TITLE OF FILM
Auditions – *Location – Date*

Producer: *Name*
Director: *Name*
Reader: *Name*
[Designate someone whose sole responsibility is to read lines off camera. Ideally, they should be an actor. Readers should deliver the lines in an intelligent, straightforward manner, giving some sense of the emotional content of the dialogue but remembering that this is not their audition, they are there to give the auditioning actor someone to relate to. They should sit close to the lens so the actor's eyeline is to the lens.]

_____
11:30 *ACTOR'S NAME*   *AGENCY (or phone number) CHARACTER*
[this space is for notes, your impressions of the audition. It is acceptable to be critical but not slanderous or frivolous. Make comments that will help you picture the actor as well as recall what you liked or didn't like about their reading. Some people devise a scoring method – numbers, check marks, xes.]

Example: Pretty, good sense of fun, got the character, may be too tall opposite Keefer.

_____
11:40 *ACTOR'S NAME*   *AGENCY*   *CHARACTER*
[Auditions are usually set 12-15 minutes apart for a major part. Small parts may be scheduled 8-10 minutes apart. Another reason your notes have to be succinct, you won't have much time to make them between auditions.]

Example: Brunette, no adjustment on 2nd take, didn't believe.

_____
11:50 *ACTOR'S NAME*   *AGENCY*   *CHARACTER*
[Number the actors in the order they audition. It may not be the order in which they appear, some may be early, some may be late, there are always no-shows (even in professional auditions). It will help you find them on the digital audition file. Mark no-shows in the margin as well.]

_____
12:00 *ACTOR'S NAME*   *AGENCY*   *CHARACTER*
[SHOOTING: Record the actor against a neutral background. Start with a full body shot for a few seconds and then zoom in to an MCU. Make sure the face is clearly illuminated. If the actor wants to sit for the audition and it's appropriate for the character/scene, start with them standing. If the actor wants to move during the audition, and it's appropriate for the character/scene, define the limits of the space for them so you can follow them with the camera.

After the first take of the first audition, before the actor leaves, check to make sure you have image and audio recorded.

_____

12:10 *ACTOR'S NAME*   *AGENCY*   *CHARACTER*

_____
12:20 *ACTOR'S NAME*   *AGENCY*   *CHARACTER*

_____
12:30 *ACTOR'S NAME*   *AGENCY*   *CHARACTER*

NOTE: Some actors may self-tape – they are not able to audition on the scheduled day but are available for the shoot. So you send them the scenes/sides you want them to record and the description of the character from the breakdown sheet and they put themselves on tape. Then they send it to you via YouTube or Vimeo or whatever. After viewing their audition, add them to your list here in the same format as the others. So you have a record of all auditions and your reactions in one document.

It's a good idea to keep this document on file as a reference, in case you have to replace someone and for future productions.