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Casting breakdown template

A short, honest description of each role, written so an actor can decide in a minute whether to apply.

A starting template, not legal advice. Check it suits your production, and take advice for anything unusual.

A breakdown lets the right people say yes or no without reading the whole script. Send it through one route, with one closing date. It is not a contract, so describe what is on offer rather than promise it.

1. Production and route

Production title	*[Title, and whether it is a short, feature or series]*
Production company	*[Legal name of the company]*
Director	*[Name]*
Casting contact	*[Name, email and phone]*
Shoot dates and location	*[Overall dates, and the location or studio]*
Closing date	*[One date for every role]*
Where tapes or emails go	*[The route: through the agent, or a casting address]*

2. Roles

One card for each role. List the main roles first, in the order they appear in the script. Add agent details, a preferred credited name or wardrobe measurements only where they apply.

Role 1

Role name, as in the script	*[e.g. Ward sister]*
Credited name, if different	*[Leave blank if the same]*
Age range	*[Give a range, such as late 40s to mid 50s]*
Description	*[What the character wants, how they behave with others, and anything physical that matters]*
Scenes and lines	*[Number of scenes, and whether the role has lines]*
Days and dates	*[Which days, and whether one day or several]*
Location	*[Studio or location, and the nearest town]*
Pay and expenses	*[The day rate, or a plain statement that pay is to be agreed before any offer]*

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Role 2

Role name, as in the script	*[e.g. Ward sister]*
Credited name, if different	*[Leave blank if the same]*
Age range	*[Give a range, such as late 40s to mid 50s]*
Description	*[What the character wants, how they behave with others, and anything physical that matters]*
Scenes and lines	*[Number of scenes, and whether the role has lines]*
Days and dates	*[Which days, and whether one day or several]*
Location	*[Studio or location, and the nearest town]*
Pay and expenses	*[The day rate, or a plain statement that pay is to be agreed before any offer]*

Role 3

Role name, as in the script	*[e.g. Ward sister]*
Credited name, if different	*[Leave blank if the same]*
Age range	*[Give a range, such as late 40s to mid 50s]*
Description	*[What the character wants, how they behave with others, and anything physical that matters]*
Scenes and lines	*[Number of scenes, and whether the role has lines]*
Days and dates	*[Which days, and whether one day or several]*
Location	*[Studio or location, and the nearest town]*
Pay and expenses	*[The day rate, or a plain statement that pay is to be agreed before any offer]*

3. Worked example

A two-day short film with one role, 'ward sister'.

Age range: late 40s to mid 50s. No fixed age, because the story does not depend on one.

Description: calm and exact, under pressure, does not raise her voice. Speaks in two scenes, does not appear in the stunt scenes.

Dates and location: one studio day in the second half of December 2026, one location day close by.

Pay: a day rate, stated in the breakdown, with expenses covered for travel.

Closing date and route: 30 November 2026, by self-tape through the agent, or by email to the casting address.

4. How to fill it in

1. List the roles in the order they appear in the script, with the main roles first.
2. Use the name from the script, and add the credited name if it differs.
3. Write an age range, not a single age. Say when the story fixes the age, and why.
4. Describe the character in two or three lines: what they want, how they behave with others, and anything physical, such as a stunt or a costume worn on the day.

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5. Give the number of scenes and say whether the role has lines.
6. Add the shoot dates, the location, and whether the role is needed for one day or several.
7. State the pay and expenses, or say plainly that pay is to be agreed.
8. Give one closing date and one contact route, and say where tapes or emails should go.

5. Common mistakes

- Giving one age, which rules out people for no good reason.
- Describing how the actor should look rather than what the character wants and does.
- Leaving out the dates and location. Actors need both to say yes.
- Leaving out pay, or putting it in an attachment that nobody opens.
- Pasting whole scenes of dialogue. Share only the scenes that matter for the role.

Related reading

Actors who are asked for a self-tape need clear instructions. The breakdown is the basis for the call, and StudioBinder's cast list template is a useful checklist of further columns.

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