

Actor & Performer Networking Tracker

Build and maintain
your industry
connections



Actor & Performer Networking Tracker

Building and maintaining industry connections is crucial for actors and performers who want to grow their careers and stay top of mind. This tracker helps you organize contacts, follow-ups, and opportunities so you can build stronger professional relationships over time.



How to Use This Tracker

1. Record every industry contact you meet, even brief introductions.
2. Note where you met them so you can remember the context of the connection.
3. Track follow-up dates to stay consistent and professional.
4. Update the tracker regularly with new interactions, messages, and opportunities.
5. Review it monthly to identify warm connections and next steps.



Contact Information Template

Field	Details
Name	
Role/Title	
Company/Production	
Contact Info	
Where We Met	
Date of First Contact	
Social Media	
Notes	

July

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Follow-Up Tracker

Contact Name	Last Interaction	Follow-Up Date	Method	Status



Networking Action Items

- ☐ Reach out to 3 new contacts this week with a short, personalized message.
- ☐ Follow up with contacts from your last audition and thank them for their time.
- ☐ Update your social media profiles with current headshots, credits, and links.
- ☐ Attend one industry event, screening, or workshop this month.
- ☐ Send thank-you notes to anyone who offered advice, introductions, or referrals.
- ☐ Research upcoming productions that match your type and training.
- ☐ Connect with relevant contacts on LinkedIn and other professional platforms.
- ☐ Schedule at least 2 coffee meetings or virtual check-ins with warm connections.

Pro Tip: Focus on authentic relationship building by staying curious, following up consistently, and remembering details that matter to the other person. Add value to your network whenever you can, rather than only reaching out when you need something.



Networking Goals

Goal	Target Date	Progress

 Industry Events & Opportunities

Event Name	Date	Location	Contacts Made



Conversation Starters & Tips

- **Opening lines** — “I loved hearing about your latest project. What drew you to it?” or “How did you first get started in casting/production/performance?”
 - **Opening lines** — “I’m always looking to learn from people in the industry. What kind of work are you focused on right now?” or “What’s been the most exciting part of your recent work?”
 - **Questions to ask** — “Are there any upcoming projects or events where new talent should keep an eye out?” or “What qualities do you notice most in performers you want to work with again?”
 - **Questions to ask** — “Do you have any advice for staying visible between auditions?” or “Which platforms do you prefer for staying in touch professionally?”
 - **Topics to avoid** — Avoid oversharing personal problems, pushing for jobs too early, or speaking negatively about other performers or teams.
 - **Follow-up timing** — Send a thank-you message within 24–48 hours, then check in again only when you have a meaningful update or relevant opportunity.
 - **Email subject lines** — “Great meeting you at the showcase,” “Following up from the mixer,” or “Appreciated your advice on auditions.”
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Monthly Review Checklist

- ☐ Review all contacts and update notes with recent conversations or follow-ups.
- ☐ Identify 3 warm connections to nurture this month.
- ☐ Plan next month’s networking activities, events, and outreach goals.
- ☐ Update contact information for anyone who has changed roles, platforms, or email addresses.
- ☐ Assess which relationships need attention, re-engagement, or a thoughtful check-in.
- ☐ Celebrate wins and connections made, even if they are small steps forward.

Consistent networking is a key part of building a successful performing career, and strong relationships take time to grow.

Use this tracker to stay organized, intentional, and ready to follow up with confidence as new opportunities come your way.