Congratulations on being cast in a COC theatre production this spring. The directors are excited and looking forward to working with you. As producer, I need a program bio from each of you by the deadlines above. "Don’t make me come after you!" Get those BIOS in ASAP!!!

- **Mr. Marmalade** is due **WEDNESDAY 2/19** by 5 PM please
- **New Works and Rent** due by **FRIDAY 2/21** by 5 PM please

**DIRECTIONS:** Please follow the guidelines below to better assist the producer in preparing program copy.

#1. Keep bios under 100-250 words.

#2. You will need to **EMAIL your BIO** by the deadline to **paul.wickline@canyons.edu**.

#3. PLEASE include in the **SUBJECT LINE**, the **PRODUCTION** you are involved in and use this format:

   **Email Subject line:**   **YourNameBio_RENT**  
   Or     **YourNameBio_MR MARMALADE**  
   Or     **YourNameBio_NEW WORKS**  

   **EXAMPLE -- PaulWicklineBio_RENT**

#4. Follow the directions below for WRITING a BIO. See samples on page 2.

Writing a bio is simple. There are a few guidelines I would like you to follow to make life easier for me and maintain a professional tone and consistent style.

1. Write in **THIRD PERSON**. “Paul performed...” as opposed to “I performed.”
2. DO NOT UNDERLINE, CAPITALIZE or ITALICIZE titles of plays you have been in. Use “quotation marks” instead. See format below: 
   “Paul Wickline played the role of Lazar Wolf in COC’s production of “Fiddler on the Roof.”
3. Avoid inside jokes or “humorous” bios. The audience doesn’t get inside jokes and they really don’t care to read them. Keep a professional tone.
4. Limit the personal thank you’s, don’t thank the audience for coming, and avoid the dreaded phrase “She hopes you enjoy the show.”
5. List several production credits and include the role, the title, and the production venue in which you performed. If you don’t have any credits, this is a perfect place to say “Paul is making his theatrical debut....” Feel free to include educational and career aspirations.

   General rule of credits: keep it simple and only list your most well known or best work. There’s no reason to list thirty credits in your biography. You’ll want to list somewhere between three and five credits.

6. Feel free to include a little information telling the audience who you are as a person.

**Sample BIOS:**

Andrew Fish Booth (Berger) is making his return to the COC stage after last being seen in “The Rocky Horror Show” and as Jeedediah in “The Laramie Project”. Last summer Andrew was a part of the Edinburgh Fringe Festival in Scotland, portraying JT Wells and Abe Steinman in “The Kentucky Cycle.” He is also an audio engineer, having created the sound designs for “Goodness,” “The Roads to Home,” and the upcoming productions of “Keely and Du” (at COC) and “The Crucible.” He is very grateful to be a part of this production and is excited to further her studies and career in the coming productions.