



## Cast/Crew Bio Submission Guidelines

### General Bio Info

- Bios are limited to 75-95 words in length, or about 5-6 sentences.
- Bios must be written in the third person (see examples below).
- Bios should be submitted electronically to your show's Stage Manager.
- Cottage Theatre reserves the right to edit all bios for clarity, length, and adherence to these guidelines.

### What should I include in my bio?

Traditionally, you would include your previous roles at Cottage Theatre, or comment on the fact that this role is your Cottage Theatre debut. Please also include previous theatre experience and/or your favorite roles.

You might also include (all are optional): your occupation, hobbies, a quote or a thank you at the end

### What should I not include in my bio?

In order to create a welcoming environment for all patrons, bios must avoid profanity, religious or political comments, or any language that is vulgar, explicit, or intentionally provocative. Please also avoid slang or informal abbreviations.

### Examples of Bios

Below are two good examples of bios, which you can use as a reference.

**EXAMPLE 1:** Jamie is excited to return to Cottage Theatre after appearing as Edna Turnblad in last season's *Hairspray*. Jamie has performed on multiple stages around Lane County for over 20 years. His favorite roles include Billy Bigelow in *Carousel*, Tevye in *Fiddler on the Roof*, and Bill Sykes in *Oliver!* "Thanks to Becky for including him in this production, Amy for her unwavering support at home, and you, the audience, for supporting local theatre."

**EXAMPLE 2:** *Annie* marks Alexa's first production with Cottage Theatre. Her previous theatre experience includes performing in *Singin' in the Rain* and *The Pajama Game* at Cottage Grove High School. She studied dance for more than ten years at the South Lane Dance Academy. Alexa is a freshman at the University of Oregon, where she sings in an a capella group and plays in the Marching Band. In her spare time, Alexa enjoys spending time with her family, friends, and her wonder dog, Sandy.

**Questions?** Contact Executive Director Susan Goes at (541) 942-8001 or by e-mail at [susan@cottage theatre.org](mailto:susan@cottage theatre.org).