



Halifax Thespians Casting Principles

Purpose To clearly lay out the process of casting from beginning to end, in order that both the candidates and the Casting Panel members have a framework of expectations and responsibilities through which to work.

Prior to Casting

The format for casting will be decided by the Play Selection and Casting Group (PS&C) in conjunction with the production director for each show, depending on requirements e.g.

- 1 Will there be a workshop?
- 2 Will there be auditions?
- 3 Will there be a Play reading?
- 4 Will it be by invite?
- 5 Or by any other process deemed appropriate for the specific production.

The format will be clearly communicated in the casting announcements prior to casting, including a description of the roles to be cast and their “acting ages”.

If casting is to be by audition, then audition material will be made available to all interested parties prior to the auditions including clear instructions of what will be expected on the day.

If anyone is unable to make the audition day, then an expression of interest (EOI) can be submitted by a candidate wishing to be considered for a part.

Regardless of the process being used a candidate can make an EOI to be considered for a role in the specific production being cast.

EOIs will be accepted up to the point of the casting panel making their deliberations.



The Casting Panel

The panel will be made up of the Artistic Director (as chair), at least 2 members of the PS&C group, the director of the play, and an independent member of the society who is not part of the PS&C group or has an interest in being cast in the specific production.

No Member of the PS&C group or the Artistic Director will be part of the casting panel if they have an interest in being cast in a specific production. If the Artistic Director has an interest in being cast in a specific production or is not available, then a member of the PS&C group will be appointed as chair of the casting panel.

The role of the “independent member” on the casting panel is to protect the best interest of the society, its members and to ensure that the panel follows this policy fairly and objectively as possible.

All casting panel members will be expected to have a good understanding of the production and requirements of roles before the auditions and will be briefed on the day of this policy and their associated responsibilities.

Decision Making

If the casting process is by auditions, the audition panel may offer auditionees the opportunity to read other roles where they see possible appropriate qualities. (In this event the candidate will given time to look at the audition piece before reading for said part

Where there is a personal relationship with a partner or immediate family member a casting panel member will be unable to contribute to the discussion and decision making for the associated candidate only. This person’s presence in the audition (if casting is by audition) will be at the discretion of the associated auditionee.

Consideration will be made using the following priority.

- 1 Audition/ workshop attendees (if casting is by either of these processes)
- 2 Expression of Interest
- 3 Members of the Society
- 4 Non/Lapsed Members



When a clear decision cannot be made between two or more equally capable candidates, then membership, loyalty, support, commitment to the society and previous behaviour will be taken into consideration.

Where discussions do not lead to a consensus decision across the casting panel, the decision will go to a vote. Each member of the panel has one vote and the candidate with the majority vote will be cast in the role, where required the chair of the casting panel holds the casting vote.

Any member of the audition panel can propose that the process should be adjourned for the evening and reconvened later should they feel that the discussions are no longer productive (for example due to the late hour).

The decision to adjourn should be taken by the chair of the panel.

There will be a period after casting has taken place before any decisions will be communicated, this will be 7pm the day after the day of the casting process. During this period there should be no further discussions between the casting panel members and/or potential decisions communicated.

During this reflection period, any member of the casting panel may raise a concern about the process of the auditions in relation to this policy.

For the avoidance of doubt, any concerns raised must be relating to a concern affecting the integrity of the process; a serious breach of these principles, and not merely because a vote was unfavourable to any individual's particular preferred candidate.

Raising a Casting Concern is an important and serious matter, It must be recognised by all casting panel members that invoking this process will lead to an immediate delay to the casting and no communications to candidates can proceed until that is resolved.

The casting panel holds the right to leave any role uncast where they do not feel there was an appropriate candidate. Any such role could be allocated by several methods including invitation, re-call, further auditions, allocated from ensemble, or otherwise, as authorised by the panel.



Where a role is offered and the auditionee rejects this role, the above methods may be used to recast the rejected role.

Communication of Decisions

Decisions will be communicated from the appointed member of the casting panel on behalf of the entire panel. This will be via email, unless specifically requested otherwise.

A basic and impersonal email template will be used to communicate the decisions, this template can be made available to the candidate prior to the process.

All emails will be prepared and then sent in a bulk method to reduce opportunities of inappropriate information sharing.

A time frame of 48 hours will be provided for acceptance of roles to be confirmed. (If a response is not received in this time frame, then the casting panel reserve the right to recast the role without further correspondence/contact

A cast list will be communicated publicly once confirmation has been received of initial casting. This will still take place even where there may be further casting to take place.

Feedback can be requested up to 3 days after notification of audition outcomes. This will be a brief impersonal overview from the panel of strengths and possible areas for development.