

New York City's



**2016 Summer  
Student & Parent  
Handbook**



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## Parent Letter from the Artistic Director

Greetings Parents!

I want to start with a sincere “thank you” for supporting your young person’s talents and dreams as they pursue their performing arts training. They are so fortunate to have parents who help provide opportunities like this one, and support them in pursuing what they love! We are thrilled to welcome both our returning students and those who are joining us for the very first time this summer. Congratulations again on your young person’s acceptance to the Broadway Artists Alliance Summer Intensive Program! They will be studying their craft with the very best of Broadway and working with other students who have similarly impressive talent, dedication, and passion!

We know that you are eager to know everything about your upcoming program, so we have compiled this **Student & Parent Handbook**, which will provide a great deal of information about your time here with us in NYC. Please take some time with your child to review each section carefully, and feel free to contact us with any questions regarding the material.

Our philosophy during the Summer Intensive is to replicate a professional experience that your young artist might encounter if cast in a Broadway show, National Tour, or film. They will be working hard under the leadership of talented performers, choreographers, coaches, and directors. We are not only nurturing their talent, but their independence and resilience in professional settings. Please encourage your child to be actively involved in the preparation process, to pay special attention to all information that is given during the Workshop, and to ask questions during our opening orientation meeting. You can also assist us by reviewing this **Student & Parent Handbook** prior to orientation.

### **During Intensives:**

While we appreciate your desire to be supportive, your presence in the studio area during class time will invariably change your child’s focus, which can be distracting to other students and staff members. We hope you will take advantage of your free time in New York City and allow your talented young person to devote their attention to their training. Likewise, because we are *extremely* busy with your children during the day, we ask that you limit contact with the BAA staff members to the beginning and end of the day. Please reference our “These Are a Few of Our Favorite Things” list on the callboard – the BAA staff has provided a list of our favorite NYC restaurants and activities!

Please also reserve phone calls during the workshop day for emergencies. Your young people are only allowed to use their cell phones at the beginning and end of the intensive day, as well as at lunchtime. The BAA Staff will check messages regularly throughout the day at **(212) 561-9429** x1 or x2 and we will try our best to return all non-emergency calls by 9:00pm each evening. Be assured that we have first aid supplies on hand and we will contact you immediately if your child is ill or becomes injured. If you have not done so already on your online forms, PLEASE make sure our staff is informed of any allergies, health, or personal issues we might need to know.

**Courtyard Marriott and Homewood Suites Hotel guests only:**

On DAY ONE of each program, participants staying at one of BAA's two recommended group hotels- the Courtyard Marriott or the Homewood Suites- are asked to meet in their hotel lobby for a short parent hotel orientation meeting. Below, you will find chaperone meeting/departure times by program and age group for DAY ONE as well as departure times for all other program days. In order for each student to receive their full training time, **BAA chaperones are unable to wait for students who are late arriving to the lobby.** Please allow for 5 to 7 minutes for elevator time. If your child is running late and is not ready to leave by the appointed time, please plan to walk them to Ripley Grier Studios on your own. Should this occur, you should escort your young person to the 17<sup>th</sup> floor of Ripley Grier Studios where they will need to sign in with the head chaperone from your hotel.

<b>Summer Program (By age group)</b>	<b>Group Hotel Meet/ Depart Times on DAY ONE (only)</b>	<b>*Hotel Depart/ Start Times for All Other Intensive Days</b>
BAA Junior (Ages 8-11)	Meet 10:00am/Depart 10:15am	10:15am for 10:30am start
Summer Session One (10-14)	Meet 10:30am/Depart 10:45am	9:45am for 10:00am start
Summer Session One (15-21)	Meet 11:30am/Depart 11:45am	9:45am for 10:00am start
Summer Session Two (10-14)	Meet 10:30am/Depart 10:45am	9:45am for 10:00am start
Summer Session Two (15-21)	Meet 11:30am/Depart 11:45am	9:45am for 10:00am start
Summer Session Three (10-14)	Meet 10:30am/Depart 10:45am	9:45am for 10:00am start
Summer Session Three (15-21)	Meet 11:30am/Depart 11:45am	9:45am for 10:00am start
Summer Session Four (10-14)	Meet 10:30am/Depart 10:45am	9:45am for 10:00am start
Summer Session Four (15-21)	Meet 11:30am/Depart 11:45am	9:45am for 10:00am start

*(\*Please check your Parent "Cheat Sheet" Schedule upon arrival for any updates. Sometimes the final showcase day will have a later start time, as we will be going later into the evening.)*

The BAA hotel chaperone will escort your student back to the hotel at the completion of each day **if you indicate this request on your online forms.** On the final day of the program only, you should plan to pick up your student at Ripley Grier Studios (BAA Junior, Session One, Session Two, and Session Three) or the Final Showcase theater (Session Four) at the appointed time, but not before as the waiting area is limited. **If your child is signed up to walk to and from classes and activities with a hotel chaperone, please make sure they know not to leave the studio/theatre without their staff escort under any circumstances,** even if they know their way back to the hotel. We want them to get into the habit of walking in groups for safety purposes. It also gives them time to chat with other students about their daily experiences!

**Commuting Students:**

If you live nearby and are commuting, or have alternate hotel/housing arrangements, please drop your child off on the 17<sup>th</sup> floor of Ripley Grier Studios at 11:00am (BAA Jr, and 10-14 age group for Sessions One, Two, Three, and Four) or 12:00pm (15-21 age group Sessions One, Two, Three, and Four) on DAY ONE for orientation and registration. Please arrive a few minutes early to account for front desk security and elevator time. For the remainder of your program please drop off your child by 9:30am (10-14 age groups), 10:00am (15-21 age groups), or 11:00am (BAA Junior) at Ripley Grier Studios.

**A Word about Sleep:**

Please try to have your child in bed by 11:00pm at the *latest* during the Intensive. We know your young professionals are excited to be here in NYC, but please bear in mind that they are being challenged physically and mentally during the day and so they will need plenty of rest in the

evening. Our goal is to have them shine every day, and to give the best possible performance for the industry showcase at the conclusion of the intensive.

**Time Off for Auditions/Industry Business**

We LOVE that so many of our students are already working professionals; however, it is best if you do NOT plan to attend auditions or industry meetings during class time as it can be disruptive to our students and staff. For safety purposes, ***we require a request IN WRITING at least 24 hours in advance if you do need to leave for professional reasons. Please note that, if you have to miss any class/rehearsal time, you may not be able to participate in the final Industry Showcase fully or at all.***

**Summer Intensive Evaluations:**

At the end of each summer program, both students and parents will have the opportunity to complete a survey where you can give feedback about your experience at BAA! We welcome parent and student comments on these surveys and we are grateful for any positive and/or constructive observations you share with us. We are always striving to make our programs better! Students who submit completed evaluations by the final day of each program will be entered into a drawing for a FREE One Day Master Class (\$250 value)!

Thank you again for bringing your talented young people to us, and please don't hesitate to contact us with any questions you may have!

Sincerely,

A handwritten signature in black ink that reads "Jennifer Johns-Grasso". The signature is written in a cursive, flowing style.

**Jennifer Johns-Grasso  
Artistic Director & Founder  
Broadway Artists Alliance**



## 2016 Summer Student Dates and Deadlines

- June 1st-** Final Tuition Deadline for all summer programs. Students who have not already paid in full by this date will be moved to the Wait List. To complete your payment online, please visit <https://campself.active.com/BroadwayArtistsAlliance>.
- June 6th-** You will receive the **Student and Parent Handbook**, a comprehensive guide to all things BAA for the summer!
- June 7th-** You will be directed to complete online medical and housing forms.
- June 8th-** Cut off Date to receive the discounted Group Rate at The Homewood Suites. (PLEASE NOTE: The Homewood Suites is **sold out** for Session Two, but The Courtyard Marriott has limited rooms remaining.)
- June 10th-** You will be contacted by your Student Advisor, the BAA representative who will help guide you with your headshot, resume, song and monologue choices, as well as be a personal mentor and advisor for you during both the preparation weeks and throughout your time her with us at BAA this summer!
- June 14th-** Cut off Date to receive the discounted Group Rate at The Courtyard Marriott.
- June 22nd-** Online medical and housing form are due by 12:00pm EST.  
**June 22nd-** Receive a **preview** of your Summer Intensive schedule at 6:00pm EST, provided your online medical/ housing forms have been received.
- June 23rd-** Detailed Summer Intensive schedules, class choices and Broadway show options are released to you for your online submissions at approximately 6:00PM EST provided you have completed your online medical and housing forms.  
*Please note: College Audition Prep Seminar students do not choose classes or attend a Broadway show.*
- June 30th-** Headshot, resume, song/monologue choices are due to your Student Advisor for approval. Your class choices and Broadway show selection must also be submitted by this date.



## Summer Intensive Preparation Check List

- Student AND parent read this Handbook cover to cover
- Submit online summer forms
- Select your elective classes, parent classes, and Broadway show choice online (link will be e-mailed to you June 23<sup>rd</sup>, provided you have completed your online forms). You will be able to see a preview schedule the day before class selections!
- Send your headshot, resume, and song/monologue choices to your Student Advisor for approval by June 30<sup>th</sup> (Session Four Students must also send a high resolution version of their headshot for the Final Showcase program)
- Memorize and rehearse your songs and/or monologues (*as required per your major*)
- Get headshots and resumes printed and assembled (*25 per session*)
- Schedule optional Private Coachings with the BAA Coaching Staff before your intensive to help you prepare your best material. Career Consultations and Feedback Sessions can also be scheduled to follow your intensive (optional add-on)
- Register for our summer One-Day Master Classes (optional add-on)
- Make travel/hotel accommodations (if applicable)
- Find a roommate (if applicable)
- Pack for your trip!



## Important Summer Program Information at a Glance

All BAA summer programs take place at:  
**Ripley Grier Studios**  
**520 Eighth Avenue, 16<sup>th</sup> and 17<sup>th</sup> Floors**  
**(located between 36th and 37th Streets)**  
**New York, NY 10018**

### BAA Junior Session

**Dates:** Tuesday, July 5<sup>th</sup> to Friday, July 8<sup>th</sup>

**Start Times/End Times:**

DATE	Start	End
July 5 <sup>th</sup>	10:30 AM	5:30PM
July 6 <sup>th</sup>	10:30 AM	9:40PM <b>Broadway Show Night</b>
July 7 <sup>th</sup>	10:30 AM	5:30PM
July 8 <sup>th</sup>	10:30 AM	5:30PM

**# of Headshots Needed on DAY ONE: 20**

**BAA Recommended Hotels:** The Courtyard Marriott and the Homewood Suites

**Showcase info:** Closed showcase for students, industry members and BAA Staff only.

### Summer Session One

**Dates:** Monday, July 11<sup>th</sup> to Friday, July 15<sup>th</sup>

**Start Times/End Times:**

DATE	10-14 Start	10-14 End	15-21 Start	15-21 End
July 11 <sup>th</sup>	11:00AM	7:00PM	12:00PM	7:00PM
July 12 <sup>th</sup>	10:00AM	9:50-10:10PM <b>Broadway Show Night &amp; Talk Back</b>	10:00AM	9:50-10:10PM <b>Broadway Show Night &amp; Talk Back</b>
July 13 <sup>th</sup>	10:00AM	6:00PM	10:00AM	6:00PM
July 14 <sup>th</sup>	10:00AM	6:00PM	10:00AM	6:00PM
July 15 <sup>th</sup>	10:00AM	6:00PM	10:00AM	7:00PM

**# of Headshots Needed on DAY ONE: 25**

**Additional Headshots to carry with you (for Casting Director Master Classes): 5**

**BAA Recommended Hotels:** The Courtyard Marriott and the Homewood Suites

**Showcase info:** Closed showcase for students, industry members and BAA Staff only.



### Summer Session Two

**Dates:** Monday, July 18<sup>th</sup> to Friday, July 22<sup>nd</sup>

**Start Times/End Times:**

DATE	10-14 Start	10-14 End	15-21 Start	15-21 End
July 28 <sup>th</sup>	11:00AM	7:00PM	12:00PM	7:00PM
July 19 <sup>th</sup>	10:00AM	9:50-10:10PM Broadway Show Night & Talk Back	10:00AM	9:50-10:10PM Broadway Show Night & Talk Back
July 20 <sup>th</sup>	10:00AM	6:00PM	10:00AM	6:00PM
July 21 <sup>st</sup>	10:00AM	6:00PM	10:00AM	6:00PM
July 22 <sup>nd</sup>	10:00AM	6:00PM	10:00AM	7:00PM

**# of Headshots Needed on DAY ONE: 25**

**Additional Headshots to carry with you (for Casting Director Master Classes): 5**

**BAA Recommended Hotels:** The Courtyard Marriott and the Homewood Suites

**Showcase info:** Closed showcase for students, industry members and BAA Staff only.

### Summer Session Three

**Dates:** Monday, July 25<sup>th</sup> to Friday, July 29<sup>th</sup>

**Start Times/End Times:**

DATE	10-14 Start	10-14 End	15-21 Start	15-21 End
July 25 <sup>th</sup>	11:00AM	7:00PM	12:00PM	7:00PM
July 26 <sup>th</sup>	10:00AM	9:50-10:30PM Broadway Show Night & Talk Back	10:00AM	9:50-10:30PM Broadway Show Night & Talk Back
July 27 <sup>th</sup>	10:00AM	6:00PM	10:00AM	6:00PM
July 28 <sup>th</sup>	10:00AM	6:00PM	10:00AM	6:00PM
July 29 <sup>th</sup>	10:00AM	6:00PM	10:00AM	7:00PM

**# of Headshots Needed on DAY ONE: 25**

**Additional Headshots to carry with you (for Casting Director Master Classes): 5**

**BAA Recommended Hotels:** The Courtyard Marriott and the Homewood Suites

**Showcase info:** Closed showcase for students, industry members and BAA Staff only.

### Summer Session Four

**Dates:** Monday, August 3<sup>rd</sup> through Sunday, August 9<sup>th</sup>

**Start Times/End Times:**

DATE	10-14 Start	10-14 End	15-21 Start	15-21 End
August 1 <sup>st</sup>	11:00AM	7:00PM	12:00PM	7:00PM
August 2 <sup>nd</sup>	10:00AM	9:50-10:10PM Broadway Show Night & Talk Back		9:50-10:10PM Broadway Show Night & Talk Back
August 3 <sup>rd</sup>	10:00AM	6:00PM	10:00AM	6:00PM
August 4 <sup>th</sup>	10:00AM	6:00PM	10:00AM	6:00PM
August 5 <sup>th</sup>	10:00AM	6:00PM	10:00AM	6:00PM
August 6 <sup>th</sup>	10:00AM	9:30PM Dress rehearsal	10:00AM	9:30PM Dress rehearsal
August 7 <sup>th</sup>	2:00PM	10:00PM Final Showcase 2 Performances**	2:00PM	10:00PM Final Showcase 2 Performances**

\*\*The Session Four Final Showcase Performances will be held at The Peter Jay Sharp Theater at Symphony Space with performances at 3:00PM and 7:00PM. All Students will be released at 10:00PM (No exceptions).

**# of Headshots Needed on DAY ONE: 25**

**Additional Headshots to carry with you (for Casting Director Master Classes): 5**

**BAA Recommended Hotels:** The Courtyard Marriott and the Homewood Suites

**Showcase info:** Invited showcase for family, friends, and industry members. You will receive information regarding performance tickets by July 1st.

### **Additional Helpful Student Information**

- We strongly recommend that students do NOT make long distance travel plans on the first or last day of your intensive(s). Our industry panels and final showcase require participation from all students throughout, and we are unable to release students prior to our ending time - *no exceptions!* ***Please note that, if you have to miss any part of the intensive, you may not be able to participate in the final industry showcase fully or at all.***
- New York City tends to be very hot in July and August, and the air can be quite humid. You can expect high temperatures between 80°F and 90°F each day, with slighter lower temperatures at night.
- A friendly reminder: The Industry Showcase for BAA Junior, Summer Session One, Summer Session Two and Summer Session Three are not open to parents or friends. Invited industry only, please (agents, managers, casting directors, etc). Summer Session Four is the only BAA Showcase that we open to parents and the public. Summer Session Four students will receive information regarding ticket reservation separately.



## SAMPLE Summer Intensive Schedule

Below is a sample schedule that will give you a good idea of what to expect during our 5-day summer intensives, such as Summer Sessions One, Two and Three. If you would like to see sample schedules for BAA Junior, Summer Session Four, or the College Audition Prep Seminar, please visit the BAA Callboard on our website. Please note that this is a general SAMPLE schedule only. All students will choose their classes online on June 24<sup>th</sup> and will receive their official, personalized schedule on their first day.

### DAY ONE

11:00AM	Ages 10-14 arrive at Ripley Grier Studios to check in, turn in headshots and resumes, begin orientation <b>Parent Orientation for ages 10-14 (optional but recommended)</b>
12:00PM	Ages 15-21 arrive at Ripley Grier Studios to check in, turn in headshots and resumes, begin orientation <b>Parent Orientation for ages 15-21 (optional but recommended)</b>
12:30PM-2:10PM	Dance Placement Auditions (all majors)
2:15PM-2:55PM	Lunch
3:00PM-3:10PM	Meet with Department Heads
3:15PM-5:55PM	Voice and Acting Placement Auditions (all majors)
6:00PM-7:00PM	Group Music or Dance Rehearsal
7:00PM	Sign Out/ Day One concludes

### DAY TWO

10:00AM	Students arrive and begin their Final Showcase rehearsal
11:00AM-1:25PM	Elective Master Class (Choose from up to 12 classes!)
1:30PM-1:55PM	Lunch
2:00PM-4:25PM	Advanced Master Class in your Major
4:30PM--5:30PM	Group Music or Dance Rehearsal
5:30PM-6:15PM	Pizza Party! (provided to all students)
7:00PM	Broadway Show Night
9:45PM	Sign Out/ Day Two concludes

### DAY THREE

10:00AM	Students arrive and begin their Final Showcase rehearsal
10:30AM-1:00PM	<b>Parent Master Class: Let's Talk Shop for Parents of ages 10-14 (optional but recommended)</b>
11:00AM-1:25PM	Elective Master Class (Choose from up to 12 classes!)
1:30PM-1:55PM	Lunch
2:00PM-4:25PM	Advanced Master Class in your Major
2:30PM-5:00PM	<b>Parent Master Class: Let's Talk Shop for Parents of ages 15-21</b>
4:30PM	Students Final Showcase Rehearsal
6:00PM	Sign Out/ Students dismissed

**DAY FOUR**

10:00AM	Students arrive and begin their Final Showcase rehearsal
10:00AM	Ages 15-21 arrive and begin their Final Showcase rehearsal
11:00AM-1:25PM	Elective Master Class (Choose from up to 12 classes!)
1:30PM-1:55PM	Lunch
2:00PM-4:25PM	Advanced Master Class in your Major
2:30PM-3:30PM	<b>Parent Master Class: College Audition Planning for Parents of High School Juniors and Seniors (optional but recommended)</b>
4:30PM	Tony® Award winning guest speaker
5:30PM	Showcase announcements
6:00PM	Sign Out/ Students dismissed

**DAY FIVE**

10:00AM-12:55PM	Final Showcase rehearsal
1:00PM-1:25PM	Lunch
1:30PM-1:55PM	Half hour call (students may change into showcase attire)
2:00PM-6:00PM	Final Industry Showcase
5:00PM-6:00PM	<b>Parent Master Class: Broadway Dance (optional but recommended)</b>
5:55PM-6:15PM	Final Sign Out begins at 6:00pm/ Group photo and farewells!



## Broadway Artists Alliance To Bring List

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:

### Suitable Rehearsal Clothes:

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

### Broadway Show Attendance Attire:

- Upon arrival, participants will be provided with a BAA T-shirt to wear while attending their Broadway show (if applicable). The T-shirt at the show is mandatory! Please pack a pair of slacks or a skirt to accompany your BAA T-shirt (neutral colors will work best). We do NOT recommend jeans, shorts, or sweatpants for the theater. Please note that we will be walking to the Broadway theatre from our rehearsal space, so be sure to wear comfortable shoes!

### Shoes:

- **Dance Majors: BLACK JAZZ SHOES OR DANCE SNEAKERS ARE REQUIRED FOR ALL DANCE MAJORS.** Black tap shoes, black character heels for women, and ballet flats are optional. Kneepads are suggested for some classes.
- **Non-Dance Majors:** Please bring shoes appropriate for the Master Classes you have selected (you will be directed to make your class choices 3-4 weeks before your program begins). Black jazz shoes or dance sneakers recommended for all participants.
- ***Please note: close-toed shoes with rubber soles must be worn in studios when dance shoes are not needed. No hard-soled shoes and no flip flops or sandals please.***

### Headshots & Resumes:

- You should bring the appropriate number of headshots and resumes attached back to back to YOUR FIRST DAY. Please review the "Important Program Information at a Glance" section of this handbook to see how many headshots and resumes you will need for your Intensive.
- **Please make sure your headshots and resumes are cut down to exactly 8"x10", which is slightly smaller than a regular sheet of paper!** Please review the "Headshot and Resume Guidelines" section of this handbook for additional guidance. Headshots and resumes that are not correctly prepped will be returned to you to correct before the showcase.

**BAA JR, SESSION ONE, SESSION TWO, AND SESSION THREE Industry Showcase Attire:**

- **ALL MAJORS:** Bring an age-appropriate outfit that makes you look and feel you best. Think of something you might wear to a school event or a family gathering. Students should bring regular street shoes as opposed to wearing character shoes. Please note that your outfit should reflect your own personal style and spirit!
  - Outfit should be appropriate to your audition piece/selection. Consider the era of the piece and the character you will be portraying, and dress in a style that suggests it without being a costume (Dance Majors: while you will not be performing a solo song or monologue, you may wish to wear this outfit if Dance Majors participate in the group vocal number. This decision is made by the Dance Department Head and varies from program to program, but you should plan to have the outfit with you in case).
  - Make sure your outfit is age appropriate and expresses your personality. Your clothing should be comfortable and allow you to move freely.
  - **Ladies should NOT wear heavy makeup, large jewelry pieces/hair accessories, or very short skirts as the industry prefers when you look youthful and natural. Ladies under the age of 18 should wear flat shoes. Ladies 18 and over have the option of wearing heels, but be sure that you can move freely in the shoes you choose- the industry wants to see you perform, not watch you try to keep your balance! Please do NOT wear character shoes for your performance.**
- **Dance Majors:** In addition to what is listed above, please bring:
  - **Ladies:** Black Leotard & Black Tights or Jazz Pants (we do not recommend that you wear black shorts over black tights as our Industry members often comment that it cuts the line of your leg).
  - **Gentlemen:** Black T-shirt or Tank Top & Black Jazz Pants
  - **All dance majors:** BLACK JAZZ SHOES/SNEAKERS ARE REQUIRED. Black knee pads are optional.

**SUMMER SESSION FOUR (ONLY) Industry Showcase Attire:**

- **ALL STUDENTS (REGARDLESS OF MAJOR):**
  - **Ladies:** A Black leotard, black jazz pants/tights/leggings (full length, NO SHORTS, SHORTS OVER TIGHTS, OR CAPRIS), and black jazz shoes/character shoes.
  - **Gentlemen:** A black t-shirt or tank top, black jazz pants (full length, NO SHORTS OR CAPRIS), and black jazz shoes.
- **VOICE AND ACTING MAJORS:**
  - **Ladies:** Bright, solid colored dress. Absolutely NO PRINTS, PATTERNS, TWO-TONE DRESSES, OR BELTS/ACCESSORIES OF A DIFFERENT COLOR! Dresses should be age appropriate and knee length or longer (you will be on an elevated stage, so a short skirt is not advised). Please wear appropriate street shoes for the outfit. We do NOT recommend character shoes or high heels for young ladies.
  - **Gentlemen:** Black dress pants and bright, solid colored button-down shirt with a collar. A neck/bow tie is optional. Absolutely NO PRINTS,

PATTERNS, or TWO-TONE SHIRTS. Please wear appropriate street shoes for the outfit.

- **DANCE MAJORS:**

- **Ladies:** A black leotard and black jazz pants/tights/leggings (full length only, NO SHORTS, SHORTS OVER TIGHTS, OR CAPRIS).
- **Gentlemen:** A black t-shirt or tank top and black jazz pants (full length, NO SHORTS OR CAPRIS)
- **Shoes:** All Dance Majors should bring BLACK character and/or jazz shoes. Dance Majors who register for tap classes should bring black tap shoes for the showcase.
- **Other:** Dance Majors should consider bringing knee pads.

**S4 Female Voice  
& Acting Majors:**



**S4 Male Voice  
& Acting Majors:**



**S4 Female  
Dancers:**



**S4 Male  
Dancers:**



***PLEASE NOTE: The above images are for SUMMER SESSION FOUR ONLY. All other students should follow the guidelines listed above BAA Jr, Session One, Session Two, and Session Three.***

**Placement Auditions:**

On the first day of all Intensives, students will participate in Placement Auditions, which help the BAA staff determine what material each student will perform in their final showcase and ensures that all students have chosen elective classes that are suited to their goals and level of experience. In the coming weeks, please prepare the following materials according to your Major:

- **Voice Majors:** two contrasting musical theatre songs (16-32 bars of each) and an optional (but recommended) monologue. Your pieces should be **approximately 1 minute** or under in length each. We strongly recommend that you prepare at least one up-tempo selection. Your sheet music should be clearly marked for the accompanist and organized in a 3-ring binder. Remember to bring two copies of your sheet music.
- **Acting Majors:** two contrasting monologues and an optional (but recommended) song. Your pieces should be **approximately 1 minute** or under in length each. We strongly recommend that you prepare at least one comedic piece. Classical repertoire is NOT recommended in this case for showcase purposes. Remember to bring two copies of your monologue.
- **Dance Majors:** may choose to perform a 16-32 bar musical theatre selection or a one-minute monologue, but must audition with at least one. Use the guidelines listed above. You may prepare both a song and a monologue if you so choose. You do not need to prepare any material for your Dance Placement Audition as

you will be taught the necessary combinations on your first day; however, it may be useful of you to think of some choreography you'd like to incorporate into your solo piece when you begin working on it with our Dance Department Head.

- **All Majors:** Voice, Acting and Dance majors will participate in a Dance Placement Audition. You will have the opportunity to learn a dance combination that is appropriate to your level of dance experience, and to perform it in small groups for the Placement Panel. PLEASE NOTE: IF YOU INTEND TO TAKE LEVEL 2 OR 3 DANCE CLASSES, YOU MUST LEARN AND PERFORM THE LEVEL 2 OR 3 DANCE PLACEMENT AUDITION COMBINATIONS.

#### **Sheet Music:**

- Please bring **2 photo copies** of all the sheet music you plan to use for placement auditions, final showcase consideration, coaching and Master Class use. All sheet music and audition material should be cleanly copied and placed in a 3-ring binder. Your Placement Audition pieces should be rehearsed and **memorized**, but you may feel free to bring newer material to workshop in your master classes. Your Student Advisor will be contacting you to approve your audition material selections and/or make suggestions. Please note that your song selections must be age/content appropriate.

#### **Monologues:**

- Please bring **2 photo copies** of all the monologues you plan to use for placement auditions, final showcase consideration, coaching and Master Class use. Placement Audition pieces should be rehearsed and **memorized**, but you may feel free to bring newer material to workshop in your classes. Your Student Advisor will be contacting you to approve your audition material selections and/or make suggestions. Please note that your monologue selections must be age/content appropriate.

#### **Other Suggested Items:**

- Extra Headshots and Resumes
- Notebook, pens, pencils, and highlighters
- Small digital recording device for music rehearsals and classes. **Please note that students are NOT permitted to use cell phones during class time, so they may NOT use their cell phones as recording devices. Students may NOT use an iPod for recording purposes because they look like cell phones.**
- 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 (students are NOT permitted to take personal photos during class)
- Reading material/activities for down time
- Toiletries and essentials for your hotel stay
- Portable alarm clock for your hotel stay



## **A FEW WORDS ABOUT LUNCH**

Each student will have the option of purchasing a catered lunch for their intensive. If you do not choose to purchase the catered lunch, you **MUST** bring your lunch with you at the beginning of each day. Please note that the items in your bag lunch must be non-perishable as we will not have refrigeration available, nor will there be a microwave or oven available to heat your lunch items. Students will not be allowed to leave the studio premises at any time during the day; however, there is a café with limited options available at Ripley Grier Studios.

If you do choose to order the catered lunch, you are in for a treat! Our caterers bring a wonderful selection of buffet style items each day, which may include hot and cold sandwiches and pastas, salads, hamburgers, hot dogs, veggie burgers, macaroni and cheese, fruit, cookies, etc. There will always be a vegetarian option and catered lunch items are generally safe for students with nut and shellfish allergies (any items that do contain these allergens will be separated and clearly marked). ***That being said, if the student has severe or unusual allergies and is not able to self-monitor or is a picky eater, it may be best for you to forgo the catered lunch option and bring a bagged lunch daily.***

***In the rare situation that a student feels there is not something appropriate for them to eat among the catered items on a given day, or if a student intended to bring their own lunch but forgot it, PLEASE let a BAA staff member know as soon as possible. It's very important that every student eats lunch to keep their energy up and we will make sure we get something for you!***

We kindly ask that parents do NOT bring lunch to students during the day; however, if you need to do so in an emergency situation, please bring it to the BAA on site office - clearly labeled with the student's first and last name - and leave it with a staff member.

To help us ensure that we order the appropriate amount of food, please plan to purchase the catered lunch at least two weeks prior to the start of your Intensive or before July 1st. If you need to make a last minute purchase for any reason, please attend the Parent Orientation on the first day and bring a check made out to Broadway Artists Alliance or the exact amount in cash, as we may not be able to provide change.



## 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.

**Please note that you must also submit a digital copy of your headshot and resume to your student advisor for approval ahead of time by January 27<sup>th</sup>, 2016.**

### HEADSHOT GUIDELINES

- **Your headshot should be exactly 8”x10”** (not 5x7, 7x9, or 8.5x11!). 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.
- **Your headshot should be a COLOR photo.**
- **You should put your name at the bottom of your headshot** so that casting directors will know who you are without having to turn the picture over to read your resume. The name on your headshot should match the name on your resume exactly.
- **Your headshot should be a clear picture of your face and it should look like you!** When it comes to casting, your youth is a valuable commodity- so don't be afraid to flaunt it! As much as possible, you want to match your headshot. If you have curly brown hair in your picture, you should come into the audition room with curly brown hair. If you wear glasses to most auditions, you should consider wearing them in your headshot.
- **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** taken by a photographer who is accustomed to working with young performers. If this is not possible, you may use a school photo or a snapshot, but it must be a high

resolution shot that can 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 specializing in this kind of graphic work.
- **Many young performers have to get braces at some point, so there is no need to hide that fact.** Go ahead and show them in your headshot if your braces are going to be on for the near foreseeable future. Again, Casting Directors want to see what you really look like!
- It's great if you are able to have a couple of different headshots (for example: a picture you use for musical theatre and one you use for film and TV), but we recommend choosing one headshot to print and bring to BAA.

### **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](http://www.reproductions.com). There, a digital image is created from your headshot. That image allows you to print as many copies as you need and want to pay for. Young actors usually begin with 50-100 copies; actors 18 and older should print 250-500 copies.

**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, AGVA, EMC, 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 for audition purposes, 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.
- **If you are under the age of 18, you should list your date of birth.** This is not

- necessary if 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.
  - **FOR BAA ONLY:** If you currently have a New York Area Agent or Manager with whom you are signed, they should be listed on your resume. If you are freelancing with an Agent or Manager, have an Agent or Manager OUTSIDE the NYC area, or are looking for new representation all together, you should put your OWN contact information on the resume and leave your Agent or Manager off. This lets industry members know that you are open to new/NYC representation. If you have a New York Area agent or Manager, please be aware that they may be in attendance at our final showcase so, if you're seeking new or additional representation, you might want to discuss that with them ahead of time to avoid giving them any unpleasant surprises!

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

**Michelle S. Broadway**  
**(212) 555-5555**  
**michelle@ilovetheatre.com**

Height: 5'1"      Weight: 120 lbs.      Hair: Red      Eyes: Green      D.O.B: 9/13/1998

**Stage**

George M!	Josie Cohan	Clarkstown Summer Theatre
42 <sup>nd</sup> Street	Peggy Sawyer	Seaside Music Theater
Grease	Marty	Suffern High School
Guys and Dolls	General Cartwright	Suffern High School
The Odd Couple: (Female Version)	Florence Unger	Suffern High School
The Haunting of Hathaway House	Mildred Hathaway	Antrim Playhouse
Remembering the Magic:	Mrs. Potts	Suffern Auditorium
A V.O.I.C.E.S. Disney Revue	Featured Dancer	Clarkstown Summer Theatre
Carousel	Carrie Pipperidge	Suffern High School
Crazy for You	Bonnie	Clarkstown Summer Theatre
Fiddler on the Roof	Townsperson	Suffern High School
Enter Laughing	Mother	Suffern High School

**Concerts/ Recitals**

The Nutcracker Featured Dancer Suffern Performing Arts  
 BC/EFA: Broadway Rocks! Featured Singer LaMama, Etc. (NYC)  
 BC/EFA: Broadway Rocks! Featured Singer Wagner College

**Honors**

Helen Hayes nomination for Carousel (Outstanding Duet Performance)  
 Suffern High School Theatre Award

**Performance Training**

Vocal Training (Celeste Simone, Nyack/NYC, NY)  
 Shakespearian Training (Gail Kellstrom, Katonah, NY)  
 Singing for Musical Theatre (Dr. Stanley Ralph, SUNY Rockland Community College)  
 Acting Through Song (The Dance Loft, Suffern, NY)

**Dance Training**

Jazz: 9 years of training- Alena Gerst, Wagner College, Staten Island, NY  
 Tap: 6 years of training- Justin Boccitto, NYC, NY; The Dance Loft, Suffern, NY; Vicki's Dance Studio, New City, NY  
 Ballet: 11 years of training- Vicki's Dance Studio, New City, NY

**Special Skills**

Clarinet, French, Horseback riding, Swimming, American Sign Language, Public speaking, Ability to read music, Basic piano and guitar, Clucking like a chicken, bakes a great chocolate chip cookie, Works well with younger children, Kristin Chenoweth impression, Valid passport.

# Steven Silverscreen

SAG -AFTRA/ AEA  
www.stevensilverscreen.com

**Height:** 5'11"  
**Weight:** 180 lbs.  
**Hair:** Blonde  
**Eyes:** Green

**Actingland Talent Co.**  
**Tel:** 212-555-1234  
**Parent Cell:** (917)-555-5555  
**Birth date:** 7/12/1996

## 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

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

## Theatre

The Comedy of Errors	Aegeon	Theater Under the Stars
King Lear	Edmund	St. Mary's High School
The Tragedy of Macbeth	Duncan	St. Mary's High School

## Commercial

National, Regional, and International commercial experience, List available upon request

## Education

Pursuing a BFA in Acting- University of Michigan Class of 2018  
Broadway Artists Alliance of NYC Advanced Summer Intensive 2012 - Acting Major

## Training

Acting: Jeff Torro (Scene Study), Alice Kaczinski (Film & TV)  
Voice: Kyle Grant  
Master Classes: Joe Langworth, Bob Cline, Kyle Dean Massey, Sutton Foster, Chris Sieber, Bridget Berger, Megan Hilty, Laura Osnes, Pat Goodwin, Tyrick Wiltez Jones

## Specials Skills

Surfing, Volleyball, Basketball, Hockey, Golf, Swimming, Water Skiing, Snow Skiing, Rollerblading, Juggling, Motor Cross, Some French, Basic Guitar, Knife Throwing, Drag Racing, Avid Comic Book Reader, Straight A Student, Quick Study, Valid Passport and Driver's License.



## **BAA Recommended Headshot Photographers in NYC**

Here is a list of a few headshot photographers in the New York area. These are just a few options, and many more can be found by visiting [www.reproductions.com](http://www.reproductions.com)! When selecting a photographer, feel free to contact and meet a few before committing yourself to one. Your photographer should be someone whose images speak to you and whose personality fits with yours. Remember, you want to be comfortable and collaborative with the person who will be taking your photograph! It is certainly not required for you to use one of these photographers, this is just a starting place for reference.

### **Low Price Range (\$150-\$500)**

- Karol DuClos *Current Regular Charge \$750, \$500, BAA Discount 50% off (\$375, \$250)* ([www.karolduclos.com](http://www.karolduclos.com))
- SK Headshots *Current Regular Charge \$450, BAA Discount \$100 off (\$350)* ([www.skheadshots.com](http://www.skheadshots.com))
- Jeffrey Hornstein Photography *Current Regular Charge \$199-\$499, BAA Discount 10% off all packages* ([www.jeffreyhornstein.com](http://www.jeffreyhornstein.com))

### **Middle Price Range (\$500-\$700)**

- Philip Kessler *Current Regular Charge \$500, BAA Discount \$100 off (\$400) (\$25-\$50 off Hair/Makeup)* ([www.philipkesslerphotography.com](http://www.philipkesslerphotography.com))
- Chris Macke *Current Regular Charge \$645, BAA Discount \$100 off (\$545)* ([www.mackephotography.com](http://www.mackephotography.com)) (18 and older only, please)

### **High Price Range (\$700 and Up)**

- \*\*Hoeberrmann Studio *Current Regular Charge \$750-\$875, Student rate: \$750 BAA Discount is \$100 off (\$650), Ask for Kristen* ([www.hoeberrmannstudio.com](http://www.hoeberrmannstudio.com))
  - \*\*Hoeberrmann Studio offers two packages for BAA students:
    - 1) Shorter session with 2 looks and 1 retouched image included: \$500 (this is great for younger students, kids changing at a rapid rate, those with braces, etc.)
    - 2) Full regular shoot with 4/5 looks and 1 retouched image included: \$650 (this is perfect for those who want multiple looks and older students ages 13-19 and older who can use the images for a couple of years, or who are applying to college, etc.)

### **Websites:**

#### **Do you have your own actor website?**

We like: [www.stagedoordesigns.com](http://www.stagedoordesigns.com)

Also, myVirtualHeadshot and Singer Websites are a great and inexpensive way to get online.

[www.myvirtualheadshot.com](http://www.myvirtualheadshot.com)

<http://www.classicalsinger.com/sites/designs.php>



## 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.) The fact that you are a young performer is a tremendous asset in the professional world, and you should choose songs that highlight your youth instead of trying to hide it. Make sure the songs you choose are roles you could logistically play right now, or that make sense for a young person to be singing.
- 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 Misérables, 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.!
- 7.) A student will almost always perform one of their two Advisor Approved pieces in the final showcase. However, in rare cases, we may have you perform a different song if we feel it will show off your talent and NY marketability better. For that reason, it's a great idea to bring your whole audition "book" with you, and to only include songs you would be comfortable singing for auditions.



## Musicals with Great Songs for Young Performers

Below, you will find two groupings of musicals: shows with excellent material for ages 10-14, and those with material that is great for ages 15-21. ***Of course, these are guidelines and you may find that there are songs in a particular show that are appropriate for both age groups.*** When in doubt, please don't hesitate to consult your BAA Student Advisor!

### Shows with great songs for ages 10-14

13  
 The Addams Family  
 Aladdin  
 Anastasia  
 The Aristocats  
 Beauty and the Beast  
 Big  
 Big Fish  
 Big River  
 Billy Elliot  
 Bonnie and Clyde  
 Bye Bye Birdie  
 Cinderella  
 Charlie and the Chocolate Factory  
 A Christmas Story  
 Curly Top  
 Dear Edwina  
 Elf  
 Fame  
 Fly  
 The Fantasticks  
 Finding Neverland  
 Freckleface Strawberry  
 Free to Be You and Me  
 Frozen  
 Fun Home  
 Godspell  
 Gypsy  
 Hairspray  
 Henry and Mudge  
 Hercules  
 High School Musical 1,2 and 3  
 Honk!  
 How the Grinch Stole Christmas  
 How to Eat Like a Child  
 The Hunchback of Notre Dame (Film)

### Shows with great songs for ages 15-21

9 to 5  
 The Addams Family  
 Aladdin  
 All Shook Up  
 American Idiot  
 Anything Goes  
 Avenue Q  
 Babes in Arms  
 Baby  
 Baby It's You!  
 Bare  
 Bat Boy  
 Big River  
 The Bridges of Madison County  
 Brigadoon  
 Bring it On  
 Carnival  
 Chaplin  
 Children of Eden  
 Cinderella  
 The Color Purple  
 Crazy for You  
 Daddy Long Legs  
 Enchanted  
 Evening Primrose  
 Finian's Rainbow  
 Flower Drum Song  
 Footloose  
 Fun Home  
 Funny Face  
 A Funny Thing Happened...  
 Ghost  
 Goldilocks  
 Grand Hotel  
 Hairspray  
 Hands on a Hardbody

ImaginOcean	How to Succeed in Business...
In the Good Old Summertime	In the Heights
Into the Woods	Into the Woods
James and the Giant Peach	Kinky Boots
The Jungle Book	Kiss Me Kate
Just So	Legally Blonde
The King and I	The Little Mermaid
The Little Mermaid	Little Women
Little Miss Sunshine	Lysistrata Jones
A Little Princess	Mack and Mabel
Love Finds Andy Hardy	A Man of No Importance
Mary Poppins	Motown the Musical
Matilda	The Music Man
Motown the Musical	My Fair Lady
Mulan	The Mystery of Edwin Drood
The Music Man	Newsies
Newsies	Next to Normal
Oliver	No Strings
Once Upon a Mattress	Oklahoma
Once Upon This Island	Oliver
Peter Pan	Once Upon This Island
Pippin	The Pajama Game
Pocahontas	Pippin
Rebecca of Sunnybrook Farm	The Pirate Queen
Ruthless	Robert and Elizabeth
The Secret Garden	The Secret Garden
Seussical	She Loves Me
Shrek	Sister Act
Smile	Smile
Snoopy	The Sound of Music
The Sound of Music	Spelling Bee
Tuck Everlasting	Spring Awakening
Spelling Bee	State Fair
Tangled	Street Scene
The Tap Dance Kid	Summer of '42
Tarzan	Sweeney Todd
A Tree Grows in Brooklyn	Tom Sawyer
Violet	A Tree Grows in Brooklyn
Willy Wonka & the Choc. Factory (film)	The Unauthorized...Samantha Brown
White Christmas	The Wedding Singer
Wonderland	West Side Story
	The Wiz
	Wonderful Town



## 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. For very young performers, it is perfectly acceptable to use pieces from monologue books since there are fewer plays with age appropriate roles. Performers age 18 and older should be able to find monologues from published plays.
3. Look for monologues that live in the moment rather than monologues that recall the past. There may be exceptions to this rule but, overall, hearing about the present is more captivating than hearing about the past.
4. Look for a monologue that is approximately 1 minute in length. 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 takes one minute or longer when you include pauses and blocking!
5. Make sure it is something that is age/content appropriate and that shows your personality.
6. Don't choose a monologue with shocking or offensive material. It's better to catch your audience's attention with your skillful interpretation of a monologue rather than shocking them with inappropriate content. You want the audience to focus on your performance and not the content!
7. Memorize your monologue(s)!!! You should also know the title of the piece, the playwright, and the title of the play from which it came (if applicable). Whenever possible, you should read the full play that your monologue comes from.
8. Have more than one monologue in your repertoire. Just as a singer needs to keep many songs in his/her book (belt, legit, comic, contemporary, etc.), an actor should have several monologues that would be appropriate for different types of auditions. Think in terms of Comedic/Dramatic, and Classical (i.e. Shakespeare, Sophocles, Moliere)/Semi-Classical (i.e. Ibsen, Wilde)/Contemporary (1900 and beyond).
9. 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... Show it off! That's entertainment!
10. A student will almost always perform one of their two Advisor Approved pieces in the final showcase. However, in rare cases, we may have you perform a different monologue if we feel it will show off your talent and current NY marketability better. For that reason, you are welcome and encouraged to prepare more than two monologues for your time at BAA or be prepared to possibly learn something new as suggested by your coach.

## Recommended Monologue Books for Young Performers

While adult actors are almost always expected to audition using a monologue from a published play, there aren't very many published plays with monologues for young characters. For this reason, it is perfectly acceptable- and often preferred- for young performers to use audition material from monologue books.

Here's a short list of recommended monologue books, separated by age group. The following books can all be purchased through The Drama Bookshop's online website ([www.dramabookshop.com](http://www.dramabookshop.com)), and many can also be found on [www.amazon.com](http://www.amazon.com) or at your local bookstore.

### Ages 10-14

A Collection of Scenes and Monologues for Children: Childsplay  
Edited By Kerry Muir

*The Ultimate Monologue Book for Middle School Actors: Volume 1*  
111 One-Minute Monologues  
By Kristen Dabrowski

*The Ultimate Monologue Book for Middle School Actors: Volume 2*  
111 One-Minute Monologues  
By L. E. McCullough

*The Ultimate Monologue Book for Middle School Actors: Volume 3*  
111 One-Minute Monologues  
By L. E. McCullough

*The Ultimate Monologue Book for Middle School Actors: Volume IV*  
111 One-Minute Monologues: The Rich, The Famous, The Historical  
By Kristen Dabrowski

*Ages 4-12: Winners Competition Series V.1*  
Award-Winning 60-Second Comic Monologues  
By Janet B. Milstein

*Ages 13-18: Winners Competition Series V.3*  
Award-Winning 60-Second Comic Monologues  
By Janet B. Milstein

Audition Speeches for 6~16 year olds  
Edited by Jean Marlow

*Teens Speak: Boys Ages 13 to 15*  
Sixty Original Character Monologues.  
 By Kristen Dabrowski

Monologues for Young Actors  
 Edited by Lorraine Cohen

More Minute Monologues For Kids  
 By Ruth Mae Roddy

### **Ages 15-18**

Monologues for Young Actors  
 Edited by Lorraine Cohen

*Ages 13-18: Winners Competition Series V.3*  
Award-Winning 60-Second Comic Monologues  
 By Janet B. Milstein

Audition Monologs for Student Actors II: Selections from Contemporary Plays  
 Edited by Roger Ellis

*The Ultimate Audition Book For Teens (Volumes 1, 2, 3)*  
111 One-Minute Monologues  
 By Kristen Dabrowski

*The Ultimate Audition Book For Teens (Volumes 1, 2, 3)*  
111 One-Minute Monologues  
 By Janet B. Milstein

*The Ultimate Audition Book For Teens 11*  
111 One-Minute Monologues BY TYPE  
 By Kristen Dabrowski

*The Ultimate Audition Book For Teens 12*  
111 One-Minute Monologues: Just Comedy!  
 By Kristen Dabrowski

### **Ages 18-21**

The Best Women's Stage Monologues of 2005 (2006, 2007, etc.)  
 Edited by D.L. Lepidus

Actor's Choice: Monologues for Women  
 Edited by Erin Detrick

Audition Arsenal for Women in Their 20's  
101 Monologues by Type 2 Minutes & Under  
Edited by Janet Milstein

221 One-Minute Monologues for Women  
Edited by John Capecci and Irene Ziegler Aston

221 One-Minute Monologues from Classic Plays  
Edited by John Capecci and Irene Ziegler Aston

### **Great Advice on How to Choose and Prepare a Monologue**

Demystifying the Monologue: Your Roadmap to a Compelling Performance  
By Leonard Peters

*The Monologue Workshop*  
From Search to Discovery in Audition and Performance  
By Jack Poggi

The Perfect Audition Monologue  
By Glenn Alterman

The Perfect Monologue  
By Ginger Friedman

### **If you DO decide to use a piece from a published play (which is always a great thing!)...**

Try to avoid using monologues from the following shows as they tend to be overdone in audition settings:

***You're a Good Man, Charlie Brown***  
***The Star-Spangled Girl***  
***Anne of Green Gables***  
***The Wizard of Oz***  
***A Chorus Line***

***The Fantasticks***  
***The Diary of Anne Frank***  
***Alice in Wonderland***  
***Annie***  
***Catholic School Girls***

*If you feel very strongly about performing a piece from one of these shows, you should check with your Student Advisor. Some exceptions can be made but, in general, **it is in your best interest to find material that is not as overdone.***

## Additional Private Coaching with the BAA One-On-One

If you live locally have an extra day or two planned in New York City, you can schedule an additional coaching session with one of our BAA One-On-One Private Coaches. Coachings can include Industry Showcase prep, Vocal Technique, Song Interpretation, Monologue Performance, Scene Study, Audition Prep, Audition “Book” Building, Dance, College Audition Prep, and Career Coaching.

### **Our Standard Rates for Live/Skype and Phone Coachings \*begin at:**

Voice Lessons AND Repertoire Review <i>Includes a skilled teacher and a skilled accompanist</i>	\$120/hour	\$660/6-pack
Voice Lessons (Technique only)	\$90/45 minutes	\$500/6-pack
Vocal Coachings (Repertoire coaching only)	\$100/hour	\$550/6-pack
Private Dance Coaching, Pre-screen Preparation	\$120/hour	\$660/6-pack
Audition Preparation (New songs/sides)	\$100/hour	\$550/6-pack
“Self-tape” Audition Filming and Coaching	\$100/hour	\$550/6-pack
Monologue Selection and Coaching	\$100/hour	\$500/6-pack
Career Consultation and BAA Intensive Feedback <i>Includes feedback from notes and observation during a BAA Intensive</i>	\$100/hour	
College Audition Coaching	\$100/hour	\$995/10 pack
Additional accompanist charge	\$25/30 minutes	

*\*Some Expert and Broadway Faculty charge slightly more.*

*Please contact your preferred coach directly by email to confirm their rates and availability.*

*Instructor email addresses and bios can be found on our Private Coaching web page (see link below).*

*All “hour” sessions are 55 minutes for student/room switch over unless otherwise noted.*

*6 packs must be used within the period of one year and with the same private coach.*

*Coachings must be cancelled at least 24 hours in advance or the student will be responsible for the full fee.*

**For a complete list of Private Coaches, contact information, and policies, please visit:**

<http://www.broadwayartistsalliance.org/programs/private-coaching>

### **Career Consultation/Feedback Sessions with BAA**

BAA students receive feedback and industry information during their program from their Student Advisors, Broadway Guest Instructors, and the BAA Staff; however, if you would like to receive additional information of a more in-depth nature, you may want to consider scheduling a Career Consultation/Feedback Session with a member of our Senior Staff. You will receive detailed feedback from your classes and showcase and also have the opportunity to ask any personal questions you may have about the industry and your career plans. You may schedule a Career Consultation in advance or attend the Parent Orientation on the first day of your program to sign up. Standard coaching rates apply and sessions can be conducted in person, online, or via phone.

### **A Word About Scheduling**

The BAA Staff is not able to schedule additional Private Coachings during class hours on programs days, but you may coach before or after class hours. If you would like to arrange a Private Coaching in the days before, during, or after the BAA Junior or the Summer Intensives, we recommend that you do so as soon as possible because spaces fill up quickly! If you would like to schedule a Career Consultation, you must do so BEFORE the second day of your program to allow proper observation time.



## Summer Intensive FAQ

### General FAQ

- **Where do classes take place?**  
*All Intensives, One Day Master Classes, and Weekly Class Series take place at **Ripley Grier Studios** in midtown Manhattan unless otherwise noted. 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 36<sup>th</sup> and 37<sup>th</sup> 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](http://www.broadwayartistsalliance.org/faculty)*
- **Can you give me a general idea of what will happen during my Intensive?**
- *For a generic sample Summer Intensive schedule, please consult your Student & Parent Handbook. A more detailed daily schedule will be released on June 23<sup>rd</sup>.*
- **I've picked my classes online. When will I get my official schedule?**  
*You will receive your official schedule on the first day of your Intensive. After Placement Auditions, you will have the opportunity to meet with your Student Advisor and make any last minute changes that may be necessary.*
- **Will I definitely get my first choice elective classes?**  
*For the most part, students receive their 1<sup>st</sup> choice elective classes; however, you may be placed in your 2<sup>nd</sup> or 3<sup>rd</sup> choice class if your 1<sup>st</sup> choice class is already full or if the BAA directors feel that you would benefit most from a class that is not your 1<sup>st</sup> choice. Our staff members want you to get the most out of your time at BAA and we have your best interests at heart when it comes to your training. After Placement Auditions on your first day, you will have the opportunity to meet with your Student Advisor regarding your classes and final schedule. This is a great opportunity to ask any questions or voice any concerns you may have about the schedule you receive.*
- **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 have chosen 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. For Voice and Acting Majors, Placement Auditions will help determine which of your prepared pieces you will perform for the industry showcase. For Dance Majors, Placements help the BAA Dance Staff determine the best possible showcase choreography for the Dance Major group as a whole. We also use Placements to assign several small vocal solos in our final showcase group numbers. These solos may be performed by students from any Major.*

- **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 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 begin your Intensive. Your advisor is also available to answer any questions you may have when selecting your class choices. Whether you have program-related questions or you just want to know what sights to check out while visiting NYC, your Student Advisor is there to help you get the most out of your time at BAA!*
- **When will I hear from my Student Advisor and how will we communicate?**  
*Your Student Advisor will reach out to you via email 4-6 weeks prior to the start of your program. You will communicate 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, consult your Student & Parent 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 NYC's top industry.*
- **What will I be performing in my industry showcase?**  
*You will perform a piece according to you Major. Voice Majors will perform 16-32 bars of a musical theatre selection, Acting Majors will perform a 1- minute monologue, and Dance Majors will perform a featured solo in a group dance combination. You will also be participating in at least one group production number with your age group. Session Four students may have the opportunity to perform in additional group numbers (all dance class choreography is considered as a production number for the final showcase).*
- **I'm a Dance Major. What do I need to prepare ahead of time?**  
*As a Dance Major, you do not need to prepare any combinations ahead of time for your placement auditions or your showcase performance because you will*

*learn choreography from the BAA Dance Staff; however, it is a good idea to think about what your strengths are as a dancer and what you would like to show off to the Industry Panel in your solo piece. You must also prepare at least one 16-32 bar musical theatre song or one 1 minute monologue to perform at your Placement Audition (you may do both if you wish). This material will also be useful in your elective classes.*

- **Who decides which song or monologue I will perform for the Final Industry Showcase?**

*Voice and Acting Majors will perform a piece in the Final Industry Showcase that is chosen by the BAA Staff. In most cases, your Showcase piece will be chosen from the songs or monologues you prepared ahead of time; however, we may choose to give you something new to learn for the Showcase. 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 visit the "To Bring List" section of your Student & Parent Handbook.*

- **Will I get work or representation from my industry showcase?**

*The industry members on our showcase panel are primarily there to give constructive 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. To see just a few of our students Broadway, National Tour, TV, Film and Regional successes, as well as their recent agent and manager signings, check out our Success Stories page at: <http://www.broadwayartistsalliance.org/about/success-stories>*

- **Will I get to work on my industry showcase material privately?**

*Yes! All 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/choreography you will present as your solo piece for the Industry Final Showcase. For Voice and Acting Majors, 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 members!*

- **I've picked my Broadway show. Will I definitely get my first choice?**

*For the most part, students get to see their first choice Broadway show; however, tickets are given on a first-come-first-serve basis, so make your selection early!*

- **Is it possible to get extra tickets for parents?**  
Occasionally, BAA has extra tickets that parents may purchase at a discounted rate. You will be notified via email if parent tickets become available. We also recommend that parents attend the optional parent orientation on day one as last minute parent tickets may become available at this time. Some parents elect to secure their own tickets for the same show, and are welcome to join the group after the show for the Cast Talk-Back. For those parents attending the Broadway show, please meet your child in the theatre's lobby, not at Ripley Grier Studios. We kindly request that you allow your child to stay with the group when walking back and forth from our rehearsal studios to the theatre.
- **If I pay for a BAA Program and then cannot attend for some reason, can I get a refund or a credit?**  
To view the BAA Refund and Cancellation Policy, please consult your Student & Parent Handbook or the BAA website.
- **Are there any parent activities scheduled during the Intensive?**  
Yes! During the Summer Sessions, parents will have the opportunity to attend a number of great activities, including a BAA parent orientation, the "Let's Talk Shop: the Business of Show" Master Class, and a Broadway Dance Master Class featuring original Broadway choreography (siblings and other guests are welcome in the dance class)! There is no charge for attendance.
- **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 in NYC, 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. Also, Star Members only have to pay a \$5.00 annual application fee. To apply for Star Membership, please visit:  
<http://www.broadwayartistsalliance.org/tuition-housing/star-membership>
- **I hear that BAA has a Work Study Program. Can I join?**  
Studying in New York City is an invaluable experience for all theatre performers, but it can also be a costly one. BAA's Work Study Program gives students the opportunity to participate in One Day Master Classes, Intensives, and Showcases in exchange for working on the BAA staff during their time of study. To apply for the Work Study Program you must meet the age requirements, have completed 15 BAA class days in New York City, and display exceptional leadership qualities. For more information about this program, please visit:  
<http://www.broadwayartistsalliance.org/tuition-housing/work-study-program>

### **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, we work with

1-3 recommended hotels per program, each of which offers a group discount rate to BAA students and their family members. Many students choose one of these hotels for the convenience and sense of community that it provides. For more information our current recommended hotels and other hotels in the area, please visit:

<http://www.broadwayartistsalliance.org/tuition-housing/hotel-information>

- **Does BAA provide chaperones at the recommended hotel?**  
Yes! As a courtesy, BAA provides a chaperone at our recommended hotels to walk BAA students to and from classes and activities each day, and to be on hand in the event of an emergency. The BAA Hotel Chaperone will also perform a "Lights Out" check upon parental request.
- **How old do I have to be to stay in the recommended hotel without a parent or guardian?**  
Most New York City hotels require that an occupant be at least 21 years of age to book and stay in a room; however, the BAA recommended and chaperoned hotels will allow a student between the ages of 15 and 21 to stay without a parent or guardian if they follow certain important guidelines. To see the requirements, please visit <http://www.broadwayartistsalliance.org/tuition-housing/hotel-information/hotel-check-in-information-for-unaccompanied-students/>
- **How can I find a roommate for my time at BAA?**  
Please fill out the roommate survey by visiting <http://www.broadwayartistsalliance.org/roommates/>. BAA will not pair you with a roommate, but we will provide contact information for potential roommates.
- **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 purchase snacks from the Oasis Café located in Ripley Grier Studios. Our caterer offers 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 lunch items are generally safe for students who have nut or shellfish allergies (always be sure to alert us of any food allergies on you online forms). If your child has serious dietary restrictions, cannot self monitor their allergy, or is a particularly "picky eater," we recommend that they bring their own bag lunch each day.
- **Can I leave Ripley Grier Studios to get lunch?**  
Students are NOT permitted to leave Ripley Grier Studios to get lunch (or for any other reason) during class days. This applies to ALL students, regardless of their age. If you have forgotten your lunch or for any reason cannot find something appropriate to eat, always be sure to let a BAA Staff member know and we will gladly assist you!
- **I see on the sample schedule that pizza will be served to all students on Saturday and Sunday evening, but I can't eat pizza. Will dinner still be provided for me?**

Yes! Our “Pizza Party” nights always feature several varieties of pizza and sodas. Cheese-free pizza and gluten-free pizza can also be ordered. In the event a student cannot eat any kind of pizza, we will make other arrangements for their meal, so be sure to let us know about any allergies or dietary restrictions so that we can plan accordingly.

### **Headshot and Resume FAQ**

- **What should my headshots look like?**  
*For a full list of headshot guidelines, consult your Student & Parent Handbook. To see sample headshots, please visit:*  
<http://www.broadwayartistsalliance.org/application-auditions/view-sample-headshots-resumes>
- **What should my resume look like?**  
*For a full list of resume guidelines and to view sample resumes, please consult your Student & Parent Handbook.*
- **How many headshots and resumes do I need to bring?**  
*For most sessions it is 25. To see how many Headshots and Resumes you will need to bring for your Intensive, consult your Student Handbook.*
- **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 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 consult your Student & Parent Handbook. To see sample headshots, please visit:*  
<http://www.broadwayartistsalliance.org/application-auditions/view-sample-headshots-resumes>
- **What if I don't have very much experience on my resume?**  
*Our students are all very talented and dedicated to their craft, but we understand that they come from varying performance backgrounds. While some of our students already have Broadway and TV credits, it's okay if you're still working towards those goals! It is to be expected that, when you're first starting out as a*

*young performer, you won't have as many credits as an older, more experienced performer. But take some time to think about the experience you DO have. For example: did you perform the Star Spangled Banner at a sporting event? Do you participate in dance competitions through your local studio? Did you get an award from your drama teacher last year? All of these things can go on your resume! For a full list of resume guidelines, please consult your Student & Parent 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 the appropriate number of 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 consult your Student & Parent 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 Intensive! To best achieve that, we ask you to 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 consult your Student & Parent Handbook.*
- **Should I perform something I already know, or bring new material to BAA?**  
*For the all programs, 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*

*program, we are happy to help you arrange additional Private Coachings with our year-round private coaching staff. For coaching rates and policies, please visit:  
<http://www.broadwayartistsalliance.org/programs/private-coaching>*



## 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, with the exception of the College Audition Prep Seminar, for which no refunds will be given after June 1st. If a student is unable to attend a workshop or intensive, the \$300 deposit and any additional tuition payment 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. If a student cancels after July 1st for **any reason**, there will be a \$50 administrative student advisor fee deducted.

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.

Weekly Classes for Young Performers and 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 Weekly Class or 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 first class 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.

All credits will expire one year from the date on which they are issued. Students who receive a credit for cancelling their enrollment in an intensive, class, or series must use that credit for a similar program (for example: a credit for a cancelled intensive may only be used for another intensive, it may not be used for a One Day Master Class). BAA is under no obligation to allow a credit to be used for a different type of program. 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 (such as the BAA Musical Theatre Intensive Day with Telsey + Company), private coaching fees, yearly application fees, processing fees, housing, and merchandise. Credits are strictly non-transferable.

Any student wishing to apply a Star Member Code, Discount Code, or Credit Code to an order must do so at the time they are completing the order online. BAA will not issue refunds or credits in the event that a Star Member Code, Discount Code, or Credit Code are not applied to an order at the time of payment.

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