



Audition Rules and Guidelines

FTC College Auditions

Understanding The Process

Please read this carefully and thoroughly.

We are so glad that you or your students are auditioning at FTC. This is an extraordinary opportunity to audition and interview for more than 40 colleges at one time, and it can truly be a life changing opportunity. Please forward or give this document to every student who is auditioning at FTC.

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Register to Audition

High School Students Traveling WITH their schools

1. Your director/sponsor will fill out the conference registration form
2. Once our registration personnel have looked over the registration, your director/sponsor will receive and email with an invoice.
3. When the invoice goes out, the audition chair is notified of any students who will be auditioning.
4. An email will then go out to all students auditioning that will contain a link to an Audition Registration Form (ARF)
5. FILL OUT THE ARF as early as possible. Any special requests will be granted on a first come first served based on when the ARF is turned in.

High School or Homeschool Students Traveling withOUT their schools

1. You or a parent must will fill out the conference registration form as an individual
 - a. You must have a chaperone registered as well.
2. Once our registration personnel have looked over the registration, you will receive and email with an invoice.
3. When the invoice goes out, the audition chair is notified of any students who will be auditioning.
4. An email will then go out to all students auditioning that will contain a link to an Audition Registration Form (ARF)
5. FILL OUT THE ARF as early as possible. Any special requests will be granted on a first come first served based on when the ARF is turned in.

College Students

1. You must will fill out the conference registration form as an individual
2. Once our registration personnel have looked over the registration, you will receive and email with an invoice.
3. When the invoice goes out, the audition chair is notified of any students who will be auditioning.
4. An email will then go out to all students auditioning that will contain a link to an Audition Registration Form (ARF)
5. FILL OUT THE ARF as early as possible. Any special requests will be granted on a first come first served based on when the ARF is turned in.

If you have questions, by all means, [contact us at any time!](#)

General Notes to Remember

- We plan to hold auditions on Thursday, Friday **AND** Saturday. Plan accordingly
- We will have shorter audition days to allow for more call back time each day
- We will try our best to accommodate your special requests, but there are no guarantees
- ALL auditionees need to be in the green room **45 minutes prior to** the start of the block
- On the ARF, you are asked what day you will arrive. You need to be prepared to audition at any time that day

A Note to Sponsors / Schools

Most of you told us that you wanted the audition schedule much earlier. We agree ... but we need your help in order to make this happen.

One thing that delays the scheduling process is having many schools who don't really know when they will arrive. This pushes back when schools can perform their one act and/or attend auditions and makes scheduling exponentially more difficult, thus slowing down the process.

We completely understand that some schools simply don't know until the last minute. We are asking that you please try and figure these things out as early as possible. This year, please keep in mind that **if you tell us you're arriving on a certain day, we will expect that you'll be able to audition at any time that day.**

Please familiarize yourself with the detailed audition requirements and call times found below in the Students/Auditionees section.

College Feedback

Here are some things that colleges say every year:

- Auditions material is much more age appropriate when a director/sponsor assists the student in their search for the right piece.
- The professionalism and quality of work is improved when a student has had an adult work with them.
- If time allows, watch and critique their audition piece prior to arriving at the conference. Your advice and guidance could make a huge difference
- Students need to stay within the time limits

Glossary

It is important that you have a basic understanding of how the process works at FTC. It might be a little different at your district festival or at other places you audition, so it's vital that you understand how FTC handles the audition process.

First let's define a few things before we get started.

1. **Block** – A block is a group of 25 auditionees that will go into the audition room together. It's really just a fancy name for how we group the auditionees.
2. **Green Room** – a room where auditionees will meet **45 mins before your audition** to set up, unwind and breathe before you audition. You will be placed in order of audition number and be given a briefing prior to going into the audition room.
3. **Callbacks** – a meeting or “interview” with a college representative. This will not be a second audition, it is simply a chance for you to speak with the college reps so you can see what they offer and if you'll be a good fit or not. Be prepared to ask them questions as well.
4. **Technical Callbacks** – Tech students will not have an actual callback as their audition generally includes the same type of “interview” that the performers receive at their callback. If a college is interested in you after the audition, they will contact you via email or phone after the conference.
5. **Accompanist Chair** – the chair right next to the accompanist
6. **On Deck Chair** – the chair near the accompanist, but not next to them
7. **Chair Three** – third chair in the line of chairs against the wall furthest from the accompanist

Performance Auditions

High School Seniors and/or College Transfer Students

You are signing up to audition in front of representatives from 50-60 different colleges.

Musical Theatre Guidelines

- 90 seconds TOTAL to audition for musical theatre (we WILL be timing)
- You must perform a song AND a monologue within those 90 seconds
- The order in which you perform your song and monologue is up to you
- Must have sheet music, no tracks allowed
- All performance pieces must be from a published play or musical. NO movie or TV scripts
- If your song is from a musical that has also been made into a movie, that song must be from the stage musical version.

Acting

- 60 seconds TOTAL to audition for acting (we WILL be timing)
- All performance pieces must be from a published play or musical. NO movie or TV scripts
- If your monologue is from a play that has also been made into a movie, that monologue must be from the stage version.
- One monologue. Cutting for time is ok. Splicing something together is not ok

High School Juniors

You are signing up for a Junior Audition Masterclass which will take place in front of representatives from several colleges.

Musical Theatre Guidelines

- 90 seconds TOTAL to audition for musical theatre (we WILL be timing)
- You must perform a song AND a monologue within those 90 seconds
- The order in which you perform your song and monologue is up to you
- Must have sheet music, no tracks allowed
- All performance pieces must be from a published play or musical. NO movie or TV scripts
- If your song is from a musical that has also been made into a movie, that song must be from the stage musical version.

Acting

- 60 seconds TOTAL to audition for acting (we WILL be timing)
- All performance pieces must be from a published play or musical. NO movie or TV scripts
- If your monologue is from a play that has also been made into a movie, that monologue must be from the stage version.
- One monologue. Cutting for time is ok. Splicing something together is not ok

Once your audition is over, you will remain on stage to receive feedback from the colleges. Your TOTAL time on stage, including the audition, will be 3 minutes.

Performing Time Limits

In the past couple of years, the time limits have slipped quite a bit with auditions times varying widely.

So...this year we are going to bring back the **time keeper**. Here's how it will work:

- The time keeper will sit in the front facing the stage
- Auditionees will slate their name then number, then perform
- Time begins when an auditionee says their number
- When the auditionee is done performing they will slate their name then number again
- Time will stop when the number is said a second time
- 5 seconds before the time limit, the time keeper will raise their hand
- 5 Seconds past the time limit the time keeper will say "Time"
 - If "time" is called, the auditionee should immediately stop the performance and slate their name and number to close out the audition

In summary, time will go from number to number

Musical Theatre = 90 seconds TOTAL



Acting = 60 seconds TOTAL

PLEASE time audition pieces PRIOR to arrival at the conference!!!

Technical Auditions

Any high school junior or senior as well as any college student looking to transfer colleges may participate.

What is required?

That's a tough question to answer as each of you have such varied specialties. The truth is, there is no "required" object to bring. Basically, you want to bring anything that will show off your skills the best.

Here is what technicians have done in the past (these are simply examples, NOT what you are limited to):

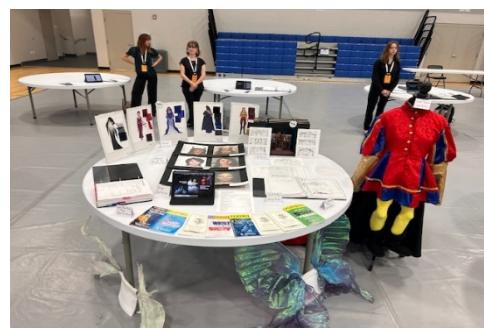
- Trifold poster board with pictures and descriptions showing off your work
- Prompt book showing how you take notes or write in the book
- Unique prop that you made or built for a show
- Scale model of a theatre space including the furniture and set pieces
- Actual costume(s) that you designed and/or built
- Drawings of your costumes or make up designs
- Computer with a slide show showing pictures of shows you helped design
- Three ring binder with pictures showing work you've previously done
- Playbills or posters showing publicity work that you designed

The actual audition

1. You will arrive 30 minutes before the start of your block time to set up.
2. Each auditionee will have a labeled spot at a table to set up on
3. Whatever it is that you decide to bring, you will set up on a round or rectangular table. Depending on how many technicians sign up, you may be sharing a table or have one to yourself.
4. Some, but not every, table MAY have electricity nearby
5. Once the block starts, colleges will walk around the tech area and talk to students
6. When a college stops and talks to you that IS the audition AND callback all rolled into one.
 - a. Remember, there is no callback for technicians. The interview is both the audition AND callback

It is VITAL to remember that not every college is looking for every technical position. Example - They may already have 3 great costumers and aren't looking to add a 4th. So, they may walk past you, not because they are being rude or that your work isn't great, they just don't need a costumer at this time.

Here are some examples of what past students have done:



How The Performance Audition Process Works

1. Each auditionee will be given an audition number, a block number and a block time
 - For example; Block 1 might include audition numbers 1-25 and be from 9:00-9:45, Block 2 might include numbers 26-50 and be from 9:45-10:30, etc.
 - Arrive to the **Green Room 45 minutes BEFORE** your block time
 - **When the block before you is finished, the next block will be brought into the audition room, even if it's earlier than expected.** So, being in the **Green Room 45 minutes BEFORE** your audition is vital
2. Once in the Green Room you can rehearse, relax, and focus a bit before your audition
3. You will be placed in numerical order
4. After the block before you is finished, you will go into the audition room in the order you were placed
 - The first person in line will go directly to the accompanist chair, the second person will go to the on-deck chair, and the third person will sit in chair three against the wall
5. When the first person moves to the stage the person (in the on-deck chair) will move to the accompanist chair and the person in chair three will move to the on-deck chair. This will continue with the next person as each auditionee moves to the stage.
6. While the first person is on stage and performing their monologue, the second person is speaking to the accompanist and telling them what is needed for their audition song
 - Each successive person will do the same
 - If you are not singing, you will still move as stated above, but you won't need to speak to the accompanist
7. When it is your turn to audition, you will enter the stage on stage left and exit stage right
 - After exiting the stage, walk around the room and behind the college reps and walk back to the same seat you were in when you came into the room
 - The first person will sit in seat one and the second person in seat two, and so on
8. Once onstage you will only slate your name and number before you start AND slate again when you're finished
9. After everyone has auditioned and the block is over, all music materials will be available to pick up from the accompanist
10. Exit the room quickly and quietly

How The Performance Callback Works

Seniors and College Transfers

Remember the “callback” is not an actual callback. You will not be performing another song or monologue. The callback at FTC is merely a college saying “we liked what we saw and we want to talk with you”.

Each college will handle the callback a little differently

- Some will tell you to come to their table right after your audition so they can talk with you and get to know you.
- Others will ask you to stop by their table at a certain time
- Colleges may say that they want their callbacks to be a zoom call next week.

Point is that they are all different so pay attention to what each school is asking you to do.

How will you know which college is calling you back?

- You must join our Remind group in order to receive the callback notices
 - We will send the Remind codes as we get closer to the conference
 - We will attempt to send out the callback notices after each block, but they may be sent during lunch and/or after auditions are done for the day
 - If a college rep is interested in you, your number will be placed next to that college’s name
When you see your number, make plans to speak to the college rep by following the instructions they provided

How The Performance Callback Works

Juniors

There will be no callbacks for the junior students. Remember that Juniors will receive immediate feedback from colleges. The purpose of this feedback is to help you better prepare for next year when you audition as a senior.

How The Technical Callback Works

Technicians

There will be no callbacks for technical students. Remember that technicians will be interviewed on the spot. They will likely end up getting more one on one time with the colleges than their performing counterparts making a callback unnecessary.

Tips and Ideas

Performance

Musical Theatre

- On your sheet music, clearly mark the start and stop of your music
- If you perform your monologue first, note the last few lines of your monologue on the top of your sheet music
- Does the music start first with an introduction or bell tone? Do you speak before the music starts? Note EVERYTHING that the accompanist will need to know to begin playing!
- Your music should be in the correct key for your voice. The accompanist WILL NOT transpose your music on the spot. Don't ask
- Make sure your music is attached to a hard backing of some kind: a small 3-ring binder, a manila folder or something similar. **Loose paper is not the best choice at an audition**
- Never, EVER give the accompanist the "stink eye" while you are singing. Even if it truly is their fault, YOU will look like a difficult diva and the college reps WILL notice

Songs and monologues

As with any audition, it's up to YOU to stand out and above the crowd. You can sing and you can act; great. So can everyone else in the room. What makes you special or different? What makes a college rep or casting director say "yes" to you?

You can pick any song or monologue you'd like, but we've spoken to the college reps and here's what they have to say. These are NOT mandatory, but suggestions for you to consider.

Choosing your song and/or monologue

- Remember that college reps are seeing about 250+ auditions while they are here. When 90% of you are performing an emotionally dark monologue, it gets old after a while. You might perform that piece really well, but it's still essentially that same dark piece performed by everyone else. Find something that is fun. Not necessarily funny, but fun. Most say that comedy is harder than drama anyway.
- Time your piece. You have 90 seconds TOTAL for MT and 60 seconds TOTAL for acting!!
 - Time your piece....time your piece....time your piece...have we mentioned...time your piece
- One basic rule is to stay away from anything that is currently on Broadway or is just recently off Broadway. Yes, they are great pieces and they're relevant, but college reps LOVE it when they see that you did your homework and picked a more obscure piece
- Ask yourself these questions, then put the answers to use in ACTION during your performance
 - What do I want? (Goal or intention for the monologue-reason to speak)
 - From whom do I want it? (It should be the person the character is talking to in the scene)
 - How do I plan to get it? (Action words – verbs work best at describing this)
 - Who or what is standing in my way? (This helps to identify the conflict)

These are merely suggestions and are by no means mandatory. These are also not to say that your dramatic piece isn't good or that your 20 second monologue won't work. We are just giving a bit of advice based on what we've seen and what the college reps have told us over the years! In the end, if you're happy with it, you'll perform it well and you'll be happy with the results!!

What is your range?

- Be careful that your song and monologue aren't the same person or the same type of character. Vary it up a bit and pick a song and/or monologue that shows off your full range. You only have 90 seconds to impress ... make it count
- Also, what's your vocal range. Too many singers try to sing a song that is out of their range. You may think no one will notice, but trust us ... they notice. Honestly, if you're a strong singer, sing. If you're not a strong singer, don't sing. Seems simple enough, but many actors have a great monologue and then sing a song poorly (or vice versa). All this does is take away from the wonderful monologue/song you just performed.

Watch your language

- Can your monologue include curse words? Yes. These are adults and curse words don't bother them when spoken in the proper context. The problem occurs when the words or content are used for shock value. Shock value is NOT impressive to anyone at an audition. Yes, you want to stand out, but in a good way. We promise, dropping an F-bomb every third word is not likely to have the desired effect
- Content and context matter. A superbly performed monologue from *You're a Good Man, Charlie Brown* will win over a mediocre monologue about sex

Dress Appropriately

- Wear what you'd like, but we suggest an upscale casual-style outfit
- Nothing too tight, too loose or too revealing
- The stage is about 2-3 feet off the ground so if you are planning to sit during your song/monologue, be mindful of that when deciding to wear a short skirt or dress.
- You want colleges to remember YOU and not what you were wearing!

Callbacks (again, we know)

Think of this process as a conversation where two people are getting to know one another. The college rep you are meeting with just wants to know if you are a good fit for their school. Do your research. Look at the websites of schools that will be at FTC. Write down questions you have for the schools you really like. Don't know what to ask? Try these questions first:

- How many students like me (with my essence) do you currently have?
- Do you have scholarships available?
- What is your teaching philosophy?
- Can you tell me your favorite thing about your school?
- What methods of acting/singing/performance do you teach?
- Is your school diverse?
- How many of "me" do you have and how long will I have to wait to showcase my work?
- What is the difference between the set-up of your BA and your BFA program?
- Do you offer an MFA program and if so, will I be competing against them?
- Are there any scholarship opportunities?
- Does your school have a professional theatre associated with it?

Tips and Ideas

Technical Theatre

Technical Theatre Students

- Place your items on the table assigned to you
 - We may have an assigned table for you or we may ask you to choose your table
- Make a 30 second elevator speech and be ready! Don't know what an elevator speech is? Figure it out; they are important in a setting like this
- You will have approximately a three-foot by two-foot-wide area on the table to use
- If you are using electronics, please make sure they are charged ahead of time because we can't guarantee we will have power at your table. We'll try, but just can't guarantee it
- The more put together and professional your presentation looks, the better your results will be
- We suggest that you have a resume printed to hand each college rep. They have all of your contact info, but it could help to have a resume
- College reps will come around and "interview" candidates they are interested in
 - If a college rep bypasses you, don't worry. They may only need particular designers, technicians, or stage managers at that time
- There will not be a callback for technical theatre students as the interview is the audition and callback in one

General Notes

- The audition room is loud and has a slight echo. Slow down so we can understand everything you are saying
- You are auditioning from the moment you walk into the room. Commit that to memory and don't forget it!
- Remember the college reps are people too. All of them are or were performers. This means that at some point they have all messed up or had a bad audition. The point is ... they understand. So just breathe and know that you're ready. You'll be fine!!! You got this!!

DEADLINE

All completed **Audition Registration Forms (ARFs)** MUST be received by the FTC office on or before **October 3rd, 2025** and will be scheduled on a first come first served basis. Incomplete forms or anything submitted after **October 3rd, 2025** will not be accepted.

Things To Remember

- While we encourage and ask that the college reps be in the audition room for each audition, we can't guarantee that they will be in the room during your block. Ninety-nine percent will be in the room for every audition, but remember that things happen and they may have to leave earlier than expected
- Tech Students - Remember schools may not need the blonde hair, blue eyed leading lady this year. They may already have 5 in their program. As such, that student will not be called back. So, just like your performing classmates, a college may not need a stage manager or lighting person this year. If a college doesn't stop and talk to you at the table don't take it personally, it may simply be that they don't need your tech specialty this year

Contact Us

President alex@flatheatre.org
For questions about the overall conference registration

Treasurer kristopher@flatheatre.org
For questions / concerns about payment or anything financial

Audition Coordinator..... brad@flatheatre.org
For any questions about High School / College Auditions

[Link to "how to" videos](#)