auditions

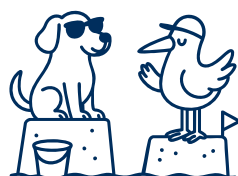
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We have created a step-by step guide on best practice for auditions. If you're planning to audition members for a competition team or a show you have coming up, take a look!

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If you have any questions about auditions, or feel that this guide doesn't have the answer you're looking for, don't hesitate to contact the Student Opportunities Team via email!

Email : suclubs@bournemouth.ac.uk



Pre-Audition

Before you host auditions you need to ensure that you have planned and prepped for everything! Here are just a few examples of the things you could do in the planning process:

Planning Meeting: Before you start looking for people to audition, it's important to meet with the rest of the committee to decide all the important details!

- What show/team are you casting for?
- What do you need out of the auditionees?
- How do you want to run auditions?
- How can we make auditions accessible?
- What criteria are we looking for?

Spreading the Word and Social Media: Make sure members and prospective members are informed of times, dates and locations of your auditions so that they can plan and prepare. This could be as simple as an Instagram post with all the information, or you could record a Reel that catches people's attention.

Accessibility: When planning your auditions, it's important to consider how you can keep auditions accessible for all of your attendees needs. Consider:

- Releasing routines/song choices before the day of auditions.
- Booking a second room on the day of auditions for a quiet space (make sure there is a committee member here or ways to contact them are made available).
- Accessibility questions to your application form, E.g. How can we accommodate your needs for the day of auditions?
- Plenty of breaks for auditionees and committee running the day.
- A 'Workshop' or 'Meet & Greet' prior to the day of auditions to give auditionees a chance to introduce themselves and gain more information about the structure of the audition day.
- A video or online audition option for those who may be distance learners or can't get to campus on the day of in person auditions.

Pre-Audition

How to engage new people:

Joining club activities for the first time can be really intimidating, especially if you have to audition for a space on the team! Here are a few ways that you can engage new people before they take part in auditions.

1) Taster sessions: If you're looking for a new team, your society could run taster sessions for prospective members. This could be a routine you plan to use in the future, or a run through of a song for a future musical!

2) Committee Introductions: People are more likely to attend future sessions and try out for auditions if they feel like they know the committee. As leaders of the society, people will automatically look to you for guidance, so making a personable introduction will set you off on the right foot!

3) Socials: Running a social is a great way for new members to make friends and to build community before auditions begin! This could be a themed night-out, or a cosy night-in, but making sure your newbies meet outside of class is a great way to boost morale!

4) Freshers and Refreshers Fair: Attending Freshers/Refreshers Fair gives you untapped access to all new students (and returners)! With thousands of people crossing through SUBU's doors during Welcome Week, this is the time for you to find students with hidden talents and potential who could take your auditions to the next level!

5) Give It A Go: Over a two week period during Freshers, societies have the opportunity to run 'Give It A Go' events for new students to try out their clubs! As part of organising a 'Give it a Go', the clubs team will upload your event and tickets for you, and you can apply for up to £75 of funding to buy supplies/refreshments for the event! Check out the [committee zone](#) for more information!

Day of Auditions

Room Bookings: In order to run auditions, it's important to ensure you have the right space booked to facilitate a large number of students being in the space at a given time.

Room bookings can only be submitted after you have completed your society annual risk assessment and constitution - so make sure to do your paperwork first!

- All rooms need to be booked through the form on the [Committee Zone](#)
- If you need to cancel, or enquire about capacity of rooms available on campus email: **rbookings@bournemouth.ac.uk**

Criteria Document: At an audition, you're going to be seeing lots of people perform, so you shouldn't expect yourself to remember all the finer details! Have a criteria that auditionees can be marked against.

Under your criteria, you can create a list of non-negotiables or 'nice to haves' that you can tick off as people perform. This way, auditionees are treated fairly across the board and you're ensuring that your criteria is the same for every person that auditions!

You can find the Criteria Template on the [Committee Zone](#).

Reviewing the Auditionees: With permission from attendees, we would recommend recording auditions so that if you're undecided about which person to give what role, or perhaps your choreographers both want the same person, you have something to review!

Recording also means you can be a lot more precise and detailed with your feedback, so those who are unsuccessful have something to work on for next time!

Post-Audition

After the excitement of your auditions, there are two important things you will need to do:

- Let people know if they were successful/unsuccessful
- Have additional opportunities available for those who didn't make the cut

Feedback: While feedback isn't mandatory, it is a good way to inform those who were unsuccessful in making the team/show how they can improve upon their skills to give them a better shot next time around.

To make feedback universal across all auditionees, use your auditions criteria and consider the following structure:

- What went well - try and include detail
- What could be improved on - have one or two areas that the student could focus their improvements on. Being broad means they may not have the tools to go away and improve
- Recommendation of additional opportunities

Additional Opportunities: As performance societies, there will always be members who don't make the team/show who still want to participate in society activity. We have suggestions below of how they could still get involved:

- Recreational/Pay-To-Play sessions
 - When offering these, potentially explore them only being open to those who are not already part of a team within the society.
- Society socials - e.g. club nights, games nights, movies, crafts, seasonal activities (ice skating) and many more!
- Alternative roles in shows e.g. tech, costume, makeup, front of house.
- Other performance opportunities, e.g. Showcases or Fundraisers.

Other

Favouritism and How To Avoid It: When organising auditions, we have to also consider our personal and professional biases when selecting successful candidates to be a part of our shows. Naturally, when selecting people, you are more likely to choose individuals you're familiar with (committee, coaches, production team, previous members) than newer faces.

By using the Criteria Document template, you are ensuring that you are removing biases from the way that people are compared against one another. But how else can you eliminate favouritism in the audition space?

- Have a disclaimer before auditions that explains if you have been in a team before, it does not guarantee you will be chosen again
- Put a limit on how many teams you can be on
- Put a limit and share a disclaimer about the number of times committee can participate and how they will participate in the process
- Explore having members in teams as a priority over committee
- If undecided between two people, explore the option of having them in for a call back

Handovers: Handovers are vital for future success in auditions so that the next committee don't make the same mistakes! If something didn't work, or you found a really successful and efficient way to run auditions, include it in your handover!

Handover templates can be found on the Elections page of the Committee Zone.



If you have further questions about running auditions, or want guidance around performance-based societies, please speak to the Clubs Team at suclubs@bournemouth.ac.uk

