

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Auditions, Show		Number:
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(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

The community of actors and volunteers will use our habits of communication to form our corporate reputation. The policy sets the minimum expectation for communicating with those who audition for our shows.

2. Policies or Procedures:

- A. All auditioners will be notified of the results of their audition, whether they were cast or not. (Board directive on April 18, 1990).
- B. Producers and/or his/her designee are responsible to see that a cast list is posted in the theater as soon as possible following auditions. (Board directive on April 18, 1990).
- C. Directors and/or his/her designee should call auditioners within a reasonable, promised amount of time, and should call even if they had not yet made up their mind, to tell the auditioners that they have not made up their mind.