



STEP-BY-STEP

VIRTUAL AUDITION WORKBOOK



STEP 1:

PREPARE FOR VIRTUAL AUDITIONS

Even if you are a seasoned director working with experienced auditioners, there will be a learning curve as you transition to virtual auditions. The first step is to be very clear with what you are looking for in your audition and then to set yourself up for being able to find the answers that you need in the time that you have. Before you announce auditions you should prepare thorough character descriptions, determine audition parameters and select callback materials for students. You also need to determine what platform you will use to hold your virtual auditions.

One option for virtual auditions is to ask students to submit their initial audition video to a google drive or Flipgrid for you to watch and evaluate. You will need to give them clear instructions of what you are asking for and specifically how and when to submit their taped audition. You can ask for monologues, songs or even choreography. You might also want to include a prompt for them to answer questions. Be clear about time limits for this tape. You will also want auditioners to submit an audition form that includes any conflicts that they will have during the rehearsal or

STEP 2:

HOST A VIRTUAL CALLBACK CLINIC

It will be incredibly helpful for students to have a chance to explore what a callback environment will look like BEFORE they have the pressure of an actual audition. This is also a great time for you to test and get comfortable with the technology. This will be a good time to explore putting students in breakout rooms with callback sides. In Zoom, having the director go from one breakout room to the next is more efficient than bringing groups back into the main room.



STEP 3: HOLD VIRTUAL CALLBACKS

After you've reviewed all of your actor's video submissions schedule live video conference callbacks using a video conferencing technology. It is VERY helpful to have a co-host for this process that can help to monitor the waiting rooms and assist with troubleshooting technology issues. Callbacks can take a long time in general if you are allowing students to be read for multiple roles. Schedule plenty of time for this process, and keep clear and thorough notes about what you are learning about each auditioner. One great thing about virtual callbacks is that you have to option to record the meeting for additional review after the live event!

STEP 4: CAST THE SHOW

After you have reviewed your taped auditions, led your virtual callback clinic and held your virtual callbacks, you should be ready to cast your show. Make sure to cross-reference your potential cast list with the conflict sheet on their schedule to make sure that the actor will be available when you need them for rehearsal. Prepare your cast list and share the information as soon as you are comfortable. As soon as possible after posting your cast list, share your rehearsal schedule so that the actors are able to plan their lives around this commitment.

CHECKLIST: PREPARE FOR VIRTUAL AUDITIONS

A SIMPLE CHECKLIST TO PREPARE FOR YOUR VIRTUAL AUDITIONS

1. DETERMINE AUDITION TIMELINE
2. WRITE CHARACTER BREAKDOWN
3. CRAFT VIRTUAL AUDITION AGENDA
4. DETERMINE AUDITION REQUIREMENTS
5. PREPARE AND SHARE AUDITION MATERIALS
6. PREPARE AND SHARE CALLBACK MATERIALS
7. DETERMINE BEST TECHNOLOGY FORMAT
8. CONFIRM INFORMATION WITH ACTORS

CHARACTER DESCRIPTION TEMPLATE

THEATRE COMPANY NAME

TITLE OF SHOW

Place:

Time:

Synopsis:

Production Description: Use this paragraph to reveal your company's unique take on the show.

Production Team: List confirmed production team members and their role

LEAD ROLES:

CHARACTER NAME: GENDER (IF APPLICABLE) AGE RANGE DESIREDVery brief summary of character including any distinguishing features of role or required physical elements.

SUPPORTING ROLES:CHARACTER NAME: GENDER (IF APPLICABLE) AGE RANGE DESIREDVery brief summary of character including any distinguishing features of role or required physical elements.

FEATURED ROLES:CHARACTER NAME: GENDER (IF APPLICABLE) AGE RANGE DESIREDVery brief summary of character including any distinguishing features of role or required physical elements.

ENSEMBLE FEATURED ROLES:CHARACTER NAME: GENDER (IF APPLICABLE) AGE RANGE DESIREDOne sentence description of character.

ENSEMBLE: Describe the role of the ensemble and how they support the show.

AUDITION FORM

TEMPLATE

Full Name _____ Grade Level _____

Email _____ Cell Phone _____

Height _____ Eye Color _____ Hair Color _____

Gender (please circle) Female Male Nonbinary

Audition Piece/s (Character/Play)

Please note any anticipated changes to your appearance

Special Skills (dialects, stage combat, dance, music, etc)

Recent Acting Experience (include Play, Role and Where it was performed)

What conflicts do you have during the planned rehearsal and production dates? Please note that once a rehearsal schedule is agreed upon, it will be your responsibility to prioritize this commitment.

AUDITION TIMELINE

DATE ANNOUNCING AUDITIONS:

DATE HOSTING VIRTUAL AUDITION CLINIC #1:

DATE HOSTING VIRTUAL AUDITION CLINIC #2:

DATE AUDITION FORM IS LIVE:

DATE AUDITION FORM / VIDEO SUBMISSIONS DUE:

DATE CALLBACKS ANNOUNCED:

DATE(S) OF CALLBACKS:

DATE TEAM REVIEWS AUDITIONS & CALLBACKS:

DATE CASTING ANNOUNCED:

DATE OF FIRST REHEARSAL: