

# Audition Evaluation Form

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Other Phone \_\_\_\_\_

\_\_\_\_\_ Male  Female

Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Clothing Size \_\_\_\_\_

Age Range \_\_\_\_\_ Height \_\_\_\_\_ Vocal Range \_\_\_\_\_

Show auditioning for \_\_\_\_\_

Type of audition \_\_\_\_\_

Evaluation	Grade*	Comments
Preparation		
Appearance		
Attitude		
Poise		
Movement		
Articulation		
Interpretation		
Projection		
Acting Skill		
Singing Skill (if applicable)		
Other		

\*1 = "Needs Much Improvement"/ 5 = "Outstanding"

Name of Auditor/Auditors: \_\_\_\_\_

\_\_\_\_\_

# Casting Sheet

Name \_\_\_\_\_ Height \_\_\_\_\_

Address \_\_\_\_\_ Weight \_\_\_\_\_

\_\_\_\_\_ Year in School \_\_\_\_\_

Phone \_\_\_\_\_ Male  Female

Special Talents (sing, dance, play musical instrument, etc.)

\_\_\_\_\_  
\_\_\_\_\_

If you are not cast, would you be willing to be part of a technical team? If so, check the box or boxes below. (✓)

- |   |                                   |  |
|---|-----------------------------------|--|
| <input type="checkbox"/> Costumes             | <input type="checkbox"/> Makeup   | <input type="checkbox"/> Publicity     |
| <input type="checkbox"/> Director's Assistant | <input type="checkbox"/> Prompter | <input type="checkbox"/> Stage Manager |
| <input type="checkbox"/> Lighting/Sound       | <input type="checkbox"/> Props    |  |

Have you had previous acting experience? Explain, including play, role, and place.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When can you rehearse? \_\_\_\_\_

\_\_\_\_\_

Hours when you cannot rehearse, and why (team sport, orchestra, etc.)

\_\_\_\_\_

## DIRECTOR'S COMMENTS

Appearance \_\_\_\_\_

Voice \_\_\_\_\_

Speech \_\_\_\_\_

Interpretation \_\_\_\_\_

Movement \_\_\_\_\_

Ability to take direction \_\_\_\_\_

Personality \_\_\_\_\_

Possible for role of \_\_\_\_\_

# Master Production Schedule

Use a calendar and this worksheet to prepare your master production schedule. Note the scheduled dates for each task, who is responsible for completing the task, and any other issues related to the task. Transfer the tasks to the calendar and give a copy to everyone involved.

Date	Task
	Prepare an estimated budget.
	Select a play.
	Request rights and order play scripts.
	Post audition information.
	Prepare the prompt book.
	Analyze the play.
	Select the production team.
	Refine the production concept.
	Distribute play scripts.
	Create a ground plan.
	Hold production meetings.
	Determine rehearsal and production schedules.
	Conduct auditions and callbacks.
	Cast the show.

Date	Task
	Create and define designs for scenery, lights, and costumes.
	Coordinate publicity campaign.
	Order tickets.
	Conduct rehearsals.
	Build set and props.
	Hang, focus, and run lights.
	Prepare, set up, and run sound.
	Begin costume production.
	Shift scenery and props.
	Create makeup.
	Coordinate final, tech, and dress rehearsals.
	Call the show.
	Manage the house.
	Strike the set (postproduction).

# Production Budget Form

Production \_\_\_\_\_

Business Manager \_\_\_\_\_

Performance dates \_\_\_\_\_

Income	Estimated	Actual
Ticket Sales		
Adult # _____ \$ _____ ea.		
Child # _____ \$ _____ ea.		
Student # _____ \$ _____ ea.		
Program ads		
Concessions		
Donations /other fundraising		
<b>TOTAL</b>		

Expenses	Estimated	Actual
Royalties _____ performances \$ _____ ea.		
Scripts \$ _____ ea.		
Publicity		
Programs		
Tickets		
Rental Space		
Scenery		
Lighting		
Sound		
Costumes		
Makeup		
Ushers/Box Office/Janitorial		
Miscellaneous		
<b>TOTAL</b>		

<b>NET INCOME</b> (Income less Expenses)		
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