Dear Student,

Congratulations! You have been nominated for the Irene Ryan scholarship auditions at the KCACTF Region 3! It is a great honor: very few student actors are selected regionally and will be competing nationally. You have the opportunity to showcase your talent and potentially compete for a very rewarding scholarship within your region first, and if you are selected for the finals, in Washington DC!

As a result of the nomination and to congratulate you on your success, Theatre at Grand Valley will sponsor your participation to the festival, so that you could take full advantage of the annual conference, which includes several workshop opportunities and performances, aside from the actual auditions. All the information you need about the conference and festival are available for you on the KCACTF website [http://www.kcactf3.org](http://www.kcactf3.org). GVSU is well known for the preparation of its students, and you are certainly no exception!

We want you to excel and further your education in all possible ways. In order to facilitate your better understanding of the Irene Ryan process and to facilitate your preparation for the auditions, we are providing you some guidelines that would help both parties – you and Theatre at Grand Valley - reach an agreement on what it means to participate in the Ryan’s auditions and what you are expected to do from your faculty.

Regardless of the nomination, which as is indeed a great honor, participating to the Festival is a great experience. The theatre faculty is happy for you to have access to this opportunity and hopes that you will make the best of it.

1. All the information you should collect in order to properly select and prepare the scenes and monologue for the audition is available on the website [http://www.kcactf3.org/ryan_r.htm](http://www.kcactf3.org/ryan_r.htm). You will find several sections on this website. Once you have been nominated, you should check and register for the auditions and for the festival (there are two registrations) on the website as soon as the registration becomes available. You should check the requirements for the audition (scene/monologue length, style...). You should verify the availability of the rights of the piece you are utilizing too.

2. As soon as you are nominated, you should find yourself a partner. Your partner also needs to register for the festival, but not for the Ryan auditions. You will have to coordinate this process with your KC ACTF advisor.

3. You should plan and prepare 2 contrasting pieces and a monologue and be ready to perform them with your partner at the Christmas party, so that you could receive feedback from the faculty. You should be ready to present all the material. If you fail to present, the faculty may decide not to sponsor you participate to the conference, and to the auditions altogether. If that is the case, you will still be able to mention on your resume your Irene Ryan nomination and you can indeed attend the festival regardless of the faculty’s decision, but you will be economically responsible for everything (registration, accommodation etc).
4. It is your responsibility to prepare and rehearse the scenes. You are welcome to reach for help to the faculty, but you should not expect to be working on your audition during regular class time. Your faculty will help you, according to their schedule and commitments. You should select scenes that showcase you, the Irene Ryan nominee: you should be the one carrying the story, and having most of the focus.

5. The conference takes place in a major city in one of the four states of Region 3 – Indiana, Illinois, Wisconsin and Michigan. You are responsible for your travelling arrangements, whereas GVSU will take care of the hotel reservations.

6. During your attendance at the festival, in addition to your Irene Ryan scholarship audition, you are required to attend two workshops and one of the performances that are offered. You will have to turn in a written reflection – 3 to 4 pages long – to your advisor about the workshops, the performance and your overall experience within a week when you get back.

7. If you qualify, you will be responsible for applying to GVSU Academic Conference Funds. If your request gets approved, you will coordinate with your KCACTF advisor on how to work the reimbursement process out. The Academic Conference Fund rules and application deadlines are available on GVSU website at this link. [http://gvsu.edu/ours/academic-conference-fund-2.htm](http://gvsu.edu/ours/academic-conference-fund-2.htm)

8. When on site, you will have to reside in the hotel that has been booked by GVSU. You might have to share a room with some of your peers. If you don’t want to share a room, or have a different accommodation, GVSU will not pay for it, therefore you will be economically responsible for it. And, if that is your choice, you need to communicate it to your KCACTF representative a week before leaving for the festival, so that the hotel reservations could be confirmed.

Please date and sign below, as a proof you have read, understood and are willing to commit to what has been stated above.

Thank you, congratulations, and break legs! Go Lakers!