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| **Before Audition** |
| * Create character profiles (gender, age, ethnicity, skills, etc.) |
| * Create audition flyers with profiles, date, time, location |
| * Photocopy audition flyers |
| * Post audition flyers (including online forums) |
| * Post signup sheet |
| * Rent or clear space suitable for auditions |
| **Day of Auditions** |
| * Create list of the day’s events/order of auditions |
| * Send list to relevant actors/directors |
| * Create intake form for actors to fill out while waiting |
| * Post a sign indicating audition room and waiting area |
| * Prep audition room including Set up tables for director, stage manager, casting director |
| * Provide paper and pencils for note-taking |
| * Set up space for actors to audition |
| * Set up table with snacks, coffee, water, etc. |
| * Set up waiting area with reception desk with ASM outside audition room |
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| **After Auditions** |
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| * Return audition room to previous state |
| * Make copies of all intake forms for actors returning for callbacks |
| * Distribute copies to directors/agents as necessary |
| * Make copies of sides for callbacks |
| * Contact actors for callbacks |
| * Provide actors/directors with time, date, location, sides for callbacks |
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