

STEEL CITY THEATRE COMPANY

THE SANTA SWITCH AUDITION INFORMATION

Additional Auditions/Callbacks (held at the Education Building, 408 N Main St.):

- Thursday, October 1, 6:00 PM

Open Auditions (held at The Chief Theatre, 611, N Main St.):

- Monday, August 17, 2026, 6:00 PM
- Tuesday, August 18, 2026, 6:00 PM

Callbacks (held at the Education Building, 408 N Main St.):

- Thursday, August 20, 2026, 6:00 PM

What Do I Need:

- Please prepare a song in the style of the show: pop music/Christmas song. About a minute/32 bars is acceptable. Please provide a track for accompaniment of your song (karaoke or backing track- no lead vocals). Tracks should be on your device (i.e. phone or tablet). You may want to download your track as internet connections can get sketchy at the worst times. If you have questions about this, please contact our Box Office at 719-994-8298.
- We will have initial dance auditions at the Open Auditions
- At callbacks, we will be singing and reading from the show (being familiar with the music is recommended), and repeating the dance from the initial auditions.

What to Bring to Auditions:

- Completed Audition Form (at the end of this packet)
- Completed Schedule Form (attached to this packet)
- Water Bottle
- Track of your song
- Clothing and shoes that you can move in

WHAT IS REQUIRED OF ACTORS UPON ACCEPTING A ROLE?

The Actor is Responsible For:

- Attending rehearsal. There will be no unexcused absences. You must attend all scheduled rehearsals in which you are called for. If you must miss a rehearsal that was not previously discussed with the Director, you must call BEFORE the actual rehearsal start time. Any action regarding your roles based on lack of attendance will be at the discretion of the director(s).
- Being on time. 5 minutes early is on time, 1 minute late is LATE. If there is an emergency and you will be late, call or text the Director ASAP. If you are arriving late, do not disrupt rehearsal and join in as quickly as possible. Jump in and ask questions later.
- Being prepared for each rehearsal. Bring your:
 - Script
 - Highlighter
 - Pencil
 - Dance Shoes/Attire
 - Water Bottle
- Completing memorization by the deadlines set out in the rehearsal schedule. Memorization includes lines, blocking songs, harmonies and dance steps. If you are having trouble, it is up to you to discuss options with the Director.
- Taking direction. That means doing what the director says consistently and without complaint. Trust the process.
- Being a professional (i.e. a GROWN UP) about your hair, make-up and costume plots. These decisions are at the director's discretion- no complaining. Learn to love your look for the show.
- Providing their shoes, and costume pieces as specified by the costumer. Everyone is required to provide their own undergarments including appropriate underwear/bras, tights/stockings, socks, and undershirts.
- Staying healthy. Cast members must practice vocal and physical health for this production. Anyone failing to follow the requirements for physical and vocal health may be asked to leave the show.
- Being respectful at all times- to all directors, assistant directors, choreographers, other actors, the SCTC Theatre, costumes, props and set pieces.
- Participating in the cleaning schedule. Actors help vacuum, clean bathrooms, and keep dressing rooms clean throughout rehearsal.
- DO NOT CHANGE YOUR HAIR OR LOOK WITHOUT DISCUSSING IT WITH THE DIRECTOR AFTER YOU ARE CAST IN THE SHOW.
- Help with set construction and strike. These days/times will be noted on your rehearsal schedule.

WHAT ARE WE LOOKING FOR:

- Strong character and comedic actors
- Strong vocalists in pop-style music
- Dancers of all ages
- 3rd-8th Graders, High Schoolers, College Students, Adults of All Ages
- *Reminder- we will cast people that can handle and look the role, no matter the age. (If you are a student, you will be required to be enrolled in Steel City Theatre's Performing Arts Academy)

CHARACTER BREAKDOWN:

- **Lucy**
Idealistic. Plucky. Loyal. An aspiring artist, Lucy came to New York in search of her place in the world. She believes in the inherent goodness of people; her optimism in the human spirit is infectious. It also gets her in trouble (Age: 20s/30s).
 - Gender: female, Vocal range top: D5, Vocal range bottom: G3
- **Jack**
Ambitious. Charismatic. Cynical. Great hair. With a chip on his shoulder, Jack is a high-powered advertising executive gunning for his next score. Smooth with the ladies and emotionally distant, he's not the guy you'd peg to don a red velvet suit and pass out toys to girls and boys. (Age: 20s/30s).
 - Gender: male, Vocal range top: Bb4, Vocal range bottom: Bb2
- **Santa Claus**
At first glance, he's the jolly, bearded gent of yore with a belly full of jelly. But he's now at a turning point: after a century in the sleigh, he doesn't quite have the passion for the grind he once did. Might it be time to pass the reins?
 - Gender: male, Vocal range top: E4, Vocal range bottom: B2
- **Mrs. Claus**
The bespectacled, gray-haired matron of The North Pole, she's always been satisfied as the "woman behind the Big Man." When she's forced to step up and save Christmas, she realizes she likes calling the shots! And she's great at it.
 - Gender: female, Vocal range top: E5, Vocal range bottom: Ab3
- **Rhubarb**
Santa's no-nonsense, upbeat Head Elf with an aggressively "cheerful" demeanor. Loves Christmas with a chipper, adorable intensity heretofore unknown in the mortal world.
 - Gender: female, Vocal range top: E5, Vocal range bottom: B3

- **Topher**

Unflinchingly kind and warmhearted. Almost “too nice,” Topher runs Kringlez Kidz, a children’s charity. If Santa were a socially awkward young professional in mid-century Manhattan, this jovial square is how you’d imagine him.

- Gender: male, Vocal range top: E4, Vocal range bottom: D3

- **Ensemble**

The ensemble plays a number of roles, including various children, diner denizens, salespeople, a sparkle of elves (including Cinnamon, Juniper, Gingersnap, Glitterpants, Becky and others), Arthur, Hildy, Chester, Operator, bar patrons, Mrs. Callaway, Businessman, Kringlez Kidz Dancers, partygoers, security guards and others.

The Santa Switch Rehearsal Schedule Info

Please write any conflicts you have with the rehearsal schedule below. By accurately writing your conflicts, you help us create a rehearsal schedule in which people do not miss things when they cannot attend. Please note, we **most likely will not** rehearse all the days listed, but this schedule **IS the maximum rehearsals**. Rehearsal ending times will be varied by character, and getting younger kids out sooner.

AVERAGE NUMBER OF WEEKLY REHEARSALS FOR THE SANTA SWITCH: 3 TO 4, DEPENDING ON CHARACTER

Name of Actor: _____

Date: _____

Day	Mo	Date	Time	What	Write Late or Absent
Mon	Aug	17	6:00 PM	Open Auditions	
Tues	Aug	18	6:00 PM	Open Auditions	
Thurs	Aug	20	6:00 PM	Callbacks	
Mon	Sep	21	6:30 PM	Rehearsal	
Wed	Sep	23	6:30 PM	Rehearsal	
Mon	Sep	28	6:30 PM	Rehearsal	
Wed	Sep	30	6:30 PM	Rehearsal	
Mon	Oct	5	6:30 PM	Rehearsal	
Wed	Oct	7	6:30 PM	Rehearsal	
Mon	Oct	19	6:30 PM	Rehearsal	
Tues	Oct	20	6:30 PM	Rehearsal	
Wed	Oct	21	6:30 PM	Rehearsal	
Thurs	Oct	22	6:30 PM	Rehearsal	
Mon	Oct	26	6:30 PM	Rehearsal	
Tues	Oct	27	6:30 PM	Rehearsal	
Wed	Oct	28	6:30 PM	Rehearsal	
Thurs	Oct	29	6:30 PM	Rehearsal	
Tues	Nov	3	6:30 PM	Rehearsal	
Wed	Nov	4	6:30 PM	Rehearsal	
Thurs	Nov	5	6:30 PM	Rehearsal	
Fri	Nov	6	6:30 PM	Rehearsal	
Sat	Nov	7	Times TBD	Rehearsal	
Mon	Nov	9	6:30 PM	Rehearsal	
Tues	Nov	10	6:30 PM	Rehearsal	
Wed	Nov	11	6:30 PM	Rehearsal	
Thurs	Nov	12	6:30 PM	Rehearsal	
Fri	Nov	13	6:30 PM	Rehearsal	
Sat	Nov	14	Times TBD	Rehearsal	

Mon	Nov	16	6:30 PM	Rehearsal	Preferred No Absences
Tues	Nov	17	6:30 PM	Rehearsal	Preferred No Absences
Wed	Nov	18	6:30 PM	Rehearsal	Preferred No Absences
Thurs	Nov	19	6:30 PM	Rehearsal	Preferred No Absences
Fri	Nov	20	6:30 PM	Rehearsal	No Absences
Sat	Nov	21	Times TBD	Rehearsal	No Absences
Mon	Nov	23	Times TBD	TBD Rehearsal	
Tues	Nov	24	Times TBD	TBD Rehearsal	
Wed	Nov	25	Times TBD	TBD Rehearsal	
Sat	Nov	28	Times TBD	PreTech	No Absences
Mon	Nov	30	6:00 PM - End of Run	Tech	No Absences
Tues	Dec	1	6:00 PM - End of Run	Tech	No Absences
Wed	Dec	2	6:00 PM - End of Run	Tech	No Absences
Thurs	Dec	3	6:00 PM - End of Run	Tech	No Absences
Fri	Dec	4	7:00 PM, 6:00 PM Call	Performance	No Absences
Sat	Dec	5	7:00 PM, 6:00 PM Call	Performance	No Absences
Sun	Dec	6	2:00 PM, 1:00 PM Call	Performance	No Absences
Fri	Dec	11	7:00 PM, 6:00 PM Call	Performance	No Absences
Sat	Dec	12	7:00 PM, 6:00 PM Call	Performance	No Absences
Sun	Dec	13	2:00 PM, 1:00 PM Call	Performance	No Absences
Fri	Dec	18	7:00 PM, 6:00 PM Call	Performance	No Absences
Sat	Dec	19	7:00 PM, 6:00 PM Call	Performance	No Absences
Sun	Dec	20	2:00 PM, 1:00 PM Call	Performance	No Absences
Sun	Dec	20	4:30 PM	Set Strike	No Absences



Fall 2026 Auditioner Info

Name: _____

Best Phone #: _____ Email: _____

If under 18, Age, Grade and School: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Which Show(s) Are You Auditioning For? _____ Les Miserables
_____ The Santa Switch _____ Cookies and Milk with Mrs. Claus
_____ Cast Me Where You See Fit! _____ I am auditioning for everything, but can
only participate in one show.

Auditioner Contract (if auditioner is under 18, a parent must sign the following, as well as the actor)

By signing here, I am stating that I have received the show information (including tech rehearsal dates and actor responsibilities).

By signing here, I am stating that I understand I must attend all tech rehearsals for shows I am cast in, and I am available for all performance dates and times.

By signing here, I am stating that I understand I must submit all potential conflict dates at the time of auditions. I understand that if I submit conflicts after that time, I may be recast.

By signing here, I am agreeing to all actor responsibilities.

By signing here, I am acknowledging that I understand if I cannot/will not take direction, continually miss rehearsal, or do not memorize my lines, songs, blocking and dances, my part may be reduced or taken away.

By signing here, I understand that part of the reason I may have been cast is because I look appropriate for a certain role. Because of that, I understand that I need to talk to the director before changing my look or my hair.

I understand that everyone in the show is expected to help with set construction and strike.

If you have a resume, please attach to this form. If not, please fill out the background information. List any schedule conflicts on the conflict form; Conflicts submitted after auditions will NOT be accepted and will result in changing roles.

Please list your theatrical experience (Mark A, S, D for acting, singing and/or dancing):

Name of show:	Theatre Name:	Role:	A/S/D
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Please list your dance training/background:

Style of Dance:	Years Taken:	Name of Instructor:
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Please list any other training or performances (vocal, dance or acting) you would like us to be aware of:
