

MONOLOGUE AUDITION PREPARATION CHECKLIST

A practical step-by-step guide to choosing material, analysing the script, rehearsing with purpose, and arriving prepared.

Prepare thoughtfully. Perform truthfully. Stay audition-aware.

HOW TO USE THIS CHECKLIST

Work through each stage before your audition. Tick the boxes as you complete them. Adapt the process to the casting brief, script, and time available. This checklist supports preparation; it cannot guarantee a role.

Audition / Project: _____

Date: _____

Character: _____

Required length: _____

01 | Choose the Right Monologue

- ☐ Read the audition brief and confirm the required genre, length, language, and format.
- ☐ Choose material that fits the character, production style, and your current skill level.
- ☐ Check that the piece has a clear situation, objective, and progression.
- ☐ Confirm any restrictions on published, original, classical, or contemporary material.
- ☐ Avoid material that depends on context you cannot communicate within the allotted time.

Selection reminder: suitability and clarity matter more than choosing a famous or showy speech.

02 | Analyse the Script

- ☐ Read the entire play or scene when available—not only the selected speech.
- ☐ Identify who the character is speaking to and what has just happened.
- ☐ Write the character's immediate objective in one clear sentence.
- ☐ Identify obstacles, stakes, relationships, and changes in the character's thinking.
- ☐ Mark important shifts, discoveries, questions, and moments of decision.

- ☐ Look for subtext: what the character means but does not say directly.

03 | Build a Clear Performance

- ☐ Divide the speech into thought units or beats.
- ☐ Give each beat an active intention rather than one general emotion.
- ☐ Choose a specific listener or focus point where appropriate.
- ☐ Keep gestures and movement purposeful and connected to the scene.
- ☐ Let emotional responses emerge from the circumstances instead of forcing them.
- ☐ Make the opening and ending clear, specific, and grounded.

04 | Memorisation and Rehearsal

- ☐ Learn the meaning and sequence of thoughts—not just the sound of the words.
- ☐ Practise in short sections, then connect the sections together.
- ☐ Rehearse aloud and gradually reduce reliance on the script.
- ☐ Run the full piece without stopping to identify weak transitions.
- ☐ Practise at the required duration and leave room for natural pauses.
- ☐ Record a rehearsal when useful and review it for clarity, pace, and distracting habits.

If you lose a line, recover the character's thought and intention rather than rushing.

05 | Voice, Breath, and Movement

- ☐ Warm up gently and avoid straining your voice.
- ☐ Breathe comfortably and support clear, audible speech.
- ☐ Articulate words without making the delivery unnatural.
- ☐ Vary pace and pauses according to the character's thoughts.
- ☐ Check posture, balance, facial tension, and unnecessary movement.
- ☐ Keep any accent or vocal choice consistent and understandable.

06 | In-Person Audition Checklist

- ☐ Confirm the address, arrival time, contact person, and audition instructions.
- ☐ Prepare the requested script, sides, resume, or other materials.
- ☐ Wear comfortable clothing appropriate to the brief; avoid distracting choices.
- ☐ Arrive with enough time to settle and warm up.
- ☐ Listen to directions, accept adjustments, and ask for clarification when needed.
- ☐ Thank the panel professionally and follow any stated next steps.

07 | Self-Tape Checklist

- ☐ Read the submission rules for framing, orientation, file type, naming, and deadline.
- ☐ Use a quiet space, a simple background, and even lighting where possible.
- ☐ Check that your face is visible and your voice is clear.
- ☐ Position the camera at a suitable eye level and follow the requested framing.
- ☐ Use an off-camera reader if permitted and keep their voice balanced.
- ☐ Review the complete recording before submitting and confirm the file plays correctly.

08 | Audition-Day Mindset

- ☐ Set a realistic goal: communicate the character's circumstances and objective.
- ☐ Take a few comfortable, steady breaths before starting.
- ☐ Focus on listening, responding, and telling the story—not on appearing perfect.
- ☐ Treat direction as information that can help you explore a new choice.
- ☐ Remember that casting decisions depend on many factors beyond one performance.
- ☐ Afterward, note one strength and one useful lesson for next time.

09 | Safety and Professional Awareness

- ☐ Check that the casting notice and contact details are credible.
- ☐ Be cautious of promises of guaranteed roles in exchange for payment.
- ☐ Clarify unusual fees, requests for sensitive information, or unexpected changes.
- ☐ Do not attend an uncomfortable or isolated meeting without appropriate safeguards.
- ☐ For under-18 performers, involve a trusted adult in reviewing opportunities and arrangements.
- ☐ Keep copies of submissions and communicate through appropriate, verifiable channels.

Safety first: pause, ask questions, or decline an opportunity that feels unsafe or inappropriate.

FINAL READINESS CHECK

- ☐ I understand the character's objective and circumstances.
- ☐ I can perform the piece within the required time.
- ☐ My words are clear, and my movement supports the scene.
- ☐ I have checked the audition instructions and prepared the required materials.
- ☐ I know how to submit safely and where to find official contact information.

One final intention for this performance: _____

About CastingHubs

CastingHubs shares educational resources about acting, auditions, and casting awareness. This checklist is for general educational use and does not guarantee employment, representation, or selection for a role. Follow each audition's specific instructions and verify opportunities independently.

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