

MOONLIGHT STAGE PRODUCTIONS
2019 SUMMER SEASON

EQUITY AUDITION PAPERWORK INSTRUCTIONS

Thank you for choosing to fill out your paperwork prior to arrival at auditions. The forms included here are for Equity performers only. If you are not a member of Actors' Equity Association, you should use the other set of forms also located on the Moonlight webpage. (You will need to show your current membership card when you turn in your paperwork at auditions.) You will find two pages of forms included in this file. The first page consists of one full sheet form. The second page contains two (2) half sheet forms. You will need to bring one full sheet form and five (5) half sheet forms completely filled out along with five (5) headshots and resumes with you to auditions. If you fill in the form online, you will only need to fill in the first page; your information will automatically appear on the half sheet forms. Do not fill in the audition number; an audition number will be assigned when you turn in your paperwork. Do not attach your forms to your resumes and headshots; audition staff will do that for you. Please make sure your resume and headshots if stapled together are stapled back to back. Please cut the half sheet forms in half. A tentative season rehearsal schedule and character descriptions are posted on the website. Please include all conflicts with either rehearsals or call backs on the full sheet. If you have no conflicts with the rehearsal schedule, please fill in the word "None" under conflicts.

Filling in the form online:

1. The online form is compatible with Adobe Reader 7 or higher. To receive the most current version of Adobe Reader, go to www.adobe.com.
2. Select the hand tool from the Adobe Reader toolbar to fill in form. When the hand tool is placed over a field, it will change into an I-beam pointer for text fields or a pointer finger for other fields.
3. You can use your tab key to move to the next field in the form or shift-tab to move to previous field.
4. Make sure that you hit the tab key or enter key after filling in a text field so that your entry is carried over to the other forms.
5. Do not use Undo to change entries as it may give inconsistent results between your full page and half page forms. Clear the field using your delete or backspace keys or deselect the field using the hand tool.
6. The green PRINT ALL FORMS button on the bottom of the full page form will print out the correct number of forms needed to bring to auditions when used in Adobe Reader 5+. If you do not receive 3 copies of the half sheet forms, use File Print to print out the extra copies of those pages. If you use the Print Form button available in Adobe Reader 7+, you will need to print extra copies of the half sheet forms. (Note: PRINT ALL FORMS prints the forms as an image and may take a little longer to print to your printer than usual; however, it will minimize the chances that your printer may not print out the form exactly as seen on your screen.)
7. You cannot save a filled-in form using Adobe Reader. Please double check your work before you close the Reader to make sure your printed copy is correct.

Vocal Selection: _____ Audition No. _____

MOONLIGHT STAGE PRODUCTIONS
2019 SUMMER SEASON AUDITION FORM

EQUITY FORM

(Please **PRINT LEGIBLY** and use **INK ONLY**)

NAME: _____

LEGAL NAME (if different): _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

CELL: (_____) _____ HOME: (_____) _____

WORK: (_____) _____ OTHER: (_____) _____

FOR CAST LISTS PLEASE USE (INDICATE ONE) CELL HOME WORK OTHER

EMAIL: _____ check to include email address on cast lists

HEIGHT: _____ WEIGHT: _____

I AM AUDITIONING FOR:

_____ ***THE PRODUCERS*** ROLE/S: _____

_____ ***MATILDA*** ROLE/S: _____

_____ ***WEST SIDE STORY*** ROLE/S: _____

_____ ***VICTOR/VICTORIA*** ROLE/S: _____

WOULD YOU ACCEPT A ROLE OTHER THAN THOSE INDICATED ABOVE? YES NO

ADV. SKILL IN: ___ BALLET ___ TAP ___ JAZZ ___ GYMNASTICS ___ VOCAL TRAINING

MOST RECENT ROLE: _____ DATE: _____ LOCATION/THEATER: _____

PLEASE LIST ALL CONFLICTS WITH REHEARSAL/CALLBACK SCHEDULE BELOW
(If there are no conflicts, please write "NONE")

FOR OFFICE USE ONLY

PROOF OF UNION MEMBERSHIP	Y N	AUDITION TIME		CHECK-IN TIME	
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EQUITY FORM

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HEIGHT: _____ WEIGHT: _____

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_____ ***THE PRODUCERS*** ROLE/S: _____

_____ ***MATILDA*** ROLE/S: _____

_____ ***WEST SIDE STORY*** ROLE/S: _____

_____ ***VICTOR/VICTORIA*** ROLE/S: _____

WOULD YOU ACCEPT A ROLE OTHER THAN THOSE INDICATED ABOVE? YES NO

ADV. SKILL IN: _____ BALLET _____ TAP _____ JAZZ _____ GYMNASTICS _____ VOCAL TRAINING

MOST RECENT ROLE: _____ DATE: _____ LOCATION/THEATER: _____

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EQUITY FORM

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WOULD YOU ACCEPT A ROLE OTHER THAN THOSE INDICATED ABOVE? YES NO

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