

## **RTVF Casting Guidelines**

The following are guidelines for casting a movie at Northwestern when using the *RTVF General Auditions Database*. When dealing with casting, always treat everyone with respect and respond to all questions and emails promptly. Btw: The essential guidelines regarding professional behavior apply whether or not you are using the database.

**Before you begin casting** prepare role descriptions for each character and a script summary. A script need not be final at the time of casting, but you should have enough information to provide those things. See the attached *Script Summary Format* for reference.

**The RTVF General auditions** are the first stage of the casting process. **Callbacks** typically follow general auditions. They are an opportunity for you to see actors in person from the video auditions (or if you've held your own auditions – to see them again). It is recommended that you at least hold one callback if you would like to cast an actor from the *RTVF General Auditions Database*. It is a good idea to at least meet an actor before offering a role. If you would like to call actors back:

- Set a time for callbacks and run them similar to the general auditions. Give each actor 5-10 minutes at the least, depending on the size of the role.
- Chose a scene or two from the actual script that you think will give the actor a chance to show the character in different situations/moods. These chosen scenes are called "sides." Ideally, you should provide the sides to the actors IN ADVANCE of the callback (give them at the very least a couple of days to look over the sides). This will give the actors the opportunity to work on the scene at home. Also provide the entire script to these actors so that they can see the sides in context.
- If the scene you chose involves dialogue, you may need a reader to read the other parts in the scene. You may also choose to have actors come in pairs or groups and read with each other.
- Give the actor a few notes on their performance and have them read the scene again to see if they can take direction.
- There should only be one callback. So, take whatever time they need to work with the actors at that time.

**If you would like to offer a role** to an actor based on the general audition or the callback:

- Email the actor with a clear subject line that NEEDS ATTENTION: Make the offer in the body of the email.
- Include the title, logline or brief premise, and a character breakdown for the role in question in the email. If available, attach the full script (preferably as a pdf).
- Offer **one role only** to each actor.
- If you have the actor's phone number, feel free to make a follow-up call after sending the email.
- Wait until your offers have been accepted (sometimes actors decide they can't or don't want to do the movie after callbacks).
- After an offer is accepted you must contact the other actors to thank them for their auditions and tell them you have decided to go with someone else.

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If you have any questions please contact Jesseca Simmons (jesseca.simmons@northwestern.edu)

Have fun – Be excellent!

THE FACULTIES OF THE DEPARTMENTS OF RTVF AND THEATRE