



# Guidelines for Biographies and Headshots

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

Biographies and a headshot should be submitted no later than the end of the first rehearsal. Electronic versions can be submitted via email to our Graphic Designer, Julie Summers, at [jsummer4@utk.edu](mailto:jsummer4@utk.edu). If you have previously been in a show at the Clarence Brown and would like to use your headshot from that show, please simply email and let us know. Paper versions can be submitted to the Main Office or your Stage Manager at the first rehearsal.

## BIOGRAPHY GUIDELINES

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Biographies for the programs are not to exceed 120 words!

Your bio should be written in paragraph format and should include the following information:

- your name (your character)
- opening sentence should include your hometown.
- the title of the shows you have been cast in, directed; or designed at the
- University of Tennessee
- other theatres you have worked at and their location in parenthesis
- other interesting theatre credits
- television or film credits
- theatre awards
- professional affiliation
- your education history

## EXAMPLE BIOGRAPHY—110 WORDS

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### **STEPHEN SHAKESPEARE** (Laertes)

Stephen, a native of Indiana, is thrilled to be in Knoxville. At the Clarence Brown Theatre, Stephen has performed in Glengarry Glen Ross, Privates, and An Enemy of the People. He has also performed at the San Jose Repertory, Next Act Theatre (Milwaukee), First Stage (Seattle) and North Carolina Stage Company (Asheville), and in a South Korean tour of A Midsummer Night's Dream. Stephen will be seen on the soon to be released film An Actor's Life. Stephen is a member of the Society of American Fight Directors and is currently receiving a graduate degree at University of Tennessee in performance.