

Headshots and Bios for Lobby Display

To: All Cast Members in University Theatre Productions

From: Jim Dick and Kathy Pryor

As you might imagine, coordinating the headshot and bio of every cast member for each production sponsored by the University Theatre (UT) can be challenging. However, we are committed to this endeavor because we know how important it is to our audiences to read about our student performers and we want to give you maximum exposure in our community.

In order to make this project successful, including being aesthetically pleasing as well as efficiently produced, the following policy has been adopted:

Bios: All cast members are required to complete a cast information form that will be used to write bios and press releases. Please fill them out accurately and turn them in to the stage manager or assistant director by the deadline (usually the second rehearsal).

Headshots: Actors are responsible for providing a professional-style headshot. Never assume that we have a headshot on file or that we will use one turned in at auditions (these have a way of disappearing). Headshots are due to Jim Dick at least 2 weeks before opening night. The preferred method of submission is by email to jldick@ku.edu. Digital files should be of sufficient size and resolution to be printed 8x10 (At least 500kb and/or 300 dpi). Alternately, an 8x10 print may be delivered to the Production Office (Murphy 317).

Because of recent personnel changes, we do not have the option of having photo services take headshots for our students. In the future we will attempt to provide a list of low-cost options for students needing headshots taken.

If you have any questions about this policy, please do not hesitate to contact Jim Dick at 785-864-3985, jldick@ku.edu or Kathy Pryor at 785-864-2695, kpryor@ku.edu.