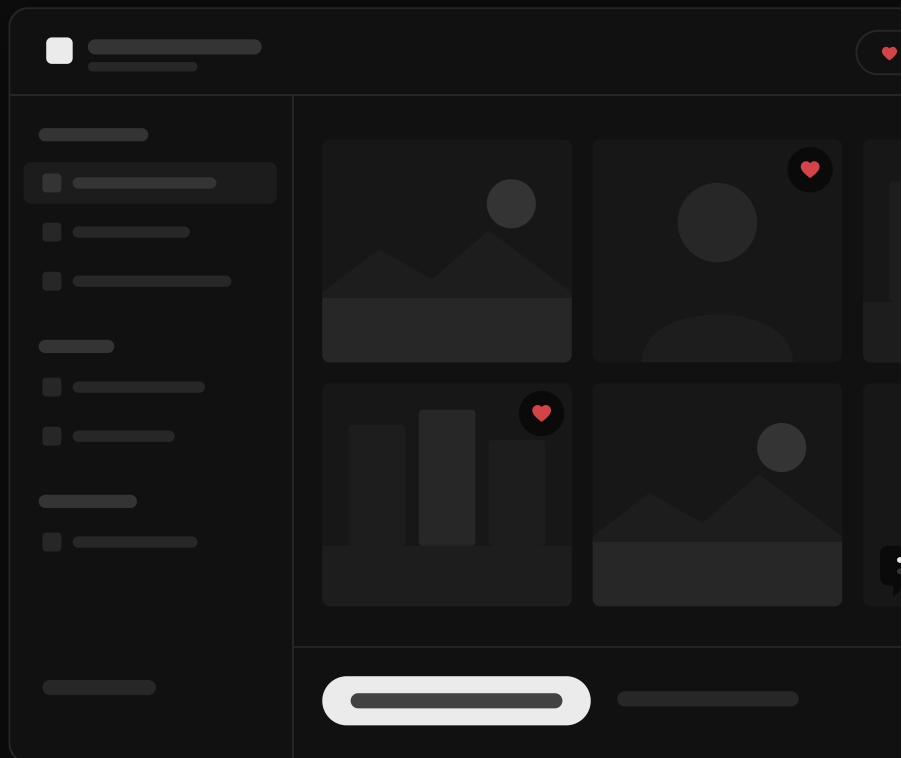


Casting sessions, end to end

Roles, people, headshots and self-tapes. A blind first round, time-coded notes on tapes, callbacks, and a report for each audience.



GUIDE 04 · WORKFLOW

Casting sessions, end to end

Casting is personal data about people who did not sign up to anything. PrePro Selects's casting portal leans private by default: downloads off for clients, a per-viewer watermark on every tape, votes hidden until each person has voted, and the material deleted ninety days after wrap. This guide is the workflow on top of that.

SET UP

One role per section, one person per folder. Talent cards from a spreadsheet.

SESSION

Headshots and tapes. A watchable copy of each tape within a minute.

DECIDE

A blind first round, first choices per role, time-coded comments, callbacks.

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THE WORDS

A **section is a role** (Mum, Dad, Barista). A **folder is a person**. The **card** is the talent card: playing age, height, languages, availability, conflicts, fee, buyout, agency, agent. **Status** is where each person stands: Consider, Hold, Callback, Pencil, Book, Release.

1 Set the session up

- 1 **New project → Casting.** Name, client, **wrap date** and **retention**. Casting material is deleted automatically after the retention period (90 days after wrap by default). Say so to the agencies; it is a reason to send you tapes.
- 2 **Roles as sections. Photos & tapes → New category:** Mum, Dad, Grandma, Barista.
- 3 **People from a spreadsheet. Talent → Template →** fill one row per person → **Import spreadsheet.** Folders and cards are created together. Tick **minor** for anyone under age: their folder is hidden from every login not explicitly cleared to see minors.

Talent

One card per person. Import the agent's list, set status as the job moves, and choose who sees fees and contacts.

IMPORT SPREADSHEET TEMPLATE **WHO SEES WHAT**

Search talent All roles

NAME	ROLE	STATUS	KEY FACTS	VOTES	
 Ana García ANA	Mum	Callback	age 32-38 · 168 cm · Agencia Uno	✓3 ?0 ✕0	EDIT CARD
 Laura Pérez LAURA	Mum	Consider	age 35-42 · 172 cm · Kasting BCN	✓0 ?0 ✕1	EDIT CARD
 Irene Vidal IRENE	Mum	Hold	age 30-36 · 165 cm · Agencia Uno	✓1 ?1 ✕0	EDIT CARD
 Claudia Roig CLAUDIA	Mum	Consider	age 34-40 · 170 cm · Talents Madrid	✓1 ?1 ✕0	EDIT CARD
 Marta Soler MARTA	Mum	Release	age 31-37 · 167 cm · Kasting BCN	✓0 ?0 ✕0	EDIT CARD
 Marc Serra MARC	Dad	Pencil	age 38-45 · 183 cm · Talents Madrid	✓2 ?1 ✕0	EDIT CARD

HELP

Talent: one row per person, status, the Recommend tick, Edit card.

- 4 **Check Who sees what.** The brand client sees name, playing age, height, languages, availability. The agency and the director also see conflicts and the talent agency. Only you and the producer see fee, buyout, the agent's contact and your private notes.

Who sees what on this project

Unticked fields never leave the server for that audience. You and your team always see everything. Use Preview as... to check.

	CASTING	PRODUCER	DIRECTOR	AGENCY
Name	☒	☒	☒	☒
Playing age	☒	☒	☒	☒
Height (cm)	☒	☒	☒	☒
Languages	☒	☒	☒	☒
Based in	☒	☒	☒	☒
Availability (shoot & fitting)	☒	☒	☒	☒
Conflicts	☒	☒	☒	☒
Fee	☒	☒	☐	☐

CANCEL

SAVE

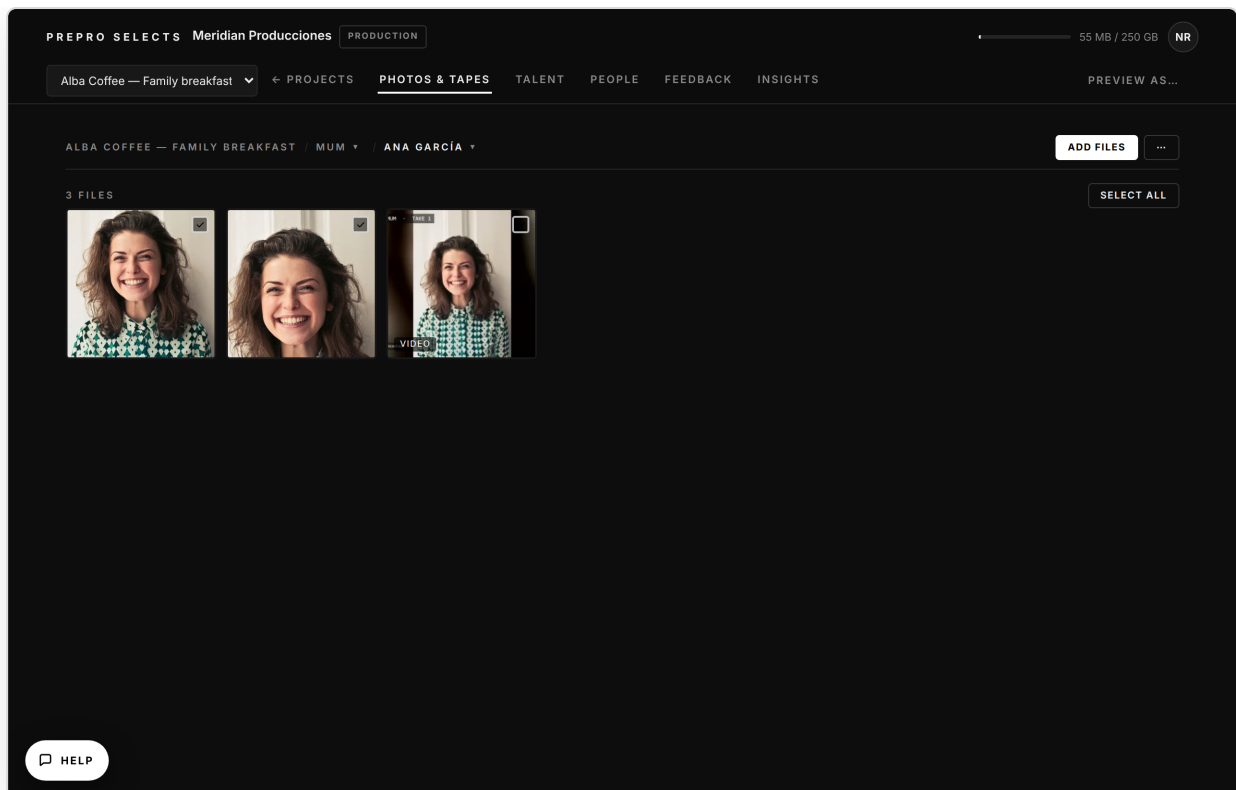
Who sees what on a casting: fee and agent contact never reach the brand.

THE TALENT SPREADSHEET

COLUMN	EXAMPLE	WHO SEES IT
role	Mum	everyone
name	Ana García	everyone
playing_age · height_cm	32–38 · 168	everyone
languages · based_in	ES, CA, EN · Barcelona	everyone
availability	Free 20–30 Oct	everyone
conflicts	Coffee brand (DE) until Dec	agency, director, producer
agency	Agencia Uno	agency, director, producer
fee · buyout	€1,200/day · Online 1 yr EU	producer only
agent_contact	maria@agenciauno.example	producer only
private_notes	(casting director only)	you only
is_minor	no	hides the person from uncleared logins
status	consider · hold · callback · pencil · book · release	staff

2 Headshots and tapes

- 1 **Drop a whole role at once.** Name files after the person (`ana-garcia_headshot1.jpg` , `ana-garcia_selftape.mp4`) and drop them on the role: each file lands in the right person's folder.

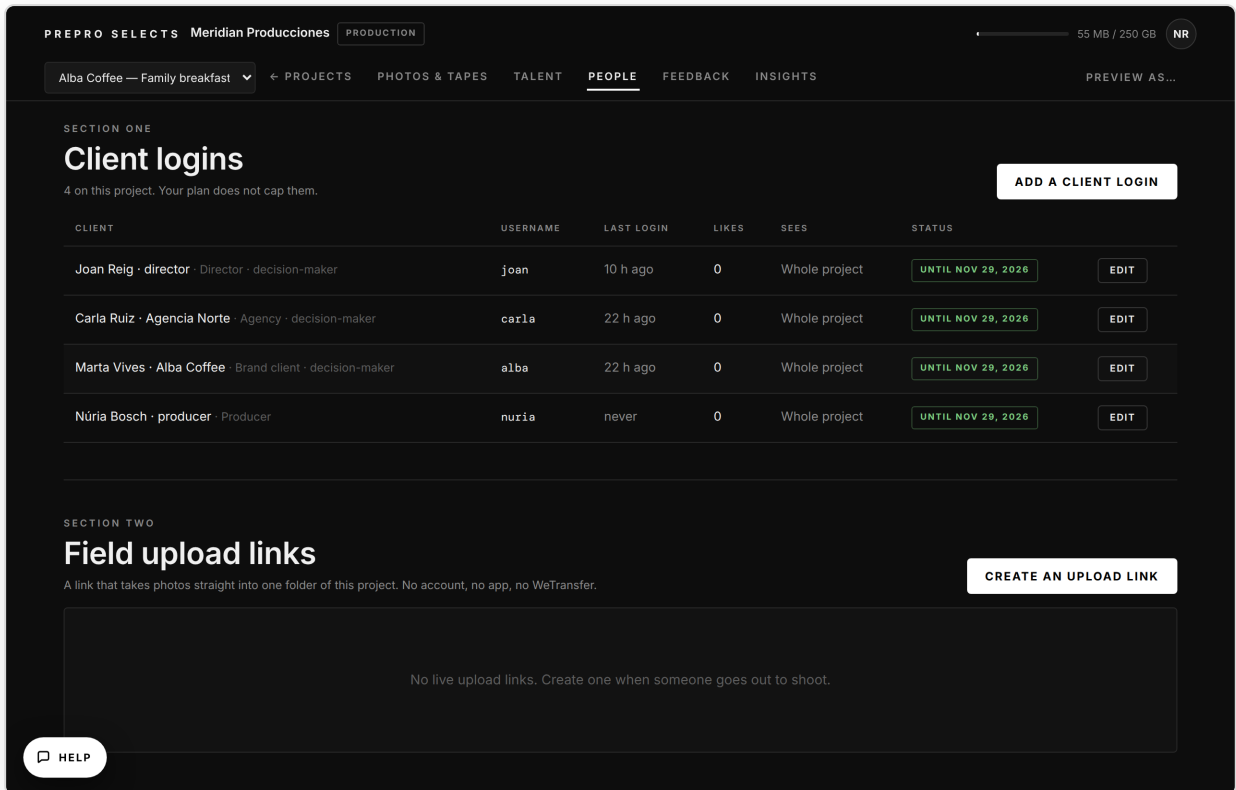


A person's folder: headshots and the tape, with its poster frame.

- 2 **Tapes are watchable within a minute.** The browser makes a 720p copy of each tape and sends it first; the original follows and lands on the same item, so a star or a comment made on the copy stays attached. Audio is never re-encoded.
- 3 **Statuses.** In **Talent**, set **Hold**, **Callback**, **Pencil**, **Book** or **Release** per person as the session moves. The status is yours; clients see votes, not statuses.

3 The people who decide

- 1 **One login per company, and who they are. Director, agency, brand client, producer, casting associate.** The audience decides what each login sees on the cards. Tick **decision-maker** on the login whose vote settles the role.

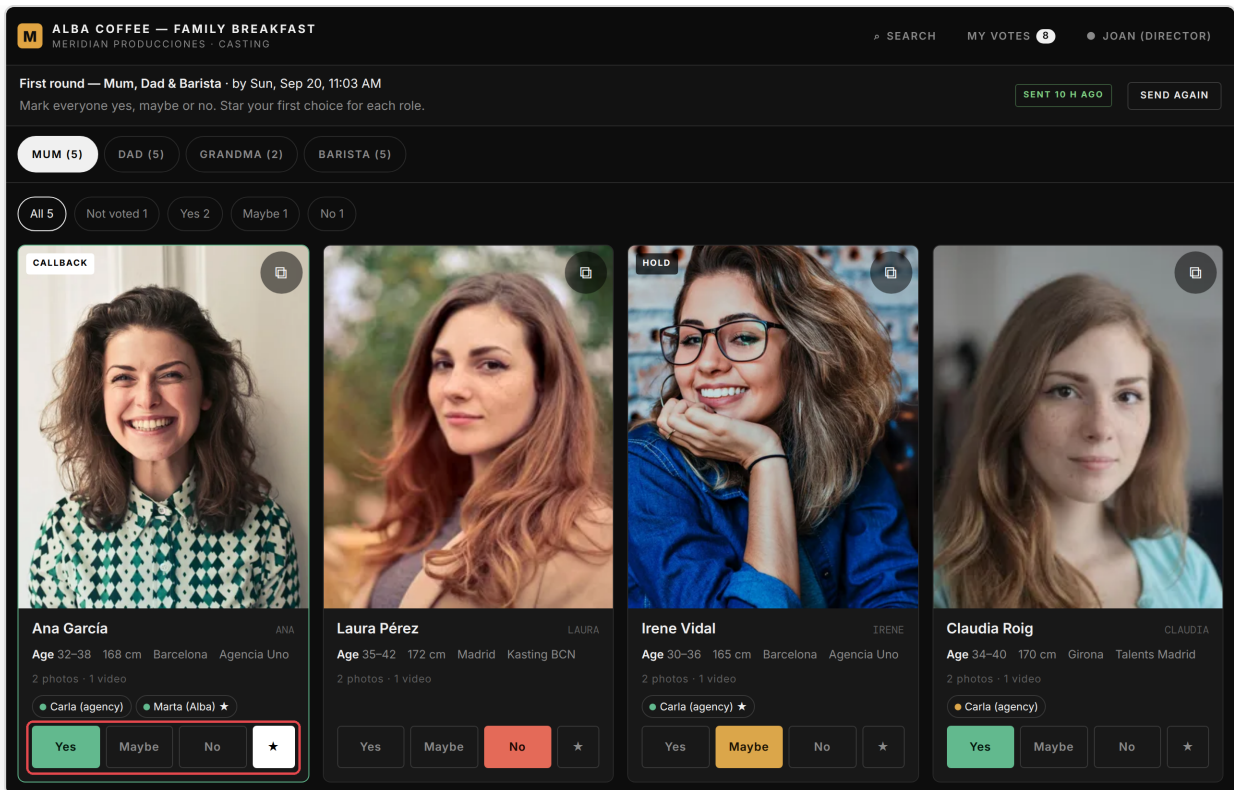


Client logins on a casting project.

- 2 **Minors.** Tick **May see minors** only on the logins that must see them. Nobody else can find those folders, even by search.
- 3 **Downloads and watermark.** Clients cannot download on a casting unless you tick **Can download**. Every tape and headshot carries the viewer's name and the project as a watermark (Production plan and up).
- 4 **Each person names themselves.** A shared agency login asks "Who is looking?" once per device. Every vote and comment carries that name, and a second device can never erase what the first one wrote.

4 The blind first round

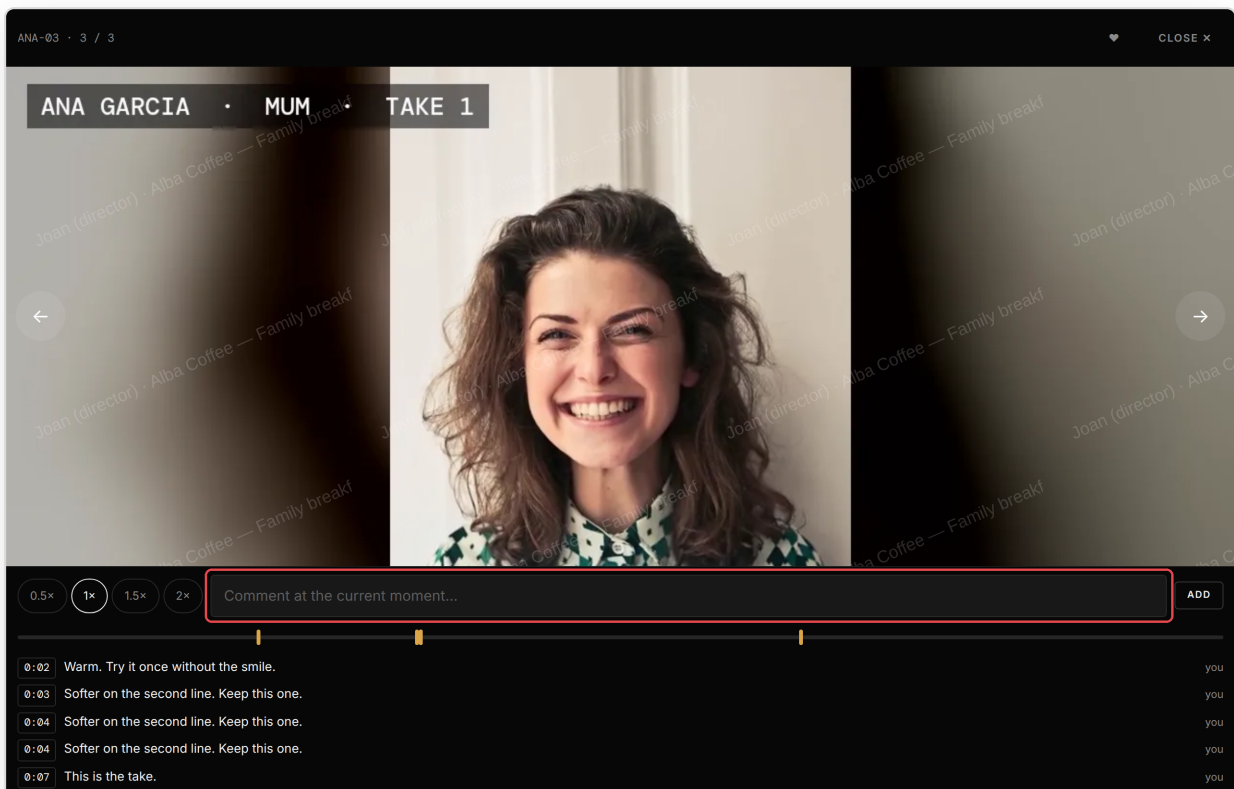
- 1 **Open the round blind.** Feedback → Open a round, tick **blind**: nobody sees anyone else's votes until they have sent their own. The message says what you need: "Yes, maybe or no on everyone. Star your first choice for each role."
- 2 **Votes and first choices.** Yes / Maybe / No per person, ★ for first choice per role.



The casting gallery as the director sees it: the blind round banner, votes per person.

3

Comments on the tape, at the second they mean. Open a tape, play, type: the comment is pinned to that moment and everyone with access sees it on the scrub bar. "0:07 — this is the take."



A self-tape with time-coded comments; the viewer's name is the watermark.

4

Send selection. The banner's button closes that person's round. The tracker shows who has opened, who is voting, who has sent.

5 Callbacks and the report

- 1 **Where each person stands. Feedback:** votes per person, first choices, comments, who has not answered. Move the callbacks to **Callback** in Talent; **Release** the rest so agencies can be told.

The screenshot shows the 'Feedback' section of the PREPRO SELECTS interface. At the top, there's a navigation bar with 'PREPRO SELECTS Meridian Producciones' and a 'PRODUCTION' tab. Below it, a dropdown menu shows 'Alba Coffee — Family breakfast'. The main navigation includes 'PROJECTS', 'PHOTOS & TAPES', 'TALENT', 'PEOPLE', 'FEEDBACK' (active), and 'INSIGHTS'. A 'PREVIEW AS...' button is on the right. The 'Feedback' title is followed by a subtitle 'Rounds, votes per person and the casting report.' and a 'TELL CLIENTS ABOUT NEW TALENT' button. Under 'Rounds', there's an 'OPEN A ROUND' button and a description: 'A round asks for a decision by a date. Blind rounds hide other people's votes until each person sends theirs.' A specific round is highlighted: 'Round 1 — First round — Mum, Dad & Barista', with details 'Open · due Sep 20, 2026, 11:03 AM · blind · 1 sent' and buttons 'WHO HAS RESPONDED' and 'CLOSE'. The main section, 'Where each person stands', contains a table with columns: NAME, ROLE, STATUS, VOTES, and YES / MAYBE / NO. The table lists five people: Joel Riba (Barista, Pencil, 1/0/0), Alex Torres (Barista, Callback, 2/1/0), Julia Mas (Barista, Hold, 0/1/0), Nil Costa (Barista, Consider, 1/0/0), and Aina Bosch (Barista, Consider, 0/0/0). A 'HELP' button is visible on the left.

NAME	ROLE	STATUS	VOTES	YES / MAYBE / NO
Joel Riba JOEL	Barista	Pencil		1 / 0 / 0
Álex Torres ALEX	Barista	Callback		2 / 1 / 0
Júlia Mas JULIA	Barista	Hold		0 / 1 / 0
Nil Costa NIL	Barista	Consider		1 / 0 / 0
Aina Bosch AINA	Barista	Consider		0 / 0 / 0

Where each person stands: votes, first choices and status per role.

- 2 **Tell everyone something new is up. Tell clients about new talent** after a second session; one message, everyone with an address.
- 3 **The casting report. Casting report (PDF), prepared for** the brand, the agency or the director, filtered by section. Each copy carries only the fields that audience may see. **Excel with photos** for the office: summary with thumbnails, votes, comments, cards, submissions, download log.

AFTER WRAP

Material is deleted automatically after the retention period. Export the report and the Excel before wrap if you need a record; the report is yours, the tapes are not.

6 Models

THE ROUND MESSAGE (BLIND)

First round – Mum, Dad & Barista

Mark everyone yes, maybe or no. Star your first choice for each role.
You will not see the others' votes until you have sent yours.
Comments on a tape: play it and type at the moment you mean.
Send selection when you are done. Closes Thursday 18:00.

LOGIN MESSAGE FOR AN AGENCY PRODUCER

Hi Carla – the Alba Coffee casting is up.

Open: <https://preproselects.com/g/meridian/alba-coffee-family-breakfast>
Username: carla
Password: (as generated)

Type your first name when asked, so your votes carry your name.
Tapes play in the browser. Nothing to download, nothing to install.

Checklist: before the client gets the login

- ☐ Every person has a card, at least one headshot and the tape
- ☐ Minors ticked, and only the right logins may see them
- ☐ Who sees what checked for the brand client: no fee, no agent contact
- ☐ Downloads off unless agreed; watermark on
- ☐ Round opened blind, with a deadline
- ☐ Preview as... director opened once, tape plays with sound

PrePro Selects · preproselects.com · hello@scout-lane.com. Screens show a demonstration workspace; companies and people are fictional, photography is stock, tapes are stand-ins. Guide 04 · v1.0 · September 2026.