

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

After Auditions

- 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