

## PRE-AUDITION

# Pre-Audition Checklist

Everything to confirm before your talent walks into the audition room.  
Print it, stick it on a noticeboard, or send as a WhatsApp PDF the night before.

TALENT	PROJECT	AUDITION DATE
<b>NIGHT BEFORE</b> <b>Sides &amp; script</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Sides received (latest)</li><li><input type="checkbox"/> Read through twice</li><li><input type="checkbox"/> Lines marked + memorized</li><li><input type="checkbox"/> Character notes confirmed</li><li><input type="checkbox"/> Scene context understood</li></ul> <b>Outfit &amp; look</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Outfit matches brief</li><li><input type="checkbox"/> No competing brand logos</li><li><input type="checkbox"/> Hair styled to brief</li><li><input type="checkbox"/> Makeup level confirmed</li><li><input type="checkbox"/> Backup outfit packed</li><li><input type="checkbox"/> Footwear right for scene</li></ul> <b>Body &amp; voice</b> <ul style="list-style-type: none"><li><input type="checkbox"/> 8 hours of sleep planned</li><li><input type="checkbox"/> No heavy meal 2 hrs prior</li><li><input type="checkbox"/> Water bottle packed</li><li><input type="checkbox"/> Voice rest (if VO role)</li></ul>	<b>MORNING OF</b> <b>Documents</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Government ID (Aadhaar)</li><li><input type="checkbox"/> PAN card</li><li><input type="checkbox"/> Headshots — 2 printed</li><li><input type="checkbox"/> Resume + portfolio</li><li><input type="checkbox"/> Parent consent (if minor)</li><li><input type="checkbox"/> Work permit (minor + MH)</li><li><input type="checkbox"/> Showreel link tested</li></ul> <b>Kit bag</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Outfit packed (not worn)</li><li><input type="checkbox"/> Touch-up makeup kit</li><li><input type="checkbox"/> Comb / brush / hairspray</li><li><input type="checkbox"/> Lint roller</li><li><input type="checkbox"/> Safety pins + sewing kit</li><li><input type="checkbox"/> Tissues + deodorant</li><li><input type="checkbox"/> Snacks between rounds</li></ul> <b>Travel &amp; timing</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Leave 90 min before slot</li><li><input type="checkbox"/> Maps route + traffic check</li><li><input type="checkbox"/> Backup transport plan</li><li><input type="checkbox"/> Phone charged + power bank</li></ul>	<b>AT THE VENUE</b> <b>Venue logistics</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Parking confirmed</li><li><input type="checkbox"/> Entry gate / building no.</li><li><input type="checkbox"/> Floor + room number</li><li><input type="checkbox"/> Point of contact saved</li><li><input type="checkbox"/> Backup POC if unreachable</li></ul> <b>Compensation</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Audition fee confirmed</li><li><input type="checkbox"/> Conveyance reimbursement</li><li><input type="checkbox"/> Self-tape fee (if any)</li><li><input type="checkbox"/> Callback rate discussed</li><li><input type="checkbox"/> Day rate range known</li><li><input type="checkbox"/> Usage scope discussed</li></ul> <b>Turnaround</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Callback timeline asked</li><li><input type="checkbox"/> Tentative shoot dates</li><li><input type="checkbox"/> Other dates cross-checked</li><li><input type="checkbox"/> Booking sign-off contact</li></ul>

**DON'T WALK IN WITHOUT THESE FIVE:**

**Government ID · Parent consent (if minor) · Sides / script**  
**Point-of-contact phone number · Audition fee confirmed in writing**

*Non-negotiable. Without any one, you're either sent home or working without recourse.*

**NOTES FOR THIS AUDITION**

Specific reminders for this role, casting director, or venue.

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