

Writer Table Read Checklist

This checklist is designed around a three-week preparation timetable, which we've found to be the minimum time necessary to do it right. While shorter timelines might be accommodated, you'll need to contact N.U.F. with a completed form before we can commit to a timeline.

The links at the end of this checklist will help you a lot, especially if this is your first table read.

PRIOR TO BOOKING THE TABLE READ

- Make sure your screenplay is in the correct format, has been spell/grammar checked, is between (90 - 120 for features) and (30 to 50 for pilots), is in English, and exported to PDF.
- Assess your needs:
Need a director? Want assistance casting? Is publicity outside your comfort zone? What about rehearsal times? Decide these things before your initial Zoom meeting with N.U.F. or be prepared to discuss these topics.
- Submit your request for a table read with a selection of **2** Sunday dates for your table read a minimum of 3 weeks before your chosen dates, including time (no earlier than 8 am EST or later than 6 pm EST.). Please include page count, genre, number of cast, and as many other details as possible. You will then be contact by N.U.F. to set your first meeting.

3 WEEKS PRIOR TO YOUR TABLE READ

- Finalize the script and export it to PDF.
- Make a list of all characters
Include ages, ethnicities, anything you think will be needed for casting. If you use Final Draft, there are reports to help with this.
- Find your cast
Social Media is a great way to find actors. Put out the word and cast key characters first. If you have a lot of smaller roles, ask your actors if they'll read multiple parts. If you need assistance, please contact N.U.F. asap.
- If you want a director, find them early
- Make arrangements for at least one full cast rehearsal. You can either do a full read through or selected scenes or just talk about the characters, your choice. Rehearsals should not be longer than 2 hours.

2 WEEKS PRIOR TO YOUR TABLE READ

- Finish casting.
- Send the finalized script to all cast, including your narrator (the one reading the scene headers and action lines).
- Have many conversations with your cast about their characters.
- Create promotional materials, even if it's just a series of tweets. Assistance is available. Start tweeting early to generate interest and build an audience.
- Start sending out the promos and taking names for the guest list. Guests can register through the website or through you, but if you have your own list, please make sure it is sent to N.U.F. before the date of the table read.

1 WEEK PRIOR TO YOUR TABLE READ

- Have rehearsal if needed **and** booked.
- Promote your table read at least twice a day to build an audience.
- Ensure you have the Zoom link for the table read, if you haven't received it by the Friday before, contact N.U.F. asap.
- Make sure you have a place to post the recorded table read after the table read, ie; YouTube.

THE DAY OF YOUR TABLE READ

- Arrive at the Zoom room at least 30 minutes early for sound/video checks, to speak with cast, etc..
- Have fun! And enjoy the moments.

SEE LINKS BELOW



LINKS

Screenwriting programs (to help with formatting, etc.)

www.celtx.com (PC/Mac)

www.fadein.com (PC/Mac)

www.trelby.com (PC/Mac)

www.writerduet.com (PC/Mac)

www.finaldraft.com (PC/Mac)

www.moviemagic.com (Mac only)

Posters

www.canva.com

www.crello.com

www.befunky.com

Videos

studio.youtube.com

www.openshot.org

www.wevideo.com