

# Pratts Bottom Dramatic Society

## Casting Policy

### 1. Purpose

The purpose of this policy is to ensure that casting for Pratts Bottom Dramatic Society productions is conducted in a **fair, transparent, and inclusive manner**, while prioritising the artistic quality and success of each production.

Casting decisions will always be made in the **best interests of the production as a whole**.

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### 2. Authority for Casting

The **Director of the production and Artistic Coordinators** has final responsibility for casting decisions.

The Director may be supported by a **casting panel**, which may include:

- The Producer
- The Musical Director (for musical productions)
- The Choreographer (for musical productions)

All casting decisions made by the Director or casting panel are **final**.

Should a stalemate situation occur, the chairman will be brought in to support this process.

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### 3. Read-throughs and Auditions

Each production will include opportunities for members to engage with the show prior to casting.

- A **minimum of one open read-through** will be held before auditions.
- Each production will have **at least two open audition dates**.
- Audition details will be shared on the website under auditions in advance and will include:
  - Dates and times
  - Available roles
  - Any required audition material (e.g. script extracts, songs)

Auditions will normally be **open to all members of the society** and may be opened to **non-members where appropriate**.

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## 4. Casting Timeline

To ensure clarity and fairness in the casting process, wherever possible:

- **Casting will be announced within two weeks of the final audition date.**
- Once casting is announced, the **first rehearsal will begin no sooner than one week after cast members have been notified of their roles.**

This allows sufficient time for cast members to confirm availability and prepare for rehearsals.

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## 5. Casting Criteria

Casting decisions will be based on what best serves the production. Considerations may include:

- Suitability for the role
- Acting ability
- Vocal ability (where applicable)
- Movement or dance ability (where applicable)
- Chemistry between performers
- Availability and reliability
- Ability to commit to the rehearsal schedule
- Balance of the overall cast

Previous experience with the society **does not guarantee a role.**

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## 6. Inclusive Casting

Pratts Bottom Dramatic Society aims to provide an **inclusive and welcoming environment** for all performers.

Casting will not discriminate on the basis of:

- Age
- Gender
- Ethnicity
- Disability
- Sexual orientation
- Religion - unless the religion goes against PBDS values.

unless a characteristic is **genuinely required for the role or production.**

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## 7. Membership Requirements

Anyone cast in a production must become a **paid-up member of the society and have paid a show fee** before rehearsals begin if they are not already a member.

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## 8. Acceptance of Roles

Once casting has been agreed:

- Performers should **confirm acceptance of their role promptly** via phone call, initially and then via text or email.
  - Accepting a role implies commitment to:
    - Attend scheduled rehearsals
    - Learn lines and/or music
    - Participate in publicity activities where appropriate
  - Once the **cast** has all accepted, those who were unsuccessful this time will be contacted via phone call, text or email. Do not turn anyone down until the proposed cast has been accepted.
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## 9. Rehearsal Commitment

Cast members are expected to:

- Attend rehearsals as scheduled
- Inform the Director or Stage Manager of any **known absences in advance**
- Arrive prepared and on time

Repeated absence, lateness, or lack of preparation may result in **recasting at the Director's discretion**.

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## 10. Confidentiality and Conduct

Audition discussions and casting deliberations are confidential.

Members are expected to treat audition outcomes with **respect, professionalism, and support for fellow performers**.

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## 11. Feedback

Where possible, constructive feedback may be provided to auditionees on request. However, due to time constraints this cannot always be guaranteed.

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## **12. Policy Review**

This casting policy may be reviewed and updated periodically by the **committee of Pratts Bottom Dramatic Society**.

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