



ACTOR Audition Form

2026 "A Christmas Carol"

PLEASE DO NOT AUDITION if you have any conflicts with performance dates.

Performance dates are non-negotiable. (Refer to show calendar provided on website)

*Please attach your headshot and résumé, or list your previous theater experience on the reverse side.

PRINT

Name: _____ Cell: _____

Email: _____ Circle One: Adult Minor/Under 18

IF ACTOR IS A MINOR/UNDER 18:

Name of Parent/Legal Guardian(s): _____

Email: _____ Cell: _____

Address: _____ City: _____ Zip: _____

Acting Age Range: _____ Height: _____ Current Hair Color: _____

*Role(s) you are auditioning for: _____

Are you open to accepting another role: Yes No

Are you open to understudying a role: Yes No

Please indicate if you are willing to: [check all that apply]

FOR BOTH MEN & WOMEN: ☐ Change hair color ☐ Cut your hair ☐ Let hair grow out

MEN: ☐ Shave facial hair ☐ Grow facial hair

TATTOOS: If you are cast in the show, we ask that you get **NO NEW** tattoos until after the run of the show.

If this is a concern, please discuss it with the director prior to accepting any role.

If you are not cast, would you be interested in working crew? Yes No Maybe

If YES, in what capacity? ☐ Stage Mgr./Assist ☐ Stage Crew ☐ Light/Sound Techs ☐ Set/Props

Other: _____

Please refer to the show calendar provided and carefully review all rehearsal, technical, and performance dates.
List any and all conflicts:

*Please **READ & KEEP** the "PERFORMER INFORMATION SHEET" to reference should you be cast in the show.

_____(Do not write below this line)_____

Thank you for auditioning!



VOCALIST Audition Form

2026 “A Christmas Carol”

PLEASE DO NOT AUDITION if you have any conflicts with performance dates.

Performance dates are non-negotiable. (Refer to show calendar provided)

*Optional: Feel free to list your previous singing experience on the reverse side.

PRINT

Name: _____ Cell: _____

Email: _____ Circle One: Adult Minor/Under 18

IF VOCALIST IS A MINOR/UNDER 18:

Name of Parent/Legal Guardian(s): _____

Email: _____ Cell: _____

Address: _____ City: _____ Zip: _____

Have you ever sung in a choir or quartet? Yes No

Can you read music? Yes No

Please indicate your vocal range preference: Soprano Alto Tenor Bass

_____(Do not write below this line)_____

Thank you for auditioning!



MRT Performer Information Sheet

2026 A Christmas Carol (pg 1 of 2)

(Please **KEEP THIS PAGE** for reference should you be cast in the show)

BACKGROUND CHECKS REQUIRED BY THE CITY OF MCKINNEY/MPAC

- If you are cast in the show and accept the role – you will need to complete and pass a background check via Voly. (This is required by the city for all those who volunteer.)
- PLEASE DO THIS WITHIN 24HRS of accepting the role so the background check can be received in a timely manner.
- **IF YOU HAVE ALREADY COMPLETED A BACKGROUND CHECK THROUGH VOLY within the calendar year**, please forward the approval email to our Executive Director (executivedirector@mckinneyrep.org).

Follow these instructions for completing Voly Background Checks:

- Visit the Voly Link: <https://mckinney.voly.org/agencies/profile.html?id=5196>
- Create Your Account: Click on "Create an Account" in the top right corner.
- Select Your Role: Please choose Contractor/Instructor when prompted.
- Favorite Our Home: This is a crucial step! Please "Become a Fan" of the McKinney Performing Arts Center (MPAC). This alerts the MPAC & MRT team that your setup is complete and your background check is active. Here are two ways of doing this:
 - The volunteer can log into their account and from their dashboard click on MY APPLICATIONS, then click on the gray button to the right of APPLICATION to open the application. Next, they would scroll down to the departments and check your department in the application and then scroll down and SAVE.
***When volunteers create an account they are supposed to check the departments they want to volunteer with in their application but sometimes they may miss it - however, they can update the application and do this step anytime.*
- Volunteers can also log into their account and go to the McKinney Performing Arts Center page (<https://mckinney.voly.org/agencies/profile.html?id=5196>) and then click the "Become a Fan" box under the logo (circled).
- **Forward Your Approval:** Once you receive your approval email, please forward the email to the show's Producer or Executive Director (executivedirector@mckinneyrep.org).

RELEASES

- You will be asked to sign a photo/likeness release – this form will be provided at the read through.
- You will need to sign the agreement page of our Cast/Crew Code of Ethics document – this form will also be provided at the read through. (Document can be found on our website at mckinneyrep.org, auditions tab.)

STIPENDS & COMPS

- For MAIN STAGE shows (at MPAC), adult actors will receive a small stipend that will be paid at the end of the show's run. Minors will receive 2 comp tickets.
- There are no stipends or comps for non-main stage (non-MPAC) shows that are offsite with the exception of the 2026 "A Christmas Carol" which will still receive stipends though performed at Covenant Church McKinney.

TATTOOS

If you are cast in this show, we will ask that you get NO NEW tattoo's until after the run of the show. If this is an issue, please discuss it with the director prior to accepting any role.

Visible Tattoos: Actors are responsible for providing their own makeup, patches or other means of covering any visible tattoos unless the costumer gives specific permission for the tattoo(s) to be part of their character's costume/persona.

SET STRIKES for 2026 "A CHRISTMAS CAROL"

Actors and crew will be required to assist with striking costumes, pipe/drape, and props at the end of the last performance BOTH weekends. We will need 4 men to volunteer to help the church with lifting the drum case back into place on stage. Otherwise, the cast will not be required to assist with set build, load in/out, or moving large/heavy set pieces.



MRT Performer Information Sheet

2026 A Christmas Carol (Page 2 of 2)

(Please KEEP THIS PAGE for reference should you be cast in the show)

READ THROUGH & COSTUMING: Both will take place at the Covenant Church-McKinney location.

First Read Through & Theatre Space Viewing w/Full Cast: Thursday, October 8, 2026 from 6:30-8:30 pm

COSTUMING: Sunday, October 11, 2-8 pm. Cast will be assigned specific costuming appointment times.

Rehearsals will be at **differing McKinney locations** on Mondays, Tuesdays, and Thursdays from 6:30-9 pm. Your call time/days will vary depending on the scenes being worked on. At read-through, a full rehearsal schedule will be provided with specifics on locations & who will be called.

(Beginning NOV 30, all rehearsals will take place at Covenant Church-McKinney location.)

ONSITE REHEARSALS at COVENANT CHURCH with Full Cast: 6:30 - 9:00 pm

- Monday, November 30
- Tuesday, December 1
- Thursday, December 3

LOAD IN / TECH RUN THROUGH / COSTUME PARADE: Sunday, December 6

- Load In & Set Up (pipe/drape, stage, props, dressing rooms, costumes, etc.): 2 pm
- Tech Team Cue to Cue 4-5 pm (while finishing set up)
- Costume Parade 5-6 pm
- Full Run Through: 6:30-8 pm

TECH WEEK: 6:30-10:00 pm

- Monday, December 7
- Tuesday, December 8
- Thursday, December 10 (Dress Rehearsal Photos)

PERFORMANCE DATES & TIMES:

Friday, December 11 (1 show)

- Carolers sing in lobby 7-7:30 pm
- Show - 8 pm

Saturday, December 12 (3 shows)

- Show #1 - 1:30 pm,
- Show #2 - 4:30 pm
- Show #3 - 7:30 pm

Thursday, December 17 - PICK-UP REHEARSAL: 6:30-9:00 pm

Friday, December 18 (1 show)

- Show - 7:30 pm

Saturday, December 19 (3 shows)

- Show #1 - 1:30 pm
- Show #2 - 4:30 pm
- Show #3 - 7:30 pm
- Post-Show Load Out.



MRT COSTUME FITTING FORM

2026 "A Christmas Carol"

ONLY COMPLETE TOP PORTION

PRINT

Name: _____

Circle One:

Adult Minor/Under 18

Cell: _____ Email: _____

If under 18:

Parent/Legal Guardian's name(s): _____

Cell: _____ Email: _____

MALE

Height: _____

Shirt Size (neck/sleeve): _____

Pants/Slacks (waist/inseam): _____

T-Shirt Size: _____

Coat Size: _____

T-Shirt Size: _____

Hat Size: _____

FEMALE

Height: _____

Blouse Size: _____

T-Shirt Size: _____

Dress Size: _____

Bra Size: _____

Pant Size: _____

Shoe Size: _____

BELOW THIS LINE - FOR THE CUSTOMER ONLY

CHARACTER(s): _____

MALE

Head: _____

Neck: _____

Shoulder Width: _____

Sleeve: _____

Chest: _____

Waist (navel): _____

Abdomen (widest point): _____

Neck/Waist: _____

Waist/Floor: _____

Wrist: _____

FEMALE

Head: _____

Neck: _____

Shoulder Width: _____

Bust: _____ Above: _____ Under: _____

Sleeve: _____

Waist (navel): _____

Abdomen (widest point): _____

Neck/Waist: _____

Waist/Floor: _____

Wrist: _____