

Publicity

“Advertising is the art of convincing people to spend money they don't have for something they don't need.”

- Will Rogers

Rehearsal Period

- 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, copied 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. Be sure to discuss this timeline with Eric Koger.
- Distribute/hang posters around campus and Farmville.

Post-Show

- Collect all posters after the production closes.

Publicity

All students working on a show must fill out this form. A separate form must be used for each position held. When complete, return this form to Eric Koger.

Name: _____

Phone #: _____

Email: _____

Production: _____

Why do you have this position? (circle one)

I am in the THEA 104 class.

I am a volunteer.

I am in an Independent Study class. Name the class _____

By signing this form, I assert that I have not only read and understand the above contract, but also that I agree to follow and abide by it. I also understand that I will be held accountable for my actions and that my role in the production may be terminated in the case of extreme misconduct.

Signature: _____ Date: _____