

Publicity

Rehearsal Period:

- Complete a minimum of 20 hours working on this production.
- Gather cast/crew bio information from the stage manager.
- Provide the box office manager all information by email, in the proper format.
- All information should be gathered, compiled and emailed within the first week of rehearsals
- Coordinate and take headshots of each cast member.
 - Schedule this through the stage manager.
 - Provide the box office manager with a disc of all of the photos.
- Coordinate and take publicity shots
 - Discuss the photo needs and schedule with the stage management, the director, the costume designer and the box office manager
 - Provide the box office manager with a disc of all of the photos.
- Pick up posters from the print shop.
- Distribute/hang posters around campus and Farmville.

Post-Show:

- Collect all posters after the production closes.

Publicity

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

- I am in the THEA 104 class.
- I am in the Opera Workshop class.
- I am in an Independent study class. The class name is _____
- I am a BFA Tech major.
- I am a BFA Performance major.
- I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____