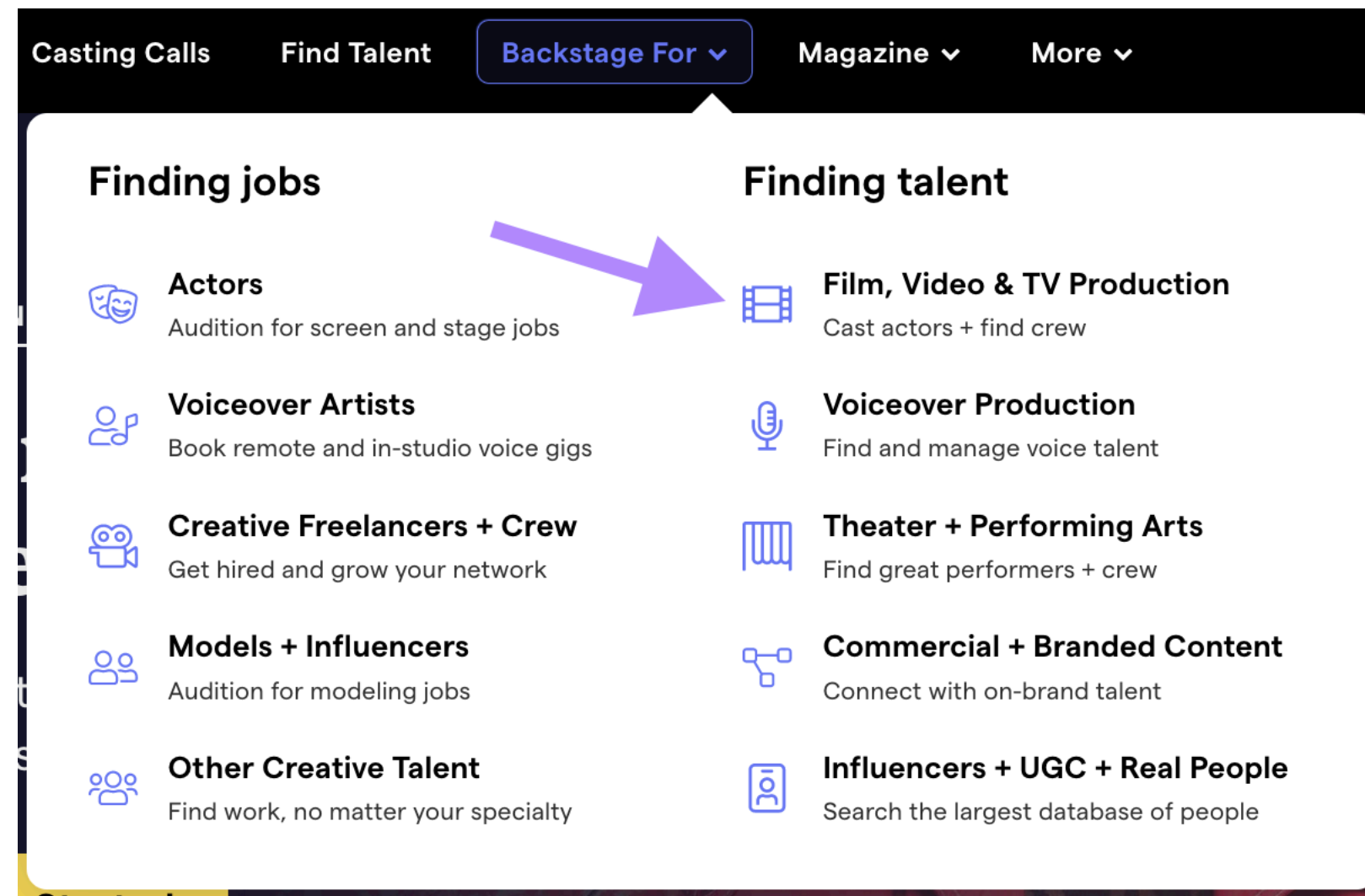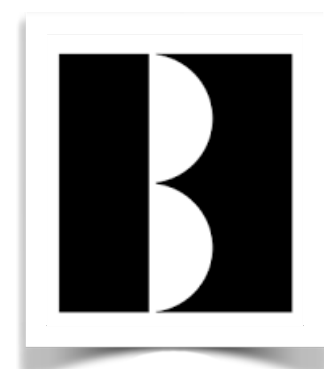# BACKSTAGE

Casting Made Easy…

Christina Kleppinger - California Casting Specialist

Getting Started on Backstage

- Be sure that you're signing up for a filmmaker account. Actors pay a monthly fee, but your account is free!

- For faster verification, sign up with your school email address.

- You can list the school's name as your "Company Name" and list the program's site as "Company Website".

Things to Consider Before You Start

- **Casting Notices are for actors!** Think through your characters, story, and overall vision for your project. That will help you create a <u>clear and compelling casting notice</u> that will attract the best performers.

- You have a lot of options when it comes to your role descriptions, and you can make the roles as open or specific as you need. <u>The more flexible you are</u> with physical appearance, the more choices you'll have!

- Things that make finding options tougher - casting young children, stunt performers, specific skills, or nudity. If you need any of these, be sure to give yourself a little extra time!

- If you need any assistance filling out your notice, just reach out! We can work with you to create a breakdown that will give you the best response from the talent.
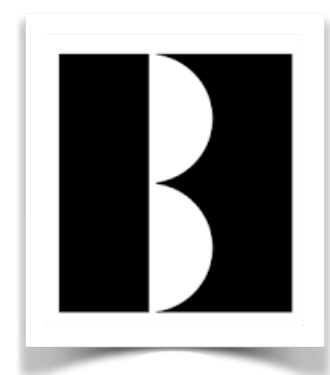
Posting a Casting Notice

- Give us as much information as you can, but if your shoot dates or locations are still TBD, you can still start your casting process!

- If your project is for class, list your school name as the Production Company and choose "Student Film" as the Production Type.

- Understand the union status of your project and cast accordingly!

- Giving a short but compelling Production Description and Role Description will draw actors in and encourage them to apply.

→ **Production Details** ⌃

Title of Production

Moving

6 characters (200 limit)

Production Type

Feature Films ▾

Production Company

Warner Bros.

12 characters (100 limit)

Production Personnel

Alan Metter, Director
Andy Breckman, Writer

43 characters (650 limit)

Production Description

Arlo accepts what seems to him to be a dream promotion to Idaho. He soon discovers, however, that moving has its own share of problems.

Union Status

○ Union and Nonunion   ● Union   ○ Nonunion   ○ N/A

Will you be paying talent? ⓘ

Professional Pay ▾

How frequently will talent be paid?

Daily ▾

Minimum   **Maximum**   **Currency**

$ 1,005.00 $ U.S. Dollar ▾

Compensation & Union Contract Details

SAG-AFTRA day rate

18 characters (1500 limit)

When should this listing expire?

Date   **Time**

Jul 01, 2020   07:59 PM

What type of talent do you need?

All Talent ▾

Role Name

Arlo Pear

Role Type

Lead ▾

Is this a remote/work from home opportunity?

○ Yes   ● No

Gender

Male ▾   ☐ Transgender ⓘ

Age Range (optional): 40 to 50

40   50

Ethnicity (optional)

Black / African Descent ▾

Skills

Add skills ▾

You haven't added any skills

Media required from applicants

☑ Headshot/Photo   ☑ Video Reel   ☐ Audio Reel   ☐ Cover Letter

Role Description (optional)

Professional family man who takes a new job in Idaho and must deal with all things related to this move.

☐ This role requires nudity

Save Role   **Cancel**

Voiceover Casting

What type of talent do you need?

| Voiceover Artist ▼ |

Role Name

| Nemo |

Role Type

| Lead ▼ |

Accent

| Add Accents ▼ |

ACCENT NAME	ACCENT LEVEL	
Accents/Dialects: English - General	○ ○ ○	⊗

Language

| Add languages ▼ |

LANGUAGE NAME	LANGUAGE LEVEL	
Languages: English	● ○ ○	⊗

Gender

| Male ▼ | ☐ Transgender ⓘ

Age Range (optional): 5 to 9

| 5 | | 9 |

Media required from applicants

| Voice Reel ▼ |

Crew Jobs on Backstage

🔗 Copy URL   ♡ Save   ✉ Contact   👤 Invite

Jenn Zilioli
Production Manager | New York, NY
She/Her
$40.00 - $50.00/Hour

Details   Media   Highlights

ⓘ Add all details relevant to you. Any sections left blank are only visible by you and are hidden in public profiles. ✕

Links
🔗 LinkedIn
f Facebook

Resumes & Documents
📄 Jenn Zilioli - Resume .pdf

License & Passport
DRIVER'S LICENSE: Yes
PASSPORT: Yes

Roles / Skills ⓘ
Art Director   Music Booker ●●●   Set Designer   Prop Maker
Props Master ●●●   Set Decorator ●●●   Set Dresser ●●●
Music Supervisor ●●●   Editor (Colourist) ●●○

Tools, Equipment & Software ⓘ
Camera   Dj Equipment   Boom Lift   Gaffer Tape   Avid   Davinci

About
New York based production specialist with roots in multiple facets of entertainment: radio, live music, theater, and film.

YEARS IN INDUSTRY: 6+ years

Companies I've worked with
Set Design + Decorator
Fun Ghoul Productions | Contract / Freelance / Self-employed | New York, NY
August 2016 - October 2016

Posting a Casting Notice

- Remember to use your **CALARTSCAST** promo code to post your notice for free!

- Your code can be used as often as you like, both for school projects and anything you're working on outside of class.

- Your code is also yours to use after graduation - find talent on Backstage free of charge for life!

Payment Details

Base Package:	$24.95
Subtotal:	$24.95
Total:	$24.95

Payment Information:

Name on Card

Card Details

Card number · · · · MM / YY CVC

☐ Make this my default card

Do You Have a Promo Code?

Promo Code · · · · Apply Promo Code

☐ I have read and agree to the Deadlines & Conditions

Complete Order

Casting Dashboard

The projects you work on are kept in the Casting Dashboard.

- This is your **"home base"** for the productions you cast with us.

- **Past projects will be listed with** (Expired) next to their name, but the you can still access the application manager for these projects.

Casting Dashboard

+ Create New Production

Upcoming Auditions (0)

You have no upcoming auditions on your calendar.

My Productions (90)   All _Active_ Drafts Expired

Backstage Casting Demo   Go to Application Manager ✏ 👁 ⌃
5585 new, 26 cast, 38 audition, 7441 total

Status: Approved **Date Created:** 09/03/2014 **Date Expires:** 06/30/2020 **Email Notification:**
Daily Digest

Actor   Manage applicants
1522 total, 1077 new

Actress   Manage applicants
2209 total, 1493 new

Extras   Manage applicants
1059 total, 849 new

Kids   Manage applicants
3155 total, 2593 new

Models   Manage applicants

Collaborators (19) →   _Recently Invited_ Active Productions

Neill Kennedy   Go to Collaborators View ⌄
Backstage Casting Demo

Hannah Williams   Go to Collaborators View ⌄
Backstage Casting Demo

Victoria Beal   Go to Collaborators View ⌄
Backstage Casting Demo

Katie Swabb   Go to Collaborators View ⌄
Backstage Casting Demo #2 and 1 more

Recent Notes

Shane Weikel
Actor
You wrote on 4/17/19:
Testing a note

Alicia Renee Beck
You wrote on 1/4/19:
Testing a note with a production.
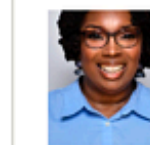
Recently Viewed Applications
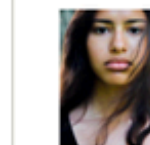
Rachel Dolan
in Backstage Casting Demo
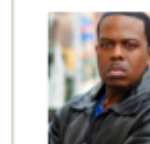
Laurna Ewart-Gray
in Backstage Casting Demo

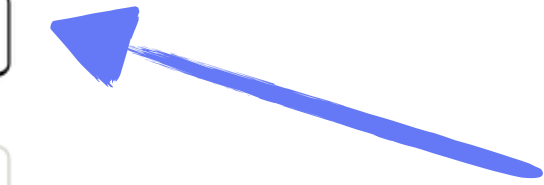**Sharon Nickey**
in Backstage Casting Demo
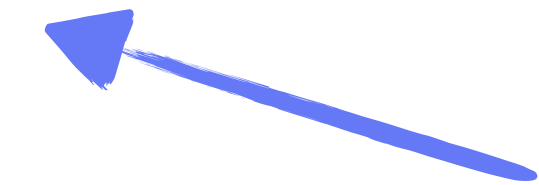
Dane Lavery
in Backstage Casting Demo

Jermel Wilson
in Backstage Casting Demo

Ready to start a new casting notice? Click **"Create New Production"** here to start!

Keep track of recent notes you've made and recently viewed applications on the right side of your screen.

Collaborators

When you're working in a team, you can add collaborators to your project. Collaborators can see the application manager, help you sort through talent submissions, and attend virtual auditions.

Collaborators only see the project you add them to, not everything else you're casting!

You need to add someone as a collaborator in order for them to join your virtual audition room.

So remember to add your readers before your audition day!

→ Collaborators can work together in a production's Application Manager. You and any full collaborators can view the same talent submissions, help each other organize the applications, and see each other's notes. Shortlist collaborators only have access to the shortlist URL and the ability to leave notes.

MANAGE COLLABORATORS FOR:

🖾 Invite a Collaborator

All Productions ▾

☐ Select All   Actions ▾

Show: Active Productions All Recently Invited

You don't have any collaborators.

Send a Collaborator Invite

Invite a collaborator to a project to help you sort through and offer feedback on your applicants. Learn more about adding and managing collaborators here.

Select a Production ▾

Collaborator's Email

Message

OK   Cancel

Application Manager

Folders:

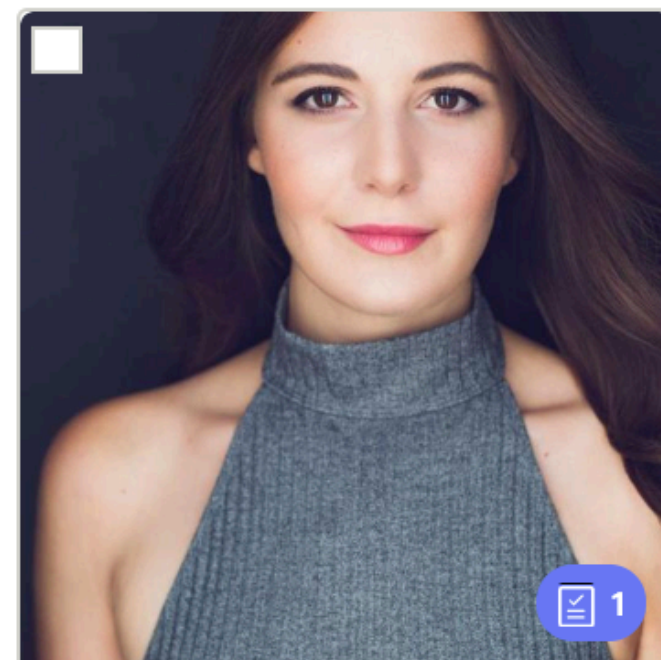Submissions (406) ▾ | 👥 Auditions (2) ▾ | Callbacks ▾ | Cast (4) | Archived (4) ▾

👤 Invited (3)

Unfiled (401) | 👍 Yes (5) | 👎 No

☐ Select All | Actions ▾ | Show All ▾ | Sort by Application Updated ▾ | ▦ Grid View ▾
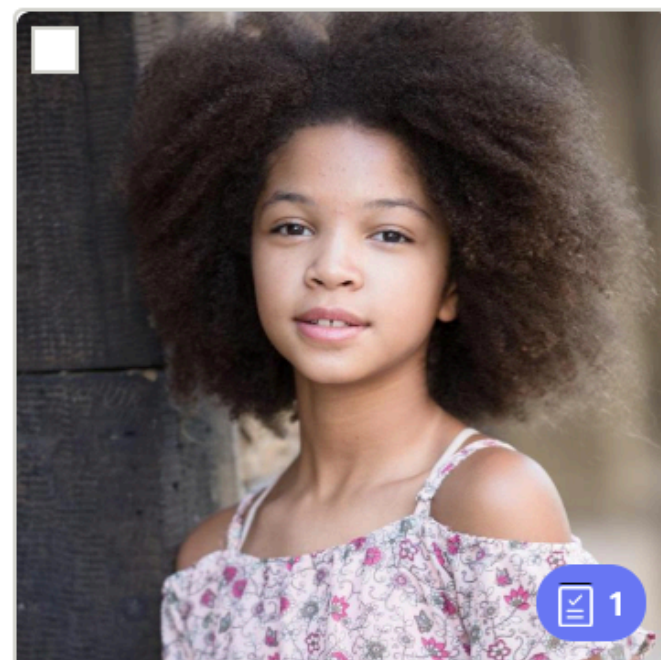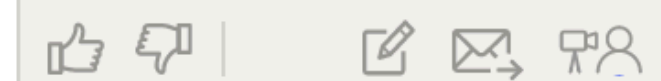
Toggle full-width view ⬤

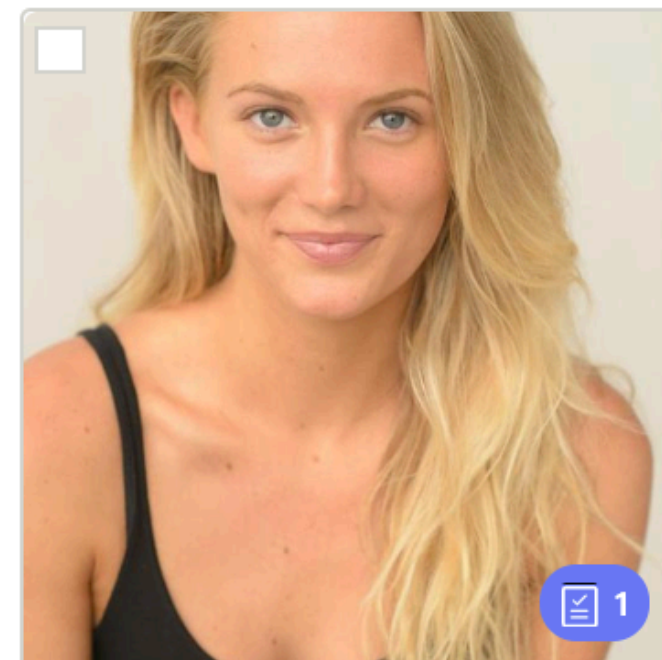Showing **13-24** of **401** candidates within your search. **1 filter set.**
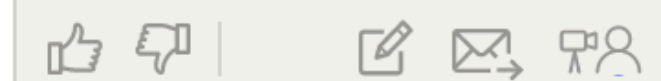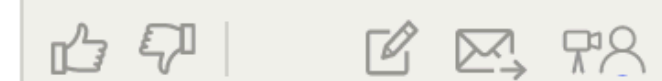
Applicants per page: **12** / 24 / 48

Morissa Trunzo
Los Angeles, CA, United States
Age Range: 15-29
Height: 5' 3"
Weight: 123 lbs
SAG-AFTRA, Equity (U.S.)

Lillie Dickens
Stoneham, MA, United States
Age Range: 10-13
Height: Unknown
Weight: Unknown
SAG-AFTRA

Faith Fairlie
Manhattan, NY, United States
Age Range: 15-25
Height: 5' 8"
Weight: 118 lbs
SAG-AFTRA

A few things to keep in mind as you sort through talent:

- Performers on Backstage can add as many photos and videos as they like to their profile, so look for profiles that are completely filled out and include multiple headshots!

- Click on an actor's headshot to open their full profile including **reels, resumes, skills, and other details!**

- Actors will list their union affiliation on their profile. Be mindful of your project's union status and cast accordingly.

- Actors on Backstage cannot see when you sort them into various categories, so feel free to use those tools. You won't hurt anyone's feeling by sorting them into the "No" group.

You'll also find shortcuts to message talent and request a self-tape here!
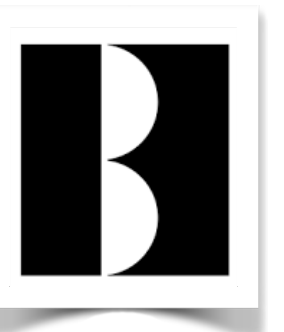
Audition Basics

Auditions test for **Skill** & **Directability**

Preparing for your audition day:

- Choose audition sides — 1-2 pages of your script for the actors to read. Send sides to your actors when you send them the audition request (usually 48 hours in advance) so that they have time to prepare.

- Location matters! Most auditions are still happening remotely, but if you are having actors appear in person you should **never** hold auditions in your home. A classroom is a great option!

- Gather a team! Using an audition reader will allow you to focus on the actors' performances, and have someone run a camera to capture any in-person auditions.

- Schedule your day, with 10 minutes per actor (or 15 minutes if virtual auditioning).

- Re-read your script to remind yourself what you're looking for in each character you're casting.

- **Good preparation is key for a smooth audition day!**
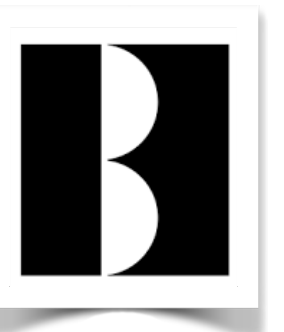
Audition Basics

Auditions test for **Skill** & **Directability**

On audition day!

- Remember that actors are **very** nervous coming into auditions. A friendly greeting goes a long way to making them feel comfortable working with you.

- Plan to work through the audition sides **twice**. No matter how good or bad the first read is, direct the actor and have them read again. This is the best way to test for both skill and how well an actor will work with you on set.

- If you need to see a skill from an actor on set, see a sample of that skill in the audition process. (Exceptions: no stunts in audition rooms, and never ask an actor to touch you or another performer)

- Remember that you're not looking for an Oscar-winning performance in the audition itself. You're just looking for for someone who is going to be a good creative collaborator on set.

- Audition days are **exhausting**! Take breaks, get water. It's always best to come into each audition refreshed and ready to work with your performers.

B
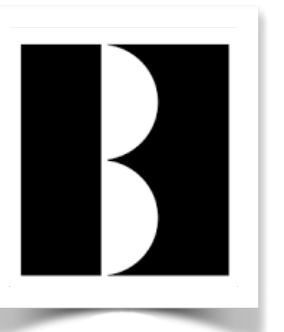
Self-Tape Requests

Request an audition from Wade Hampton

Type of Audition

◉ Video ○ Audio

Role

| No Role Selected ▾ |

Message

Hi Wade,

Please send us a self-tape audition for this role using the attached sides. A few notes & instructions for you:
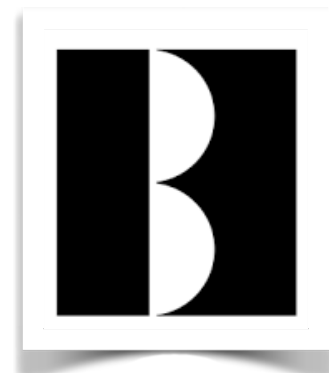- Context:
- Additional Instructions:

Script Sides

[Attach Sides]

[Send] [Cancel]

When sending a Self-Tape Request:

• Be clear in what you're looking for. Give actors context for the scene they're reading.

• Attach the sides directly to the request!
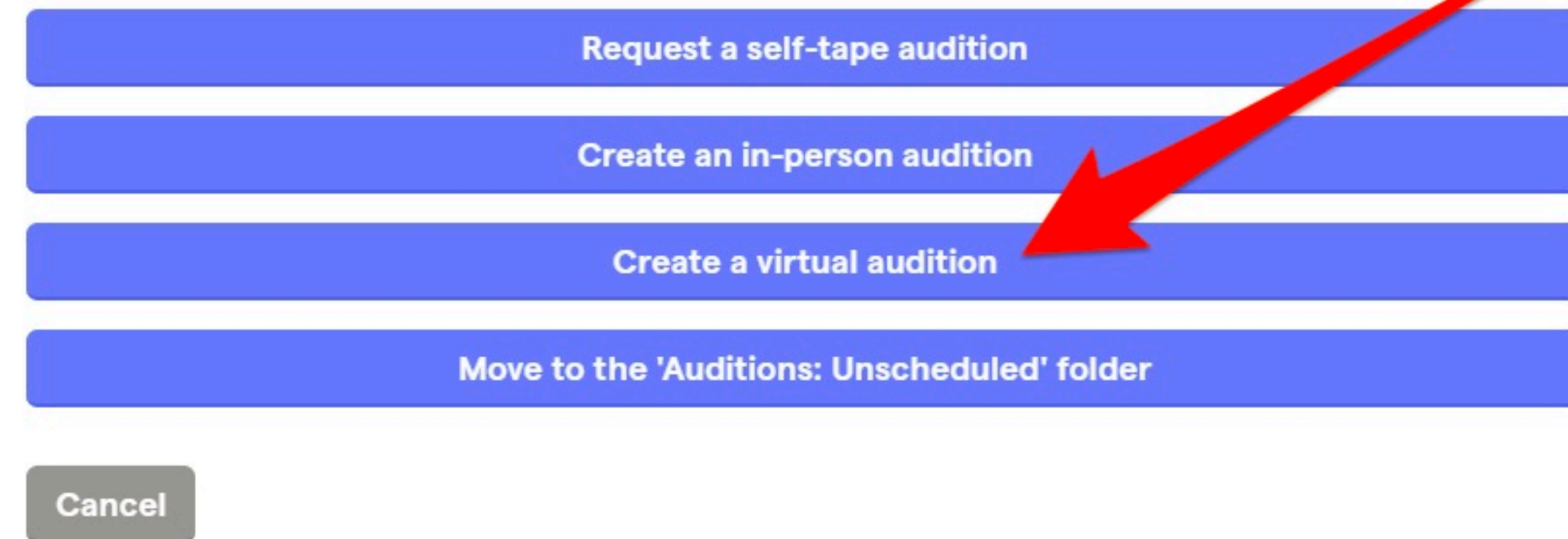
Wade Hampton

Fayetteville, GA, United States
Age Range: 28-45
Height: Unknown
Weight: Unknown
SAG-AFTRA

Click here to begin a Self-Tape Request

Virtual Auditions

Request an audition from Franklin Temple

You can request a self-tape audition or a new in-person audition (which requires creating a new audition time). Or, simply move your applicant(s) to the 'Auditions: Unscheduled' folder, where you can easily add them to new or existing audition times later.
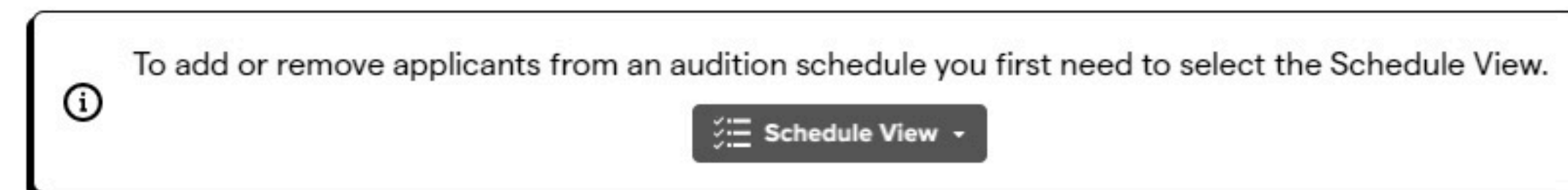
Request a self-tape audition

Create an in-person audition

Create a virtual audition

**Move to the 'Auditions: Unscheduled' folder**

Cancel

ⓘ To add or remove applicants from an audition schedule you first need to select the Schedule View.

≔ Schedule View ▾

- Virtual Auditions are Backstage's newest remote casting tool!

- Host talent in a secure, virtual audition room within the Backstage platform.

- Each actor is seen in a unique room (so there's no risk of two talent "arriving" at the same time).

- The virtual audition room is automatically recorded and accessible at any time on the talent's profile.

The first step is to send the virtual audition request to the talent that you're interested in auditioning. You can do this right from your Talent Dashboard!
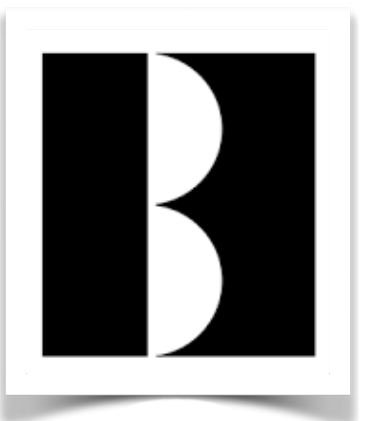
Virtual Auditions

- When it's time for an actor's audition, scroll down to their name and click on the purple camera icon next to their name.
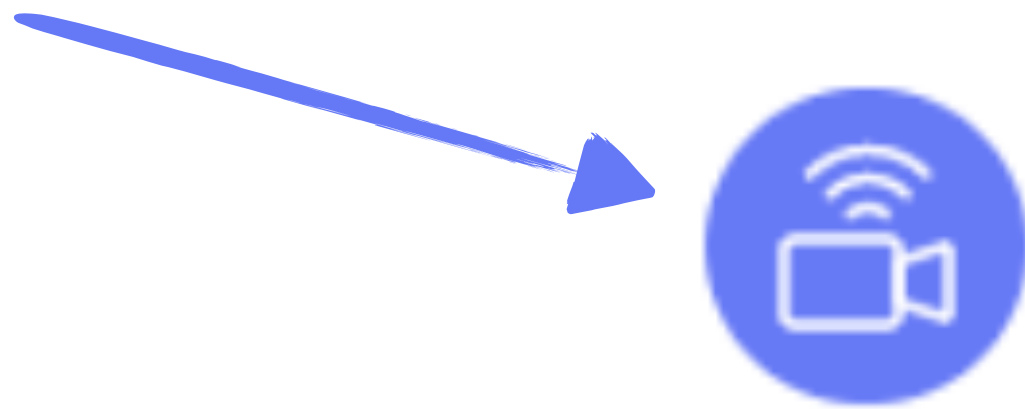
This will open up a new tab for the virtual audition room.

- Each audition room will take place in a new room, so there's no chance that actors could accidentally jump into someone else's audition.

- When that audition is finished, remember to close the current audition tab before opening the next one!

Using these tools at the top, you can edit your audition information, message the applicants, or even auto-fill the schedule from actors that submitted!

This green checkmark indicates that the actor has confirmed for their audition time.

Highlighting 1 applicant based on your search: **Audition: In-Person: Confirmed**

27 MAR
3:20 PM to 6:20 PM

Poseidon
Created for: Captain
Scheduled applicants for: Captain
Location: Virtual

Autofill Schedule   Edit Schedule Details   Print Schedule   Message Applicants

Collapse Time Slots

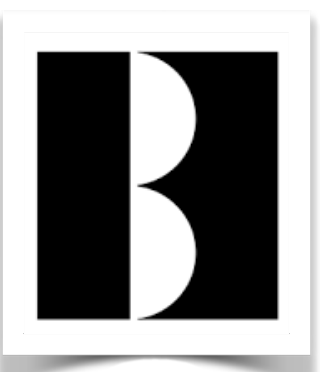3:20 PM - 3:40 PM   Autofill 1

3:40 PM - 4:00 PM   Autofill 1

4:00 PM - 4:20 PM   Autofill 1

4:20 PM - 4:40 PM   Autofill 1

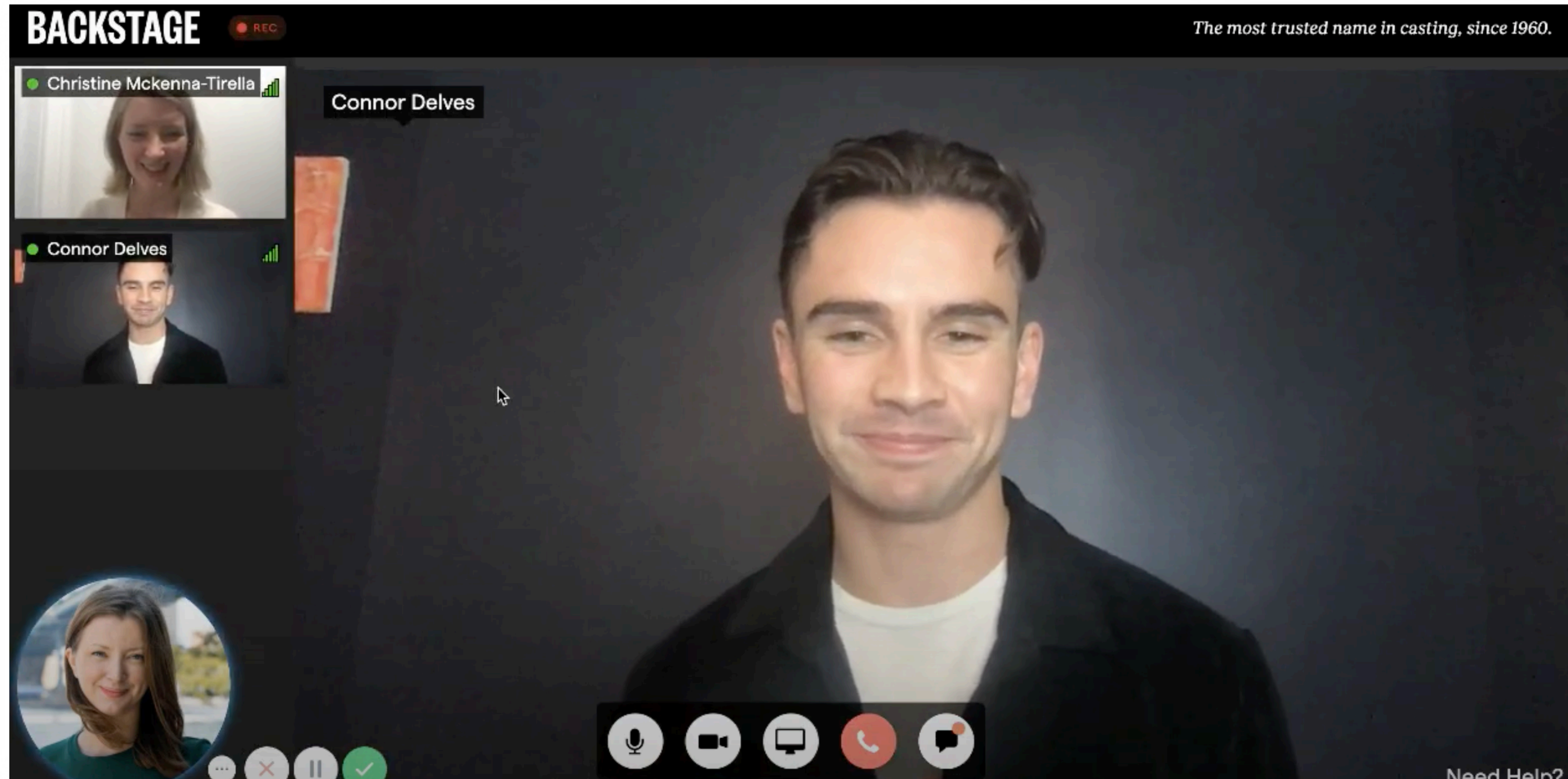4:40 PM - 5:00 PM   Autofill 1

5:00 PM - 5:20 PM   ✓ 1/1   Unschedule All
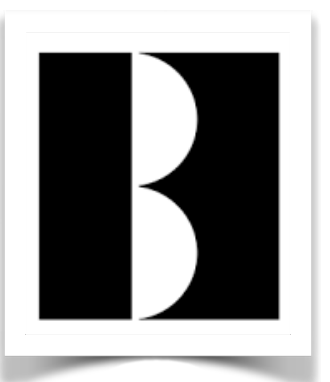
Franklin Temple
Captain

Virtual Auditions

The audition room automatically records for you and will be available 30 minutes after the audition time in the talent's profile.

Like Zoom, you have the option to turn off/on your microphone and camera, share your screen, or chat with the actor!

Additional Resources

Getting Started on Backstage: https://www.backstage.com/film-video-and-tv-casting/

Sign Up Link for Crew Profile: www.backstage.com/crew-production-jobs
- Questions about crew? Email Jenn Zilioli, Backstage Crew Specialist at jenn.zilioli@backstage.com

Backstage Casting Tips: https://www.backstage.com/magazine/article/mistakes-to-avoid-when-casting-your-project-68546/

SAG Covid Safety Guidelines: https://www.sagaftra.org/files/sa_documents/ProductionSafetyGuidelines_June2020EditedP.pdf

Cast Your Project Today!

PROMO CODE: **CALARTSCAST**

Join our Student Filmmaker Office Hours every Tuesday at 11am PST. Get casting help, demos of the site tools, and more!
https://backstage.zoom.us/j/86842171638

Christina Kleppinger
Casting Specialist
christina.kleppinger@backstage.com

BACKSTAGE

2022