UPP / TALENT AND CASTING

Callback scheduling form

Coordinate a callback with a clear appointment status, preparation instructions, availability response, and follow-up owner.

Complete the PDF fields, then save and reopen to check your entries. Use a referenced attachment if you need more room.

Appointment

Production role and performer
[Project, role, performer or casting reference, and representative contact]

Callback appointment status
[Proposed or confirmed audition appointment; date, time, time zone, and expected duration]

Location and arrival
[Venue or secure meeting reference, access instructions, and arrival contact]

Preparation and support

Material and activity
[Current sides/version, requested preparation, and expected callback activity]

Compensation and expenses
[Applicable audition pay/expense terms or agreement reference, reviewed by the responsible team]

Support and change contact
[Private contact for access arrangements, alternatives, or scheduling changes]

Response and follow-up

This form coordinates an audition appointment. It does not promise a role, authorize recording, or book production services. Confirm an engagement through the appropriate signed agreement.

Performer or representative response
[Available, conflict, or needs discussion; response date and contact]

Production availability
[Proposed service dates and known conflicts; no exclusive hold is created]

Next step
[Follow-up owner, decision timing, and separate recording-consent reference if needed]

Scheduling record only. A callback appointment or availability response does not book production services or create an exclusive hold.