

Woodseats Musical Theatre Company



Registered Charity No. 1213809.

Trustees: Mary Newey, Dan Powell, Rebecca Jones, Adam Walker, Tracy Elliott,
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Audition & Attendance Policy

Date Approved:	20 November 2025
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Job Role:	Administrator
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Audition and Attendance Policy for the Members and Committee of Woodseats Musical Theatre Company

1. Audition Policy

1.1 Audition Panel

The audition panel may consist of:

- The director
- The musical director
- The choreographer
- One independent (not involved in the production)
- One non-voting observer to ensure fairness (a committee member not involved in the production)
- Other audition panellists may be invited at the discretion of the committee (e.g. Production assistants) to ensure fairness.
- The total number of audition panellists in total, should equate to an uneven amount in case of a split decision.

1.2 Decision-Making & Fairness

- Decisions will be made by majority vote to ensure fairness, however consideration of the expertise of those involved on the panel, must be taken into account.
- Panel members must assess auditionees based on talent, suitability, and performance on the day.

1.3 Casting Process

- Auditions for the main production will be held in-person only, except in exceptional circumstances, which must be reviewed and approved in advance by the committee.
- Audition formats for the Christmas concert will be decided on by the production team and communicated to the company. All auditionees will then access the same audition format, except in exceptional circumstances, which must be reviewed and approved in advance by the committee.

- All auditionees will be given the same audition conditions, unless to ensure accessibility for protected characteristics, to ensure fairness.
- If the panel is unable to make a final decision on the day, a decision should endeavour to be made by the end of the following day.
- The 'final' cast list will only be released at a predetermined time via official communication channels.
- Panel discussions are strictly confidential, no discussion of casting outside the panel.
- Any breach of confidentiality results in a formal warning or removal from the process.

1.4 Structured Feedback

- Auditionees may request informal or structured feedback from members of the audition panel.
- Only the Director, Musical Director, or Choreographer may provide feedback, based on their area of expertise.
- Feedback must be provided in a constructive manner, focused on performance and suitability for roles, rather than personal characteristics. It should not compare one auditionee to another.
- Feedback may be provided in writing at the discretion of the production team member providing the feedback.
- The panel's decision is final, and feedback is intended purely for development purposes.

2. Selection of Directors, Choreographers & Musical Directors

2.1 Application Process

All potential directors and choreographers must submit an application including:

- A proposal outlining their vision for the production.
- A summary of relevant experience.
- Examples of past work where applicable.

2.2 Interview Process

- Applicants will be interviewed by a panel of at least three committee members.

- Interview questions will assess their leadership skills, vision, ability to collaborate, and approach to challenges.
- References should be obtained and contacted prior to the interview process.

2.3 Decision-Making

- No individual on the selection panel has a higher vote than others.
- Decisions will be based on majority agreement and suitability for the role.

3. Attendance Policy

3.1 Pre-Audition Requirements

- All auditionees must submit a detailed list of their availability covering the entire rehearsal period prior to auditioning.
- Changes to availability after casting must be minimal and for exceptional, unforeseen circumstances only.

3.2 Attendance Requirement

- Cast members are expected to attend all rehearsals they are called for, unless genuinely unable to do so. Regular attendance is essential to ensure the success of the production and to support the wider cast and creative team.
- Absences will be monitored and, repeated or extended absences may lead to a review by the production team and/or committee (circumstance dependent) in order to identify support that may be needed.

3.3 Accountability

- No cast member is exempt from attendance requirements, regardless of their role.
- Members with poor attendance may be removed from individual scenes or musical numbers to ensure consistency.
- If a cast member falls below attendance expectations, they may be recast at the discretion of the committee and production team.

3.4 Communication & Escalation

- Cast members must notify the production team as early as possible if they are unable to attend a rehearsal.

- Where a member's attendance is consistently poor, and affects their ability to fulfill their role to the required standard, the committee reserves the right to address the matter. This may include reassigning roles or responsibilities in order to protect the quality and progress of the production.

3.5 Production Team Attendance

- Where a production team member's attendance is consistently poor, and affects their ability to fulfill their role to the required standard, the committee reserves the right to address the matter. This may include reassigning roles or responsibilities in order to protect the quality and progress of the production.
- In cases of absence, they must provide as much notice as possible and ensure appropriate cover or contingency plans are in place.

Review of Policy

This policy will be reviewed annually at the society's Annual General Meeting or earlier if deemed necessary. Updates will require approval by the committee.

Signed: _____ (Chair of Committee)