WORKSHOP LOCATION:_____ **DATE:** _____

Agent: _____ **CD:** _____ **Manager:** _____ **Producer:** _____ **Director:** _____ **Other:** _____

Guest Name: _____

Office: _____

Address: _____

_____

_____

Others in office: _____

_____

Scene: _____

Prepared: _____ **Cold Read:** _____

1-on-1: _____ **Scene Partner:** _____

Comments: _____

_____

_____

Headshot used: _____

CURRENTLY CAST: Films: _____ **Soaps:** _____ **TV(1 hour):** _____ **TV(1/2 hour):** _____ **Commercials:** _____

Season begins: _____**ends:** _____ **Hiatus:** _____ **Episode now** _____ **out of** _____

Typical # of co-stars/guest stars per episode? _____ **# you pre-read:** _____ **# to Producers:** _____

Call actor directly? _____ **Call Actors w/no agent?** _____ **Non-union?** _____

Typical casting cycle: (breakdown to pre-read to Producers) _____

_____

Postcards? How often: _____

Want updates? _____

How long keep headshots?_____

How find new talent?

- **Showcases:** _____
- **Attend theatre:** _____
- **Workshops:** _____
- **Improv/Comedy clubs:** _____
- **other:** _____

What do you look for on a resume?

_____

What do you look for on a reel?

_____

BACKGROUND: (education, experience, appearance, etc)

_____

_____

_____

_____

_____

_____

_____

_____

Project (s) description: _____

_____

_____

_____

_____

OFFICE POLICIES/PROCEDURES: (regarding pre-reads, call backs, producer sessions, pet peeves, etc) _____

_____

_____

_____

How soon after breakdown do you see actors? _____ **Take pitch calls?** _____

Who reads with actor? _____ **Tape pre-read:** _____ **Tape producers session:** _____

Open all mail? _____ **Self-submit:** _____ **Drop-off box:** _____ **Like reels?** _____ **Take today?** _____