

New York City's



2012

**College/Professional
Workshop Student
Handbook**



2012 College/Professional Workshop Student Handbook Table of Contents

Helpful Information.....	3
Preparation Checklist.....	4
Sample Schedule.....	4-5
To Bring List.....	6-7
Headshot & Resume Guidelines.....	8-10
Sample Resume.....	11
Song Selection Guidelines.....	12
Monologue Selection Guidelines.....	13
FAQs.....	14-19
BAA Refund/Cancellation Policy.....	20



Helpful Information for the College/Professional Workshop

Detailed program information will be sent to you prior to the start of the College/Professional Workshop and you will receive your personal class schedule on **DAY ONE**; however, the following information may prove helpful when making your travel arrangements:

- The College/Professional Workshop Session takes place at:

Ripley Grier Studios
520 Eighth Avenue, 16th Floor
(located between 36th and 37th Streets)
New York, NY 10018

- Daily START and END are as follows:

DATE	START TIME	END TIME
June 21st	11:00 AM	9:00 PM
June 22nd	10:00 AM	9:00 PM
June 23rd	10:00 AM	9:00 PM
June 24th	11:00 AM	6:00 PM

- We strongly recommend that you do not make long distance travel plans on the first or last day of the Intensive. Our industry panels and final showcase require participation from all students throughout, and we are unable to release students prior to 6:00pm - *no exceptions!*
- A friendly reminder: The College/Professional Workshop industry showcase is not open to parents or friends. Invited industry (agents, managers, casting directors, etc) only, please.
- Don't forget to make your hotel reservations early! We recommend booking with our preferred hotel, the Wingate Inn, to receive a group rate; however, you are certainly welcome to make your own arrangements instead! For more information, please visit www.broadwayartistsalliance.org/tuition&NYChousing.



College/Professional Workshop Preparation Check List

- ___ Complete online summer forms
(Will be made available to you on May 15th)
- ___ Read this Handbook cover to cover
- ___ Send your headshot and resume to your Student Advisor for approval
(by June 15th)
- ___ Send your song/monologue choices to your Student Advisor for suggestions
(by June 15th)
- ___ Get 20 headshots and resumes printed and assembled
- ___ Schedule optional Private Coachings before your program
- ___ Make travel/housing accommodations (if applicable)
- ___ Pack for your trip!

SAMPLE College/Professional Workshop Schedule

Below is a sample schedule that will give you a good idea of what to expect during the College/Professional Workshop. **Please note that this is a general SAMPLE schedule only.** All students will receive their official, personalized schedule on their first day.

DAY ONE

11:00AM	Check in at Ripley Grier Studios, turn in headshots and resumes, begin orientation
12:00AM-1:45PM	Dance Placement Auditions- Mock Audition for a Broadway Show
1:45PM-2:15PM	Catered Lunch
2:15PM-4:00PM	Voice and Acting Placement Auditions
4:00PM-6:15PM	Advanced Master Class
6:15PM-7:00PM	Dinner break
7:00PM-8:00PM	Group dance number rehearsal for final showcase
8:00PM-9:00PM	Group vocal rehearsal for final showcase
9:00PM	Day One concludes

DAY TWO & DAY THREE

10:00AM	Check in at Ripley Grier Studios
10:15AM-12:00PM	Advanced Master Class
12:00PM-2:00PM	Advanced Master Class
2:00PM-2:30PM	Lunch
2:30PM-3:30PM	"Let's Talk Shop" Marketing Master Class with Program Director
3:30PM-5:30PM	Advanced Master Class
5:30PM-7:00PM	Final Showcase rehearsal
7:00PM-7:30PM	Dinner
7:30PM-9:00PM	Final Showcase Rehearsal

DAY FOUR

11:00AM	Check in at Ripley Grier
11:00AM-12:30PM	Final Showcase rehearsal and cue-to-cue
12:30PM-1:30PM	Tony® Award winning guest speaker
1:30PM-2:00PM	Lunch
2:00PM-2:30PM	Half hour call (students may change into showcase attire)
2:30PM-5:30PM	Final Industry Showcase
5:30PM-6:00PM	Final Feedback, Wrap-up, Group Photo, Farewells!



Broadway Artists Alliance To Bring List

Dear College/Professional Workshop Participants:

We thought it would be helpful to provide you with a list of items to consider when packing for your trip to NYC or preparing to commute! In addition to your audition material, your shining personality and a GREAT ATTITUDE, please consider bringing the following items:

Headshots & Resumes:

- You should bring twenty 8"x10" headshots with resumes attached on back. **Please make sure resumes are also cut down to exactly 8"x10" to fit your headshot.**
- Please bring headshots and resumes fully attached and prepared on the **first day** of the Workshop. See the provided **Headshot and Resume Preparation Guidelines** for additional guidance.

Prepared Songs and Monologues:

On the first day of the College/Professional Workshop, students will participate in Placement Auditions to help determine which classes they will take and what material they will perform for the final industry showcase. All participants should prepare the following material:

- **TWO contrasting musical theatre songs (16-32 bars of each).** We strongly recommend that you prepare at least one uptempo selection. Your sheet music should be clearly marked for the accompanist and organized in a 3-ring binder. Your pieces should be well-rehearsed and memorized. Your personal advisor will be contacting you to approve your audition material selections and/or make suggestions. Please note that your song selections should be age/content appropriate.
- **TWO contrasting monologues (2 minutes or under each).** We strongly recommend that you prepare at least one comedic piece. Remember to bring two copies of your monologue. Your pieces should be well-rehearsed and memorized. Your personal advisor will be contacting you to approve your audition material selections and/or make suggestions. Please note that your monologue selections should be age/content appropriate.
- **TWO photo copies** of all sheet music and each monologue you plan to perform during the workshop.

Suitable Rehearsal Clothes:

- Leotards, tights, sweats, stretch pants, jazz pants, tank tops, T-shirts (You should assume that you will be dancing every day).

Shoes:

- **All Participants:** Black jazz shoes or dance sneakers required for all participants.
- **Advanced-level Dancers:** Character shoes (heels for women), jazz shoes/sneakers and tap shoes are recommended. Black shoes are preferred. Kneepads are optional.
- **Please note:** Close-toed shoes with rubber soles must be worn in studios when dance shoes are not needed. Flip-flops or sandals without a back are NOT allowed.

Industry Panel/Showcase Attire:

- **Ladies:** BRIGHT, SOLID-COLORED DRESS. We recommend wearing street shoes that are appropriate for your dress; it is NOT advised to wear character shoes.
- **Gentlemen:** BLACK DRESS PANTS and COLLARED, BUTTON DOWN SHIRT in a BRIGHT, SOLID-COLOR. We recommend wearing street shoes that are appropriate for your outfit; it is NOT advised to wear character shoes.
- **All Participants:** Black jazz pants, stretch pants, leggings or black pants you can move well in (NO jeans). You will be provided with a bright-colored BAA T-shirt to wear in certain group dance numbers.
- **Advanced-level Dancers:**
 - **Ladies:** Black Leotard & Black Tights or Jazz Pants (NOT capri length)
 - **Gentlemen:** Black T-shirt or Tank Top & Black Jazz Pants

Other Suggested Items

- Notebook and writing utensils for note taking (including pencils with erasers)
- Small digital or tape recording device for music rehearsals (**Please note: students are not permitted to use cell phones during class time, so they may NOT use their cell phones as recording devices**)
- Small hand towel for rehearsals
- Water bottle (Broadway Artists Alliance water bottles are also available on-site)
- Spending money for BAA & NYC souvenirs, additional meals, and snack machines*
- A camera to take pictures during your free time
- Reading material for down time
- Toiletries and essentials for your hotel stay
- Portable alarm clock

HAPPY PACKING



Headshot & Resume Preparation Guidelines

Your headshot and resume are your “calling card” as an actor. Here are a few guidelines to ensure that your headshot and resume offer the most professional and accurate representation of who you are to the many casting directors, agents, managers, and NYC industry professionals you will have the opportunity to meet during your time with us.

You will need to bring 20 headshots and resumes on the first day. Please note that you must also submit a digital copy of your headshot and resume to your student advisor for approval ahead of time. Your advisor will notify you of the due date for the digital copies.

HEADSHOT GUIDELINES

- **Your headshot should be exactly 8”x10”** (not 5x7, 7x9, or 9x11!). Please note: 8x10 is *smaller* than a regular piece of printer paper. Please do not use postcards or composite cards for your time at Broadway Artists Alliance.
- Most performers today have headshots taken in color; however black and white headshots are still accepted in the industry. Many actors choose to put their name at the bottom of their headshot, which helps casting directors to know who you are without having to turn the picture over to read your resume.
- **Your headshot should be a clear picture of your face and it should look like you!** The person in the photo should match the person who walks into the room.
- **Your eyes are the most communicative feature in your headshot.** They should be engaged and expressive, giving us a glimpse into your character and personality. It’s great if your headshot makes you look friendly and easy to work with. If you are most comfortable with a non-smiling shot, you should still have a “twinkle in your eyes.”
- **It’s best to wear simple, brightly colored clothing in your headshot.** Your outfit should be age-appropriate with a flattering neckline, and it should be somewhat neutral (i.e. don’t wear clothing that is overly detailed or trendy). It’s best to avoid t-shirts with words or distracting designs, formal/semi-formal dresses, bathing suits and large jewelry pieces.
- **Ideally, your headshot should be a professional photograph.** If this is not possible, you may use a snapshot, but it must be resized to **8”x10”**. Your headshot should NOT be a picture of you playing a particular role. A casting director should be able to imagine you as the character you are auditioning for, and a picture of you playing *Annie* or *King Henry* may hinder that ability.
- **Your makeup should be minimal and applied by a professional makeup artist who understands headshot lighting.** Many headshot photographers have a makeup artist with whom they like to work. The fee for this artist may be included in the price of your session, or it may be extra.
- While most headshots are retouched before they are printed, it’s important to

have this work done by a professional who will use digital corrections sparingly and appropriately. Retouching may be done by your headshot photographer, your reproduction lab, or a third party that specializes in this kind of graphic work.

GETTING YOUR HEADSHOTS PRINTED

Once you have chosen the 8"x10" photo you will be using, it is your job as an actor to always have copies of it available. It's fastest to take it to a reproduction lab, such as www.reproductions.com. There, a digital image or negative is created from your headshot. That image allows you to print as many copies as you need and want to pay for.

Your headshot should be reproduced using a high resolution file and should be printed on high quality photo paper. Reproduction labs may offer a variety of paper weights and gloss levels, but a good rule of thumb is to get standard weight photo paper in a semi-matte (may also be called a semi-gloss depending on the lab). Most reproduction labs accept either a hard copy or an e-mailed digital file, and will give you the option of adding a border or your name to the headshot. They will often provide retouching services or enlarge smaller photos to 8"x10" for you for an extra charge.

RESUME GUIDELINES

- A resume is a summary of your accomplishments. **It should never be more than one 8"x10" page long and should be printed on regular printer paper.** Your resume should be well-organized and easy to read; it should NOT be covered in distracting colors or graphics.
- **Your name should always be at the top of your resume in boldface type.** If you are a member of a performing arts union (AEA, SAG, AFTRA, etc.), list it at the top of your resume. **Also at the top of your resume, you should include your contact number and/or your agent's information (if you have one) and your email address. Make sure to never list your home address on a resume; casting directors don't need it, and for your privacy, it should not be included.**
- It is customary to include your height, eye color, and hair color. Some performers also include their weight and/or their vocal range.
- **You should NOT put your birthday or age on your resume** once you are over the age of 18.
- **You should NOT put an age range on your resume.** It's better to let Casting Directors decide this information for themselves.
- **The body of your resume should be sorted into three columns.** The left column should tell us the show you were in, the middle column your role, and the right column the theater or producing organization for which you performed. If you are listing a film credit, you may place either the production house (i.e. Universal Pictures) or the director's name where the name of the theater would be. Please make sure to sort your resume by Theatre, Film, TV, Commercials, etc. – don't place everything all together.
- Training, Awards/Honors, Education, and Special Skills should be listed beneath your credits. If you have not had experience in one of these categories, it is not necessary to include it on your resume.
- The Special Skills section is an important and intriguing category on a young person's resume. It gives the auditors insight into who you are and the skills that

- you possess- whether they are performance related or not. Can you do an impression or whistle? Do you know how to play an instrument or speak a foreign language? Are you a fantastic soccer player or cookie baker? Your Special Skills section is the place to list these abilities! Just be ready to demonstrate any of your skills as Casting Directors may ask you to do something you have listed!
- **Your headshot and resume should be NEATLY attached, back-to-back. You may do this using staples or glue, or you may print your resume on the back of your headshot.** If you choose to print your resumes directly onto the back of your headshots, be sure that you do so in small quantities so that you don't waste headshots if you have to update your resume. If you do not print your resume directly on your photos, please be sure that you remember to trim the paper you print on to exactly the 8 X 10" size of your resume. Your resume paper should not be larger than the 8 X 10" headshot itself. It is easy to format your word document to 8 X 10" and make quick two cuts on the bottom and right hand side of your resume paper.

The following two pages contain sample resumes that you may use as a template for creating or editing your own resume!

Steven Silverscreen

SAG / AFTRA/ AEA

Height: 5'6"
Weight: 115 lbs.
Hair: Blonde
Eyes: Green

Actingland Talent Co.
Tel: 212-555-1234
agent@atc.com

Theatre

South Pacific	Lt. Cable	New York University
A New Face (Workshop)	Lead	Playwrights Horizons
Twelfth Night	Feste	University of Michigan
The Comedy of Errors	Aegeon	Theater Under the Stars
King Lear	Edmund	St. Mary's Theater
The Tragedy of Macbeth	Duncan	St. Mary's Theater

Film

Flight of the Eagle	Charlie (Supporting)	Dir. James Cameron
Freedom	Lt. Snider (Lead)	Moving Images
Clouds Outside the City	Aaron (Lead)	Moving Images
Brain Dead	Dr. Zombie (Lead)	Freeform Art Co.
Ski & Skate	Michael Z.	Film Productions, LLC.
The Magic Lantern	Puck	Magic Lantern, LLC

Television

Sad Clowns	Guest Star	Liberty Television
Puddle Jumpers (Pilot)	Principal	AGP Media, LLC.
Car Wash Series	Regular	Inside-Up Prods.

Commercials

List available upon request

Education

BFA in Acting- University of Michigan
MM Musical Theatre Concentration- NYU
Summer Shakespeare Intensive- The Old Globe

Training

Acting: Jeff Torro (Scene Study), Alice Kaczinski (Film & TV)
Voice: Kyle Grant
Stage Combat: Laurie Hale

Specials Skills

Surfing, Volleyball, Basketball, Hockey, Golf, Swimming, Water Skiing, Snow Skiing, Rollerblading, Juggling, Motor Cross, Knife Throwing, Drag Racing, Collecting Comics, Valid driver's license and passport.



Song Selection Guidelines

When choosing the songs you will prepare for BAA, it's a good idea to bear in mind the following:

- 1.) You should love singing the pieces you choose. We want to enjoy your performances and that starts with YOU enjoying your performances!
- 2.) Make sure the songs you choose are roles you could logistically play right now, or that make sense for you to be singing as you are now.
- 3.) For the BAA industry showcase, and for auditions in general, we do not recommend choosing songs with excessive profanity. The content of your songs should also be appropriate for your age.
- 4.) We do not recommend choosing songs that are overly associated with a famous performer. For example "Don't Rain on My Parade" is a wonderful song, but so many people associate it with Barbara Streisand and Lea Michele that you will have a very difficult time making it your own.
- 5.) Give some thought to whether or not your song choices might be overdone. In general, you should avoid songs from shows like Les Miserables, Phantom of the Opera, Wicked, Thoroughly Modern Millie, etc., because material from these shows is well known and often performed. If you love a song from one of these shows, try to find something similar in style, but less well known
- 6.) Enjoy researching new material! It is part of your job as a performer to become familiar with as many musicals as possible. This knowledge will serve you well in auditions and performances since you will have an advantage over other performers who are not as educated. So take some time to explore cast recordings and sound tracks. Very often, you can listen to songs by searching for them on You Tube, iTunes, amazon.com, etc!



Monologue Selection Guidelines

When choosing the monologues you will prepare for BAA, it's a good idea to bear in mind the following:

1. Go to a bookstore or search online for plays and monologue books that suit your age-range, personality, and appearance. Try skimming monologue books for playwrights and characters that interest you, then looking at the actual plays to find material that is not as well-known.
2. Look for monologues that live in the moment, rather than monologues that recall the past. There are, of course, exceptions to this rule, but overall, hearing about the present is more captivating than hearing about the past.
3. Look for a monologue that is 1 to 2 minutes in length. Make sure it is something that is age/content appropriate and that shows your personality.
4. Know the title and playwright's name for all of your monologues. Whenever possible, you should read the full play that your monologue comes from.
5. Don't choose a monologue that is not age-appropriate. You should choose a role you could realistically play right now. In some cases, this rule can be bent with material that is not well known, but make sure the entire text makes sense for you to be performing as you are now.
6. Don't choose a monologue with shocking or offensive material. There is a difference between catching your audience's attention with your skillful interpretation of a monologue and shocking them with inappropriate content (You want the audience to focus on your performance and not the content!)
7. Make sure you read (out loud) and act through a monologue to get a true sense of its performance time. Something that may appear to take no more than 30 seconds often (with pauses and blocking) takes one minute or longer!
8. Don't rule out a funny monologue because you think it'll get more respect than a serious one. Some of the best performances we've seen have been from comedic monologues. If you're funny, you have a special talent and you should show it off!



College/Professional Workshop Preparation FAQ

General FAQ

- **Where do classes take place?**
*The College/Professional Workshop takes place at **Ripley Grier Studios** in midtown Manhattan. Ripley Grier is one of the most popular and well-equipped rehearsal spaces in New York City, and is home to many Broadway rehearsals and auditions! It is centrally located at 520 Eighth Avenue, between 36th and 37th Streets. To read more about Ripley Grier Studios, please visit: <http://www.ripleygrier.com>*
- **Who teaches my classes?**
BAA classes may be taught by Tony® Award Winners, current Broadway performers, casting directors, agents, Broadway choreographers, or top NYC coaches! No matter which classes you take, you'll be learning from the city's best! For more information on our faculty, please visit: www.broadwayartistsalliance.org/faculty
- **Can you give me a general idea of what will happen during the College/Professional Workshop?**
For a generic sample College/Professional Workshop schedule, please go to pages 4-5 of your Student Handbook.
- **When do I pick my classes?**
Unlike some of our other BAA programs, you do not choose your classes ahead of time for the College/Professional Workshop. You will work closely with the BAA staff to design your curriculum on the first day of the program.
- **When will I get my official schedule?**
You will receive your official schedule after Placement Auditions on your first day.
- **What are Placement Auditions and why do I have to do them if I already auditioned to get into BAA?**

Placement Auditions serve two purposes: first, they help the BAA Staff make sure that you are in the best possible elective classes for your goals and level of experience; second, Placements are an opportunity for the BAA Staff and your assigned coach to see the songs and/or monologues that you have prepared. We also use Placements to assign several small vocal solos in our final showcase group numbers.

- **Do I declare a Major for this Workshop?**
You are now an advanced-level musical theatre performer with Triple Threat skills. As such, you do not declare a Major for this workshop. You will work on voice, acting and dance equally while you are with us, and you will be asked to perform in multiple areas for your final showcase.
- **What does my Student Advisor do?**
Your Student Advisor is the BAA staff member appointed to help you with your preparations and to be a friendly face during your time here with us! Your Advisor will help you select your performance material, give you feedback on your headshot and resume, and ensure that you get any other important information you may need before you arrive in New York City. Your advisor is also available to answer any questions you may have when selecting your class choices for your schedule. Whether you have program-related questions or you just want to know what sights to check out while visiting NYC, your Advisor is there to help you get the most out of your time at BAA!
- **How do I contact my Student Advisor?**
You will communicate with your Student Advisor primarily through email, but your Advisor will be more than happy to schedule a phone conversation with you if you would prefer to discuss something in person.
- **What do I need to bring to BAA?**
For a complete "To Bring" List, please go to pages 6-7 of your Student Handbook.
- **What is an industry showcase and why do we have one?**
An industry showcase is a performance given for industry members, i.e. casting directors, agents, managers, directors, choreographers, etc. At BAA, the industry showcase is a wonderful opportunity to perform the material you have been working on in your classes and to receive professional feedback from NY's top industry.
- **What will I be performing in my industry showcase?**
College/Professional Workshop Participants may perform several different pieces in the final showcase. For example, you may perform in a group vocal number and a group dance number, and also perform a song, monologue and/or short scene.

- **Who decides what I will perform for the Final Industry Showcase?**
In most cases, your solo Showcase piece will be chosen from the songs or monologues you prepared ahead of time and presented during your placement auditions; however, we may choose to give you something new to learn for the Showcase. You also may be participating in a scene or small group number if we feel it will additionally highlight your skills. The best way to ensure that you will perform one of your prepared songs or monologues for the Showcase is to work closely with your Student Advisor when choosing your material. Your Student Advisor is very knowledgeable about what the New York industry is looking for when it comes to audition songs and monologues for young performers, and they want to ensure that you are preparing material that is age/content appropriate without being overdone. Remember that we always have your best interests at heart and we want you to be viewed in the best possible light for your Showcase.
- **What should I wear for my industry showcase?**
For guidelines on what to wear for the industry showcase, please go to page 7 of your Student Handbook.
- **Will I get work or representation from my industry showcase?**
The industry members on our showcase panel are primarily there to give professional feedback and to help you improve your skills; however, they are also working professionals who are always looking for talented young performers. Many of our students have booked work or signed with agents or managers from their industry showcase.
- **Will I get to work on my industry showcase material privately?**
Yes! All College/Professional Workshop students get a private coaching with a member of the BAA Senior Staff to work on their showcase material! Taking into consideration the director's feedback from your Placement Audition, your coach will determine what material you will present as your solo piece for the Industry Final Showcase. We may choose one of the pieces you've prepared, or (if you're a quick study) we may give you something new to learn! It's important to us that your final showcase material is age appropriate and represents you at your very best for our invited Industry!
- **If I pay for the College/Professional Workshop and then cannot attend for some reason, can I get a refund or a credit?**
To view the BAA Refund and Cancellation Policy, please go to page 20 of your Student Handbook.
- **How do I become a STAR member and get the STAR member discount?**

Once you have attended a total of 15 days of class with BAA, you are eligible to become a Star Member! Star Members receive priority registration, a 5% discount for all BAA programs and special promotional offers throughout the year. Star Members also do not have to pay an annual application fee. To apply for Star Membership, please visit: <http://www.broadwayartistsalliance.org/alumni>

Housing and Meals FAQ

- **Does BAA provide housing for me while I am taking classes in NYC?**
We do not provide housing, though we do our best to help. Students are responsible for their own room and board while attending BAA programs; however, our recommended hotel, the Wingate Inn, offers a group discount rate to BAA students and their family members. Many students choose this hotel for the convenience and sense of community that it provides, and our friends at the Wingate provide a free hot breakfast for participants and their parents every morning before class!

- **How can I find a roommate for my time at BAA?**
Students are responsible for finding their own student roommates while in NYC. Many newer students elect to use Broadway Artists Alliance Facebook page and post roommate inquiries on the Wall or in a roommate discussion forum. Just be aware that any personal information you post here is visible to the entire BAA Facebook community! We recommend that you post a general message and then converse about details using private messages. Having a hotel roommate in one of our recommended hotels during your time with us is a fun and economical option, but some parents who plan to stay in NYC for longer periods of time during the summer months choose to look into monthly midtown apartment sublets. We are always happy to make further suggestions should you need assistance!

- **Should I purchase the catered lunch or bring my own?**
*Students may purchase a catered lunch for each day of their program or they may choose to bring their own bag lunch or go out for lunch. We offer several catered lunch options each day including, but not limited to: hot and cold sandwiches, hot and cold pastas, hamburgers, hot dogs, veggie burgers, salad, fresh fruit, and cookies. There is always a vegetarian option available and an option that is safe for students who have nut or shellfish allergies (always be sure to alert us of any food allergies on you online forms).
 College/ Professional Workshop students will always be released to get food on their own for the Dinner break time slot.*

Headshot and Resume FAQ

- **What should my headshots look like?**
For a full list of headshot guidelines, please go to pages 8-9 of your Student Handbook.
- **What should my resume look like?**
For a full list of resume guidelines and to view sample resumes, please go to pages 9-10 of your Student Handbook.
- **How many headshots and resumes do I need to bring?**
College/Professional Workshop students must bring 20 headshots on their first day.
- **Do I have to get my headshot and resume approved by my Student Advisor?**
Yes! Your Student Advisor is someone who is very knowledgeable about what New York industry members are looking for when it comes to headshots and resumes. They want you to be thoroughly prepared and to represent yourself in the best possible light while you are at BAA, especially for the NY Industry panel that will be studying and collecting your headshots and resumes during your final showcase performance!
- **What if I don't have a professional headshot?**
We strongly suggest that you get professional headshots taken before you arrive at BAA; however, we understand that some of our students are not yet ready to make such a large financial investment. The most important thing is that you have a current photo of your face or a close up ¾ body shot, and that it really looks like you! The photo should be in good lighting (natural lighting is great) and clearly in focus. This photo can be a school picture or even a snapshot- just bear in mind that it will need to be a high resolution picture, as you will need to enlarge it to 8X10 inches (the industry standard) for your final showcase and auditions. For a full list of headshot guidelines, please go to pages 8-9 of your Student Handbook.
- **Should I send you my headshots and resume ahead of time?**
You will submit digital versions of your headshot and resume to your Student Advisor ahead of time for approval, but you should NOT send hard copies of your headshots and resumes to the office before the program begins. BAA cannot be responsible for hard copies that are sent to the office. Please bring your 20 copies with you in person on Day One.

Song and Monologue FAQ

- **What performance material do I need to prepare for my program?**
For a list of required performance material by major, please go to page 6 of your Student Handbook.

- **Why do I have to get my songs and monologues approved by my Student Advisor?**

We want you to get the very most out of your short three days with us during the College/Professional Workshop! To best achieve that, we ask you to do a little homework, and arrive well prepared so that we can use our time together most efficiently. Your Student Advisor is someone who is very knowledgeable about what the New York industry is looking for when it comes to audition songs and monologues for young performers. They also want to ensure that you are preparing material that is age/content appropriate and that is not overdone. If for any reason you are headed in the wrong direction with your selection, we hope to save you some effort and valued time. We can make suggestions for good resources and sometimes even specific repertoire, before you even arrive.

- **How should I pick my songs and/or monologues?**

The most important thing when it comes to picking songs and monologues is to find selections that you love to perform! That being said, you should also make sure that your songs and monologues are age/content appropriate and that they are not overdone or overly associated with a famous performer. For a list of guidelines on choosing your songs and monologues, please go to pages 12-13 of your Student Handbook.

- **Should I perform something I already know, or bring new material to BAA?**

For the College/Professional Workshop, we recommend you bring songs and monologues that you have had the opportunity to rehearse for at least a couple of weeks. You will have time to work on these pieces in your classes, but it's best if you arrive with material that is well memorized and ready to workshop instead of something you picked up the night before you arrived! Your Student Advisor will be able to help you choose your pieces with plenty of time to work on them at home. If you feel as if you may need some additional work or coaching before the start of the Workshop, we are happy to help you arrange additional Private Coachings with our year-round private coaching staff.



BAA Refund/Cancellation Policy

For all Broadway Artists Alliance (BAA) workshops and intensives, the required \$300 deposit and applicable fees are strictly non-refundable. The remaining balance amount is refundable if a written request for cancellation is received by Broadway Artists Alliance 30 (thirty) days prior to the start of the program. Due to the extensive preparation required for all workshops and intensives, BAA cannot offer refunds for cancellations made within 30 (thirty) days of these programs. If a student is unable to attend a workshop or intensive, the \$300 deposit may be credited for future use provided a written request for cancellation is received at least 7 (seven) days prior to the start of a program.

One Day Master Class tuition and applicable fees are strictly non-refundable. If a student is unable to attend a One Day Master Class, the tuition may be credited for future use provided a written request for cancellation is received at least 7 (seven) days prior to the start of the One Day Master Class.

BAA Pro Series tuition and applicable fees are strictly non-refundable and tuition cannot be pro-rated based on the student's attendance. If a student is unable to attend the entire BAA Pro Series, the tuition may be credited for future use provided a written request for cancellation is received at least 7 (seven) days prior to the start of the Series.

If a student fails to attend any BAA workshop, intensive, One Day Master Class, or series, and does not give 7 (seven) days notice, they must provide one of the following to be eligible to receive a credit: 1.) A doctor's note citing a serious illness or medical emergency, 2.) Documentation of paid performance employment, 3.) Written proof of unforeseen travel issues (snow, cancelled flight, Act of God, etc). If a student is unable to provide one of these items, BAA cannot offer a credit for cancelled enrollment in any program, One Day Master Class, or series. Broadway Artists Alliance reserves the right to cancel any program or class if less than 6 paid students have registered or if external factors might endanger participant safety (severe weather, Act of God, etc). In the rare event that this occurs, BAA will offer a full tuition refund for all participants.

Credits may be used for any New York City BAA programs to which a student has been accepted. All credits will expire one year from the date on which they are issued. There are some items for which credits may not be used, which include but may not be limited to: tuition for BAA programs outside of New York City, tuition for programs hosted by BAA in conjunction with another entity, private coaching fees, yearly application fees, processing fees, housing, and merchandise. Credits are strictly non-transferable.

All \$20 yearly application fees are strictly non-refundable.