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Audition Measurement Day Guide & Checklist

THIS RESOURCE HELPS YOU: *How do we prepare, staff, and organize dancer measurements on audition day?*

This guide follows Jan Doran's audition-day workflow—from setting the schedule and recruiting volunteers through photographing dancers, collecting measurements, and getting the information ready for casting.

BEFORE AUDITIONS • Set the Schedule & Boundaries

- Get the audition date and group schedule from the company as early as possible.
- Ask for at least 45 minutes before each audition group begins to photograph and measure dancers.
- Make sure the organization understands that costume volunteers are there to photograph and measure dancers—not to supervise dancers before or after auditions.
- Ask volunteers to arrive 15 minutes before the dancers so there is time for orientation and measurement practice.

Example Group	Volunteer Arrival	Dancer Arrival	Audition Begins
Ages 5–10	8:30 AM	8:45 AM	9:30 AM

BEFORE AUDITIONS • Recruit the Team

- Recruit year-round. Jan maintains an email list and also uses signs at the studio, email, a private Facebook group, texts, and phone calls.
- State clearly that no sewing skills are necessary. Dancers can also help with recording measurements and taking height.
- Create a SignUpGenius with multiple volunteer slots for each audition group.
- Keep following up until the needed slots are filled—the signup itself is only the beginning.

Volunteer Team for Each Audition Group

- **1 Photo / Card Volunteer** — Photographs dancers, writes the dancer's name on the measurement card, ties the waist string, and helps pin on the audition number. Jan specifically does not let dancers write their own names on the cards.
- **1–2 Height / Line Volunteers** — Take height and help organize dancers waiting for measurement stations.
- **4 Measuring Stations** — Each station has a team of two: one person measures and one person records the measurements. That is 4 measurers + 4 writers.
- **Data Entry Help** — Volunteers comfortable with spreadsheets can enter completed measurement cards between audition groups.
- **Traffic Cop** — Jan does not assign herself to a station. She oversees traffic, balances station lines, troubleshoots, and answers costume questions.

BEFORE AUDITIONS • Prepare the Digital Workspace

- Use a separate costume email / Google Workspace if your organization has one.
- Create the [measurement spreadsheet](#) before auditions so completed cards can be entered the same day.
- Create an audition-photo folder. If auditions are divided into groups, create a subfolder for each group.
- Prepare the [measurement cards](#). Jan prints three per sheet on cardstock and uses a different cardstock color for each audition group; boys/men also have their own color.

DAY BEFORE • Set Up the Stations

- **Photo Station** — Sturdy table and chair, tripod/device for photos, photo background, pens/pencils, pre-cut string or yarn for waist markers, and scissors.
- **Height Station** — Tall ruler, a flat board for the top of the head, pencils, and a clipboard for the measurement card.

- **4 Measuring Stations** — Jan divides the measurement card into four sections. Each station has retractable pencils, a 120-inch tape measure, and a measuring reference sheet/diagram.
- **Team Signs** — Pre-assign each measure/write pair and post a sign identifying the team for each audition group and station.
- **Completed Cards** — Place a clearly labeled basket where finished measurement cards are collected.

AUDITION DAY • Orient, Measure & Keep Traffic Moving

- Have all volunteers arrive 15 minutes before the dancers.
- Practice the measure/write process before dancers arrive. Jan has volunteers practice by measuring her.
- Put your most experienced volunteer at Station 1 (upper torso) when possible; Jan considers those measurements especially important.
- Move dancers between stations as needed rather than allowing one station to become overloaded.
- Jan's system keeps parents beyond the photo table so the measuring area can keep moving.

AUDITION DAY • Enter Measurements & Upload Photos

- Begin entering completed measurement cards into the Google spreadsheet during the audition day.
- Jan brings a laptop and lets spreadsheet-comfortable volunteers enter data between audition groups.
- Upload each group's photos to the appropriate audition folder after that group is photographed.
- Rename each photo with the dancer's audition number.
- Jan's goal is to have measurements entered and photos uploaded before leaving the building so the casting team can use them immediately. (See [Costume Tasks & Role Breakdown Spreadsheet](#) → MEASUREMENTS tab)

Volunteer Care

For a long audition day, Jan asks the Artistic Director/company or board members to provide lunch for the volunteers.

See Jan's System in Action

- [View Jan's real 2026 Audition Volunteer SignUpGenius example](#)
- View Jan's Airtable [Nutcracker 2025](#) example
- View Jan's Airtable [Nut 26 Casting & Measurements \(in progress\)](#) example

Companion STSP Resource

Dancer Measurement Card — Use the [STSP Dancer Measurement Card](#) as the paper record that moves through the audition-day stations.