

Film Casting Checklist

CELT X

Use this checklist to manage your casting process from the first script breakdown to the start of production.

Prepare

- ☐ List every speaking role
- ☐ Define each character's purpose and personality
- ☐ Note essential ages, skills or appearance requirements
- ☐ Choose suitable audition scenes
- ☐ Confirm filming dates, locations and compensation

Publish Casting Call

- ☐ Include a short project summary
- ☐ Add clear role descriptions
- ☐ Explain how actors should apply
- ☐ Include the submission deadline
- ☐ Share the notice on relevant film jobs platforms

Review Submissions

- ☐ Organize headshots, résumés and self-tapes
- ☐ Check availability and location
- ☐ Shortlist actors for each role
- ☐ Send clear audition instructions

Hold Auditions

- ☐ Use consistent audition material
- ☐ Give actors direction and see how they adapt
- ☐ Assess performance, tone and professionalism
- ☐ Take notes after each audition
- ☐ Record sessions only with permission

Run Call Backs

- ☐ Invite the strongest candidates back
- ☐ Hold chemistry reads for key relationships
- ☐ Confirm availability again
- ☐ Compare performances against the role's needs

Confirm the Cast

- ☐ Agree final choices with the creative team
- ☐ Send formal offers
- ☐ Confirm payment, dates and expectations in writing
- ☐ Complete contracts and release forms
- ☐ Notify unsuccessful shortlisted actors

Prepare Production

- ☐ Create a cast contact list
- ☐ Collect costume and accessibility information
- ☐ Schedule rehearsals or read-throughs
- ☐ Share scripts and schedules
- ☐ Confirm travel and accommodation arrangements