

The Postman

Audition Checklist

Stage Manager: Steven Baculima

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**