



FREE
DOWNLOAD
GUIDE

SURVIVAL GUIDE

How to **SELF-TAPE**

SELF-TAPES DONE RIGHT.

NATALIE SPARROW

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HEY, I'M NATALIE

Self-tapes can feel intimidating, especially if you're new to the industry.

This guide is designed to simplify the process and walk you through exactly what casting is looking for, so you can show up confident, prepared, and camera-ready.

Natalie xoxo

YOU GOT THIS!



TO THE COURSE

WELCOME TO THE COURSE

WELCOME TO THE COURSE

WELCOME TO THE COURSE

Welcome

TO THE COURSE

Welcome to self-taping—an essential part of today's acting process. A strong self-tape allows casting to clearly see your potential and professionalism, without distractions getting in the way.

WELCOME TO THE COURSE

WELCOME TO THE COURSE

WELCOME TO THE COURSE

In this guide, you'll be guided through the essential steps of the self-tape process—from setup to submission. Each step is designed to help you avoid common mistakes and submit professional, industry-ready auditions.

TO THE COURSE

WELCOME TO THE COURSE

WELCOME TO THE COURSE

WELCOME TO THE COURSE

INSPIRATION

**CONFIDENCE
COMES *from*
KNOWING
You're READY.**

INSPIRATION

CHAPTER



NUMBER 1

BEFORE YOU HIT RECORD

Self-tape
Checklist

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BEFORE YOU HIT RECORD



Checklist

- Ensure the camera is set horizontally (landscape, not vertical).
- Verify the background is clean and distraction-free.
- Use soft lighting that is facing you; natural light is ideal.
- Frame yourself from mid-chest up, leaving some headroom.
- Choose a simple wardrobe with solid colors, avoiding logos or patterns.
- Check that the sound is clear with minimal echo or background noise.
- Turn off phone notifications.

BEFORE YOU HIT RECORD

Camera Setup: Go Horizontal

Always film your self-tape in landscape mode. Casting directors expect horizontal videos as vertical ones can seem unprofessional. Make sure your phone or camera is turned sideways and locked in position to avoid rotation during recording.



Clean, Distraction-Free Background

Choose a simple, uncluttered background to keep the focus on you. A plain wall or neutral space is ideal. Avoid busy rooms, artwork, or anything distracting, so the casting team focuses on your performance, not your surroundings.



Soft Lighting Facing You

Good lighting is crucial. Position your light source in front of you to evenly light your face without harsh shadows. Natural light from a window is excellent—just ensure it's facing you, not behind. Avoid overhead lighting that creates shadows under your eyes. recording.



BEFORE YOU HIT RECORD *Continued*

Framing From Mid-Chest Up

Frame yourself from mid-chest to just above your head, leaving a little space above (headroom) so you don't feel cramped. This allows the casting team to clearly see your expressions and performance.



Simple, Solid Color Wardrobe

Wear clean, simple clothing in solid colors, like neutrals or muted tones. Avoid logos, patterns, or bright whites, as they can distract or distort on camera. Your wardrobe should complement your performance, not compete with it.



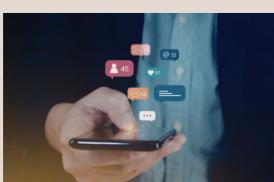
Clear Sound Without Background Noise

Ensure clear audio by recording in a quiet space with minimal echo and background noise. Turn off fans, TVs, and notifications, and close windows if needed. The casting team should hear every word clearly without straining.



Turn Off Phone Notifications

Before recording, set your phone to Do Not Disturb or airplane mode. Notifications or calls can interrupt your take and break your focus. This small step ensures a smooth, professional recording.



CHAPTER



NUMBER 2

DURING YOUR SELF-TAPE

Self-tape
Checklist

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Checklist DURING YOUR SELF TAPE

01

SLATE (IF REQUESTED)

If casting asks for a slate, be sure to include it exactly as requested. A slate is typically a brief introduction where you clearly say your name and location. Keep it simple, friendly, and professional—no acting, no extra commentary. Think of the slate as your clean introduction before the performance begins.

02

EYELINE IS SLIGHTLY OFF CAMERA

Your eyeline should be slightly to the side of the camera, as if you're speaking to another person just off frame. This creates a natural, conversational feel on screen. Only look directly into the camera if the casting instructions specifically ask for it. Following eyeline direction is an important detail casting notices.

03

VOLUME IS NATURAL AND CONVERSATIONAL

Speak at a natural, everyday volume—imagine you're talking to someone sitting across from you. Avoid projecting like you're on stage or whispering too quietly. The goal is clarity and authenticity. If your audio sounds forced or unnatural, it can pull focus away from your performance.

04

PERFORMANCE IS GROUNDED AND AUTHENTIC (LESS IS MORE)

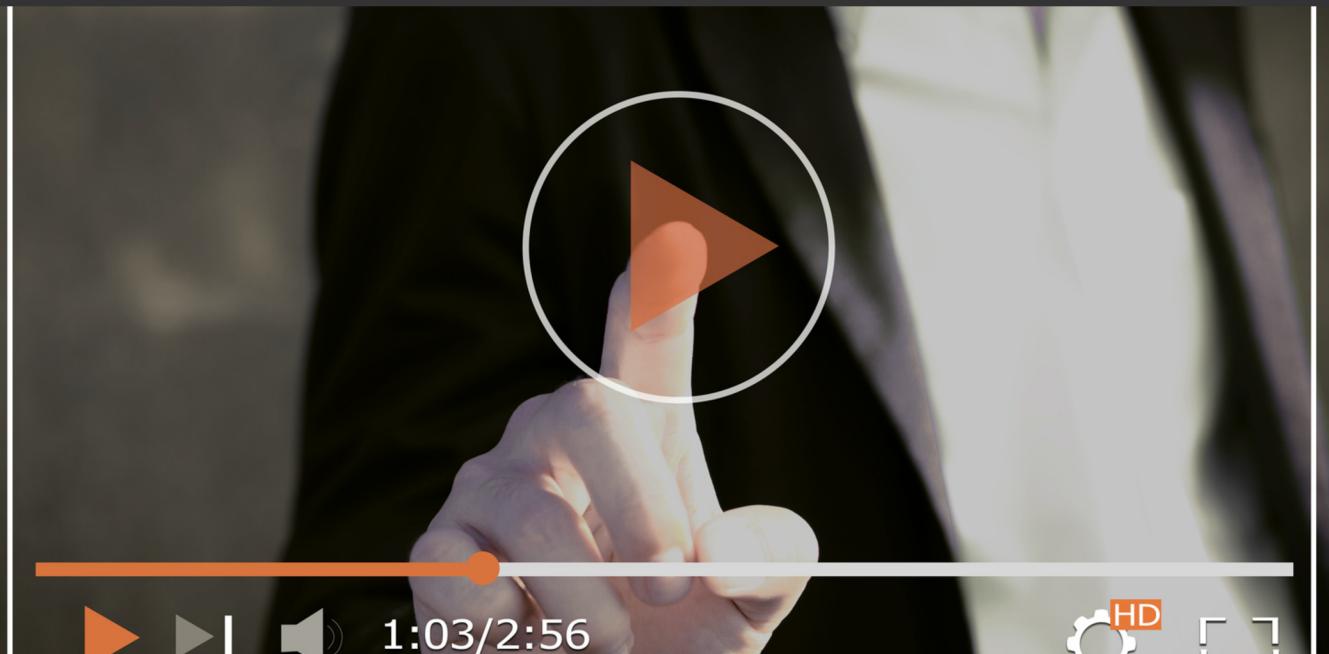
On camera, subtlety matters. Trust that small expressions and honest reactions will read clearly. Avoid overacting or pushing emotions too hard. Focus on listening, responding truthfully, and staying present in the moment. Casting wants to see you, not a performance that feels exaggerated.

05

PAUSE BRIEFLY BEFORE AND AFTER THE SCENE

Before you begin, take a short pause to settle into the moment. This helps you start grounded and focused. When the scene ends, hold for a brief beat before stopping the recording. These pauses make your self-tape feel polished and give casting clean transitions when reviewing your audition.

CHAPTER



NUMBER 3

BEFORE YOU SUBMIT

Self-tape
Checklist

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Checklist **BEFORE YOU SUBMIT**



WATCH THE TAPE ALL THE WAY THROUGH

Before submitting, always watch your entire self-tape from start to finish. This helps you catch small issues like lighting changes, sound glitches, or framing shifts that are easy to miss while filming. Watching it through also ensures the performance feels complete and intentional from beginning to end.



UPLOAD THE CORRECT TAKE

Double-check that the version you're submitting is the correct take. It's common to film multiple takes, so make sure the one uploaded matches the performance you want casting to see. Submitting the wrong take can happen easily—but taking this extra moment prevents avoidable mistakes.



NAME FILE CORRECTLY (FIRSTLAST_ROLE_PROJECT.MP4)

Proper file naming is a small detail that makes a big difference. Casting teams download and review hundreds of files, and clear naming helps them stay organized. Always follow the requested format exactly, using your full name and the role or project title when instructed.



MAKE SURE ALL CASTING INSTRUCTIONS ARE CORRECT

Carefully re-read the casting instructions before submitting. This includes slate requirements, framing notes, eyeline direction, file format, and any special requests. Following directions shows professionalism and reliability—two qualities casting values just as much as talent.

Continued **BEFORE YOU SUBMIT**



SUBMISSION IS SUBMITTED BEFORE DEADLINE

Aim to submit your self-tape early whenever possible. Last-minute submissions increase stress and the risk of technical issues. Submitting on time—or ahead of schedule—shows respect for the casting team's process and gives you peace of mind.

MENTOR NOTE FROM ULTIMATE STUDIOS:

Casting isn't about being perfect — it's about being prepared, present, and professional. Every self-tape you submit builds experience and confidence.



CHAPTER



NUMBER 4

**COMMON SELF-TAPE
MISTAKES TO AVOID**

Self-Tape
Checklist

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INSPIRATION

**STAY CONSISTENT
IN YOUR OWN
growing JOURNEY
AND CELEBRATE
YOUR *success.***



INSPIRATION

COMMON MISTAKES TO AVOID



Filming Vertically

Vertical video is one of the most common mistakes and immediately signals inexperience. Casting platforms and reviewers expect horizontal (landscape) footage, which fits standard viewing screens. Always double-check your camera orientation before recording to ensure your tape looks professional and easy to review.

Poor Lighting or Harsh Shadows

Lighting that is too dark, uneven, or harsh can distract from your performance and make it difficult for casting to see your expressions. Avoid strong overhead lights or backlighting that creates shadows on your face. Soft, front-facing light helps your features read clearly and keeps the focus where it belongs—on your acting.

Reading Lines From Off-Screen

When your eyes repeatedly shift off camera, it can break the connection and pull casting out of the scene. Even if you're still learning lines, make sure you're familiar enough with the material to stay present and engaged. Strong eye contact and listening help your performance feel grounded and believable.

Overacting or Rushing Through the Scene

On camera, subtlety matters. Big gestures, exaggerated emotions, or rushing through dialogue can feel unnatural when viewed on screen. Take your time, listen, and allow moments to breathe. Trust that the camera will capture even the smallest reactions—less truly is more.

Submitting Late or Missing Instructions

Deadlines and instructions are not optional in casting. Submitting late or overlooking details like slates, framing, or file naming can cost you an opportunity before your performance is even considered. Always read instructions carefully and give yourself enough time to submit calmly and correctly.

INSPIRATION

**STAY FOCUSED
ON YOUR OWN
unique JOURNEY
AND CELEBRATE
YOUR *progress.***



INSPIRATION

 **PREPARATION & SETUP**

- CAMERA IS SET HORIZONTALLY (LANDSCAPE, NOT VERTICAL)
- CAMERA IS STABLE (TRIPOD OR STEADY SURFACE)
- BACKGROUND IS CLEAN AND DISTRACTION-FREE
- LIGHTING IS SOFT, EVEN, AND FACING ME
- NO HARSH SHADOWS ON FACE
- FRAMED FROM MID-CHEST UP WITH LIGHT HEADROOM
- WARDROBE IS SIMPLE, SOLID COLORS
- NO LOGOS, PATTERNS, OR DISTRACTING ACCESSORIES
- HAIR AND MAKEUP ARE CLEAN AND CAMERA-READY
- PHONE NOTIFICATIONS ARE TURNED OFF
- RECORDING SPACE IS QUIET

 **DURING THE SELF-TAPE**

- SLATE IS INCLUDED (IF REQUESTED)
- SLATE INCLUDES NAME, HEIGHT, AND CITY
- EYELINE IS JUST OFF CAMERA (UNLESS INSTRUCTED OTHERWISE)
- VOLUME IS NATURAL AND CONVERSATIONAL
- PERFORMANCE FEELS GROUNDED AND AUTHENTIC
- I AM FULLY PRESENT AND LISTENING
- I ALLOW MOMENTS TO BREATHE (NOT RUSHING)
- I PAUSE BRIEFLY BEFORE STARTING THE SCENE
- I PAUSE BRIEFLY AFTER FINISHING THE SCENE

 **BEFORE SUBMITTING**

- I WATCHED THE SELF-TAPE ALL THE WAY THROUGH
- AUDIO IS CLEAR THROUGHOUT
- LIGHTING STAYS CONSISTENT
- THE CORRECT TAKE IS SELECTED
- FILE IS NAMED CORRECTLY (FIRSTLAST_ROLE_PROJECT.MP4)
- ALL CASTING INSTRUCTIONS WERE FOLLOWED EXACTLY
- SLATE MATCHES CASTING REQUEST
- CORRECT FILE FORMAT IS UPLOADED
- SUBMISSION IS COMPLETED BEFORE THE DEADLINE

 **COMMON MISTAKES CHECK**

- VIDEO IS NOT FILMED VERTICALLY
- NO HARSH LIGHTING OR SHADOWS
- I AM NOT READING LINES OFF-SCREEN
- PERFORMANCE IS NOT OVERACTED
- SCENE IS NOT RUSHED
- INSTRUCTIONS WERE NOT MISSED OR OVERLOOKED

 **FINAL CONFIDENCE CHECK**

- THIS TAPE REPRESENTS MY BEST WORK TODAY
- I FEEL PREPARED AND CONFIDENT
- I SUBMITTED PROFESSIONALLY AND ON TIME
- I CAN MOVE FORWARD WITHOUT OVERTHINKING
-  **MENTOR REMINDER (OPTIONAL CHECKBOX)**
- I UNDERSTAND THAT PROGRESS MATTERS MORE THAN PERFECTION

SAMPLE CASTING NOTICE

SAMPLE CASTING NOTICE

PROJECT: Waiting Room

TYPE: Short Film / Dramatic Scene

UNION STATUS: Non-Union

SHOOT LOCATION: Midwest

SHOOT DATES: TBD

ROLE: ALEX

- Age Range: 18–30
- Any gender / Any ethnicity
- Natural, grounded, relatable
- Strong listening skills
- Subtle emotional range

Alex is someone who has been burned before but is trying to stay composed. This scene is about restraint, honesty, and vulnerability without overplaying emotion.

SELF-TAPE INSTRUCTIONS

- Frame mid-chest up
- Neutral background
- Soft, front-facing lighting
- Landscape orientation only
- Slate at the top: Name, height, city
- Eyeline just off camera
- Include a brief pause before and after the scene
-

SUBMISSION DEADLINE

Self-tapes must be submitted by:

 17 Friday, March 15, 2026

 11:59 PM (Local Time)

Late submissions may not be reviewed.

SIDES

ALEX

(takes a breath)

I know I'm early. I just... I didn't want to risk being late again.

(listens, nods)

Yeah. I understand.

(a beat)

I just want a chance to explain what happened last time. That's all.

APPLY LEARNING

NOW IS YOUR TIME TO PRACTICE YOUR CRAFT AND APPLY YOUR CRAFT



PRACTICE SELF-TAPE ASSIGNMENT FORM (THIS FEELS LIKE A REAL CASTING SUBMISSION)

PRACTICE SELF-TAPE ASSIGNMENT

ULTIMATE STUDIOS

ACTOR NAME: _____

ASSIGNMENT DUE DATE: _____

PROJECT DETAILS

SCENE TITLE: _____

ROLE NAME: _____

SCENE LENGTH: UNDER 1 MINUTE 1-2 MINUTES 2-3 MINUTES

SELF-TAPE DETAILS

DATE FILMED: _____

- SLATE INCLUDED (IF REQUIRED)
- EYELINE JUST OFF CAMERA
- LANDSCAPE ORIENTATION
- CLEAN BACKGROUND
- SOFT, FRONT-FACING LIGHTING
- CLEAR AUDIO

FILE INFORMATION

FILE NAME USED: _____

- FILE NAME FOLLOWS CORRECT FORMAT
- CORRECT TAKE UPLOADED

SELF-EVALUATION

(CHECK ALL THAT APPLY)

- I FOLLOWED ALL INSTRUCTIONS
- I STAYED GROUNDED AND PRESENT
- I ALLOWED PAUSES BEFORE AND AFTER THE SCENE
- I FEEL CONFIDENT SUBMITTING THIS TAPE

ACTOR NOTES (OPTIONAL)

WHAT DID YOU LEARN FROM FILMING THIS SELF-TAPE?

YOUR NOTES:

Enjoy the process

Thank you
FOR READING

**CONGRATULATIONS ON COMPLETING THIS JOURNEY
TOWARDS BECOMING A SUCCESSFUL ON-CAMERA
TALENT**



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