

**one on one**

## **CASTING DATABASE**

*Find Pre-screened Talent*

\*

*View Headshots, Resumes, Reels  
and more with just one click*

\*

*Schedule Your Auditions Online*

*...and more!*

# TABLE OF CONTENTS

---

<b>Casting Database</b>	
Pre-Screened Actors	
Getting Started	1
Industry Home Page	
My Projects	
Create a New Project	2
Post Your Casting	
Add a Role	
Role Box	3
Search	
Search Results	
View an Actor's Webpage	4
Favorites & 3-2-1 Ranking	
Selected Actors	
Add Sides	5
Create an Audition	
Audition	
Previewing your Audition	6
Contacting Actors	
Messaging Actors	
Send an Audition Invite	7
My Inbox: Sent & Recieved	
Responding Actors	
Corresponding with Agents & Managers	8
Quick Search Feature	
A Look At Our Space	9
Independent Filmmakers Special Rate	10

# Casting Database

## Our Pre-Screened Actors

All of our actors are screened by working theater directors for training, professionalism, and demeanor. We accept only the top talent at One on One.

A grid of eight actor profiles, each featuring a headshot and a name. Below each name are the words 'Select', '3', '2', '1', and 'Note' in a row. The actors shown are: Tiffany Engen, Autumn Potter, Jen Ponton, Valerie Lonigro, Julia Bray, Tracy Weller, Shelley Virginia, and Leah Loftin. Some profiles include a small star icon and a representative name like 'Talent Representatives, Inc.' or 'Bret Adams, Ltd'.

## Get Started in Four Easy Steps!

1. Log on to [www.oneonenyc.com](http://www.oneonenyc.com)
2. Click "Industry Login" at the top right.
3. Enter your login information.
4. If you need to register as an industry member click the link "**click here**". Fill out Talent Search Submission Form and click submit.

### Industry Login

Welcome, Please Sign In

Sign in below if you're an approved industry member.

E-Mail Address:

Password:

Password forgotten? [Click here.](#)

\*To become an Industry Member please [click here](#) to request an username/password.

### Submission Form for Talent Search

Name of Company or Individual

Contact email

Phone

Bio

IMDB Link

Website

Are you currently casting a project? Yes  No

Have you used our Casting Database before? Yes  No

The information will be submitted for approval. If approved, you will hear back from a representative within 48 hours Mon-Fri.

## Industry Home Page

Welcome to your Industry Home Page. You will be able to access everything you need directly from the home page. There is also a top navigation bar that can direct you wherever you need to go, no matter what page you're on.

The screenshot shows the One on One website home page. At the top is the logo 'one on one' with the tagline 'WHERE TALENT MEETS OPPORTUNITY'. Below the logo is a navigation bar with links: HOME, MY PROJECTS, CREATE NEW PROJECT, CASTING STUDIOS, MY CLASSES, MY INBOX, and LOG OUT. The main content area features six tiles: 'My Projects' (with a person icon), 'Create a New Project' (with a 'NOTE' icon), 'Casting Studios' (with a clapperboard icon), 'My Classes' (with a laptop icon), 'My Inbox' (with an envelope icon), and 'My Contact Info' (with a folder icon). A 'Casting Instructions' section is at the bottom with a 'Click HERE' link. A sidebar on the right has a 'In the spotlight...' section featuring a photo of Stefano Da Fre and text about his representation. The footer contains the address: 'One on One NYC - 34 West 27th Street, 11th Floor - New York, NY 10001 - 212.691.6000 info@oneonenyc.com' and a copyright notice.

# Casting Database

## My Projects

-Click "My Projects" from the home page or from the navigation bar to see a list of your current projects.

-To view archived projects, click "View Archives" on the upper right corner. To archive a project, click "Archive" and to unArchive a project click "unArchive".



DATE	PROJECT	PRODUCER	
1/27/12 2:32 PM	QUICK SEARCH TODAY		Archive
1/27/12 11:43 AM	THE RETREAT	Oneca Hitchman	Archive
1/28/12 11:27 AM	THE RETREAT	Emi Soekawa	Archive
1/25/12 3:53 PM	PROJECT Z-MAN	PRODUCER LADY	Archive

View Archives

## Create A New Project

-Click "Create a New Project" from the home page or from the navigation bar and fill out the form on the following page.

-Once you finished filling out the project information click "Save".



## Post Your Casting

-Once you have created a New Project, you may post it as a public Casting Notice by checking the box for "Post Your Casting".

-If you make your project public, you will be able to view One on One Actor submissions for each role in the corresponding role box, under the heading "Responding Actors".

RESPONDING ACTORS


Open

# Casting Database

## Add a Role

-To add a role, click "ADD A ROLE. Fill out the role name and breakdown. Then click "Save."

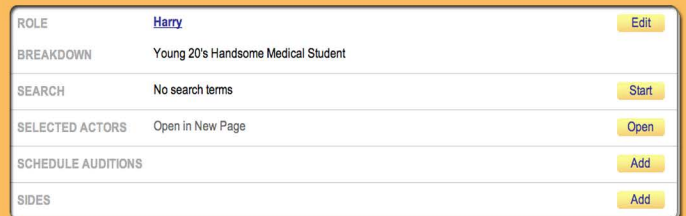
-To add additional roles, proceed to follow the same steps as above.



## Role Box

-Once the role is saved, a set of new options will appear:

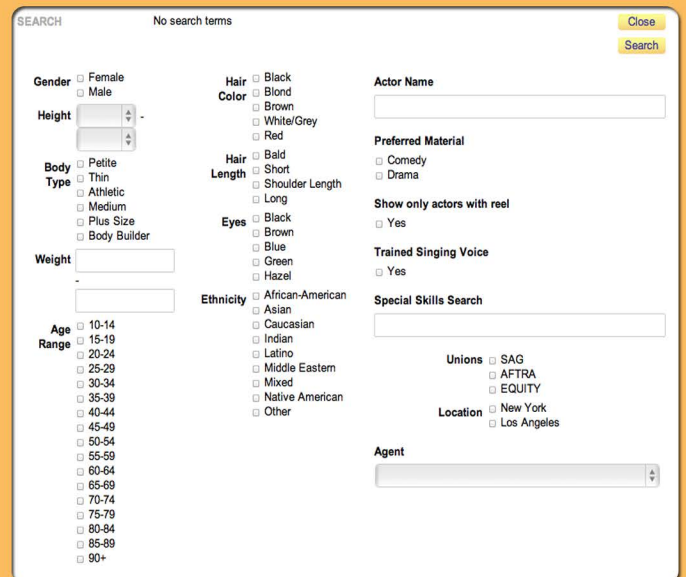
SEARCH  
SELECTED ACTORS,  
SCHEDULE AUDITIONS  
SIDES



-You can edit these rows by clicking the "Open", "Add" or "Start" box on the right side.

## Search

-Click "Start" on the row titled "Search". Enter your search criteria for the role. Then click "Search."

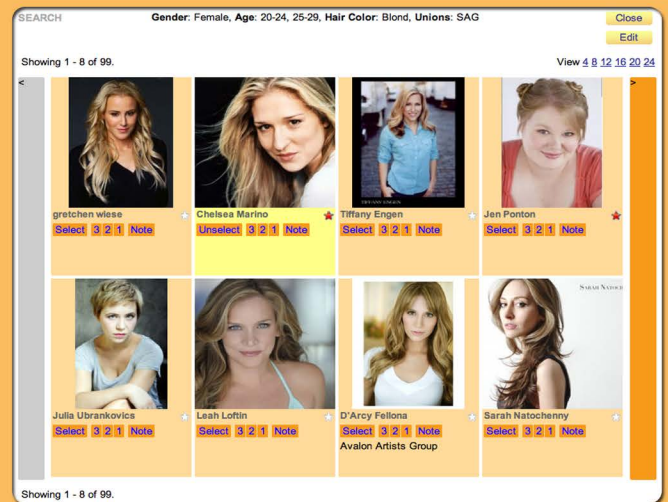


# Casting Database

## Search Results

-Click "Select" on an individual actor to add them to your "SELECTED ACTORS".

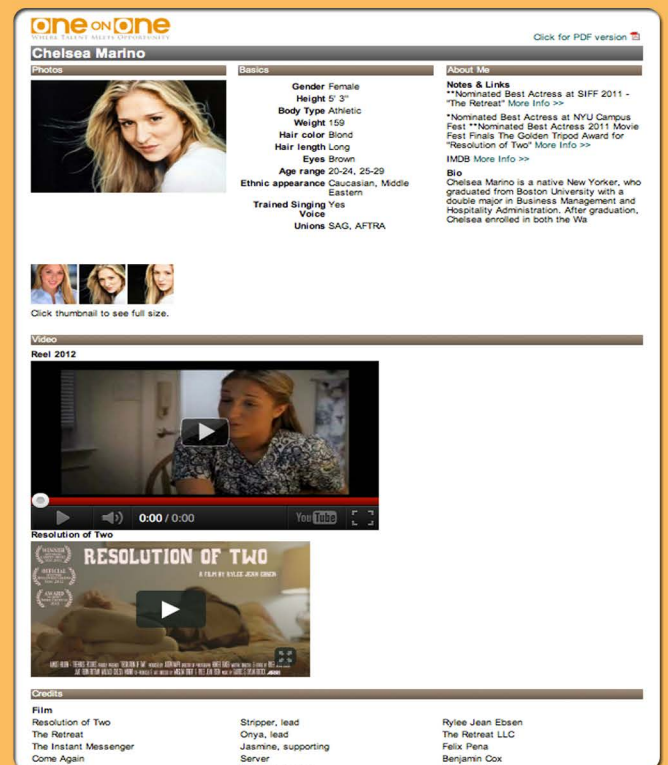
-You can view your search results in increments of 4-8-12-16-20-24.



## View an Actor's Webpage

-To view an Actor's Webpage, click on either the name or headshot icon to open up a new html page of the Actor's Webpage.

-The Actor's Webpage is a public url which could be sent or viewed to anyone interested in viewing the actors profile.



## Favorites & 3-2-1 Ranking

-You can rank each actor with our 3-2-1 ranking system and can message actors based on these rankings.

-Click the red star next to an actors name to add to your favorite actors page.



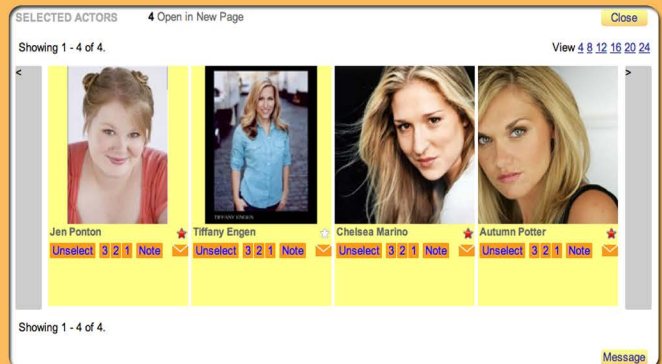
# Casting Database

## *Selected Actors*

-Click "Open" on the SELECTED ACTORS row. These are the actors you've selected for the role.

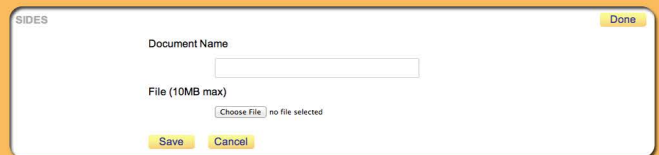
-To deselect an actor, click "unselect".

-To send a public link of your selected actors, click "Open in New Page".



## *Add Sides*

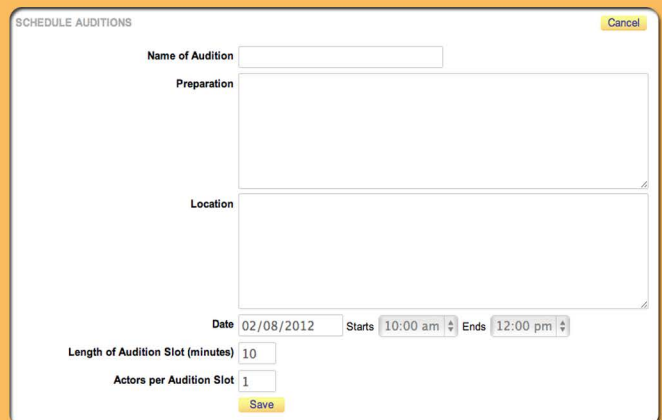
-To upload sides, click on the "Add" button on the right side of the SIDES row. Name your document, then choose your file and click "Save".



## *Create an Audition*

-To create an audition, click "Add" on the right side of the "SCHEDULE AUDITION" row.

\*\*\*Please note, you will have to create an audition for each role. To view your entire project audition schedule, click "Open Audition PDF" on the top right side directly under "Favorite Actors".



[Casting Home](#) [View Archives](#) [★ Favorite Actors](#)

 [Open Audition PDF](#)

# Casting Database

## Audition

-After you created an Audition Schedule, you will notice a new row titled "AUDITION". Click "Open" to preview the timeslots you created.

-Click "Edit" to change any details of the audition.

-Click "Open PDF" to view a PDF schedule of the audition slots.

AUDITION Feb 12, 2012 · Onya Audition · 1 Scheduled, 1 Invited, 24 Slots

Done Edit Preview

Sunday Feb 12, 2012 Actors — 1 per session  
Hover over each slot for open & close options. Open PDF

10:00 am Close Slot

10:10 am

10:20 am

10:30 am

10:40 am

10:50 am

11:00 am

11:10 am

11:20 am

11:30 am

11:40 am

## Previewing your Audition

-Click "Preview" in your opened AUDITION row to preview the audition invitation that will be sent to actors.

Professional Auditions

Project: The Retreat

About the Project: The Independent short film, "The Retreat," introduces three childhood friends who are living wildly different versions of an unfulfilled life; Margaret, a distracted editor of a major 'Tween' magazine, Skylar, a quirky animal rights activist, and Natasha a former dancer, who is now married to a stringent corporate job. Unaware of each others' trials, all three women are brought back together when their fourth childhood friend, Onya, restarts her mother's restorative retreat in their hometown and reaches out for their help. During their week at home, the four friends find it hard to keep recent secrets in their lives from each other and are forced to honestly view the power of their life choices.

Role: Onya Audition

Character Breakdown: Spiritual Woman, Retreat Leader. Holistic

Preparation: Sides Attached

Sides: [Onya Audition Sides](#)

Audition Location:  
One on One NYC  
34 West 27th Street  
11th Floor

Instructions: Choose the slot when you'd like to audition. If you do not wish to audition for this role, do nothing.  
If you want to audition, choose a time slot and click "submit". Once you choose a slot, you're scheduled. No further action is required on your part- except to prepare! Just show up at the location indicated above on the date & time you've chosen below. That's it.

Sunday, February 12, 2012

<input type="radio"/> 10:10 am	<input type="radio"/> 11:10 am	<input type="radio"/> 12:10 pm	<input type="radio"/> 1:10 pm
<input type="radio"/> 10:20 am	<input type="radio"/> 11:20 am	<input type="radio"/> 12:20 pm	<input type="radio"/> 1:20 pm
<input type="radio"/> 10:30 am	<input type="radio"/> 11:30 am	<input type="radio"/> 12:30 pm	<input type="radio"/> 1:30 pm
<input type="radio"/> 10:40 am	<input type="radio"/> 11:40 am	<input type="radio"/> 12:40 pm	<input type="radio"/> 1:40 pm
<input type="radio"/> 10:50 am	<input type="radio"/> 11:50 am	<input type="radio"/> 12:50 pm	<input type="radio"/> 1:50 pm
<input type="radio"/> 11:00 am	<input type="radio"/> 12:00 pm	<input type="radio"/> 1:00 pm	

Submit

## Contacting Actors

-To contact actors, click "Open" on the SELECTED ACTORS row. Then click the "Message" button in the bottom right corner.

-You can contact actors directly thru our system in two different formats.

SELECTED ACTORS 4 Open in New Page Close

Showing 1 - 4 of 4. View 4 8 12 18 20 24

Chelsea Marino Unselect 3 2 1 Note	Tracy Weller Unselect 3 2 1 Note	Jen Ponton Unselect 3 2 1 Note	Autumn Potter Unselect 3 2 1 Note
Bret Adams, Ltd			

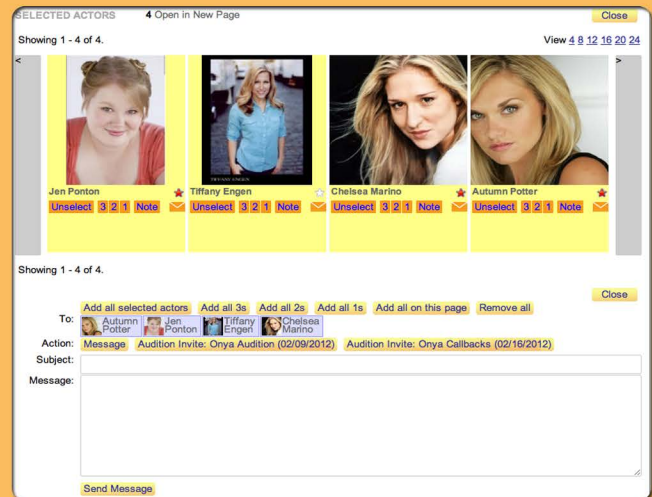
Showing 1 - 4 of 4. Message

# Casting Database

## *Messaging Actors*

-Next to “Action” click “Message” to send a general message directly to an actors One on One inbox.

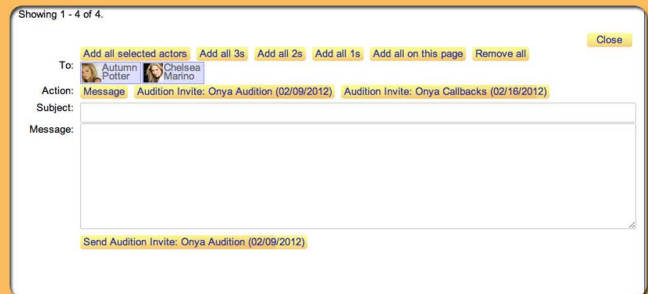
-Fill out your message, then click “Send Message”.



## *Send an Audition Invite*

-To send an automated appointment sheet, next to “Action” click “Audition Invite”.

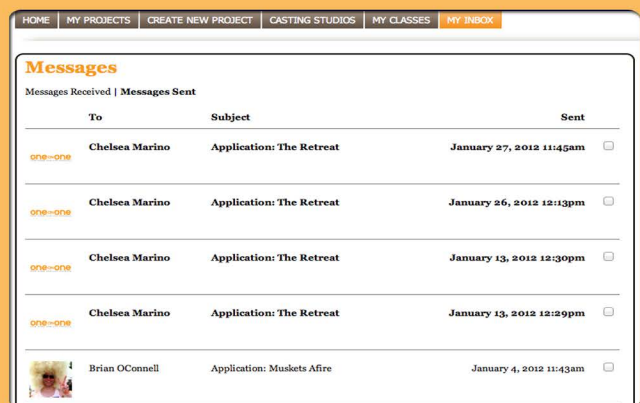
-Fill out your message, then click “Send Audition Invite”.



## *My Inbox: Sent & Recieved*

-On the top navigation bar, click “MY INBOX” to view your messages.

-In “Messages Sent” you will see all the messages and audition invites you sent out to actors.

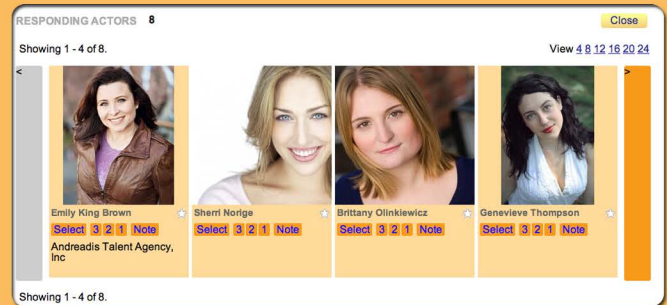


# Casting Database

## *Responding Actors*

-If you decided to post your breakdown as a public Casting Notice, you will see a new row titled “RESPONDING ACTORS”. These are the actors who submitted themselves for a particular role.

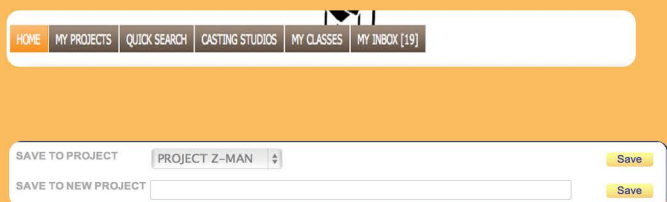
-To add one of your RESPONDING ACTORS to your SELECTED ACTORS simply click “Select” on the Actors Icon. You will see the number of SELECTED ACTORS increase to reflect you adding them from RESPONDING.



## *Quick Search*

-Click on QUICK SEARCH from the Navigation Bar. Search Options will open up. Check off the criteria you are looking for.

Once you have finished searching through actors, you have the option to save the quick search to a new project or to an existing project.



## *Corresponding with Agents & Managers*

-Actor’s representation will be notified if you send them a message or an audition invite.

# A LOOK AT OUR SPACE

## *Studio Amenities*

- \* Top-of-the-line recording equipment.
- \* High-speed wireless internet.
- \* Uploading services.
- \* Private phone line.
- \* Full climate control
- \* Sound suppression walls and doors.
- \* High speed wireless internet.
- \* Stocked with basic office supplies.

## *Studio Dimensions:*

- \* 4 high-end studios each 22' x 16'
- \* 1 extra-large studio 32' x 18' by request only.



## *Kitchen / Conference Room*

- \* Equipped with refrigerator, microwave, coffee & tea.
- \* Computer with internet available for use.

## *Lobby Area*

- \* Spacious 1,000+ sq. ft. Feng Shui-Inspired Waiting Area.
- \* Enthusiastic staff, eager to help with any casting needs

Independent Filmmakers  
*Special Rate*



**IN SUPPORT OF  
HIGH-QUALITY,  
LOW-BUDGET FILMS,  
ONE ON ONE  
OFFERS SPECIAL  
CASTING RATES TO  
INDEPENDENT  
FILMMAKERS.**

**\$225** for a full day of casting

**\$150** for a half day of casting

Includes equipment rental, high-speed wireless internet, use of our kitchen and more.

Contact: Amira Moodie, Studio Manager, 212.691.6000 x3

Email: [casting@oneononenyc.com](mailto:casting@oneononenyc.com)