This document details the guidelines for submission of program material. The stage manager is responsible for both conveying relevant information to all concerned (cast, crew, director, etc.) and for the submittal of the compiled information to the departments publicist.

I. DEADLINE.

The specified deadline for program information is a firm deadline. Post-deadline, requests to add or change the submitted material will not be accommodated unless drastic and unanticipated changes should be made to the cast/crew. Such exceptions will require the approval of either the Technical Director or the Director of Production. All program information is due at the deadline. (Please see below for a list of items that should be included.) Please make the stringency of the deadline absolutely perspicuous to everyone who will be contributing material to the program.

II. SUBMITTING PROGRAM INFORMATION: Content & Format

1. All program material must be received in ONE document (henceforth referred to as “Document”). Please send a single Microsoft Word (or equivalent) document that includes all of the information you are submitting. Do not send information piecemeal.

2. “All program material” is defined as all and every word and/or image you would like printed in the program. This includes, but is not limited to:
   a. bios for student cast, crew, and designers
   b. bios for ALL performers—including those who are not students
   c. director’s note
   d. dramaturge’s note / dramaturgical information
   e. director’s notes of thanks
   f. a listing of all characters and their corresponding actors’ names
   g. a listing of all crew and their corresponding roles in the production
   h. all time/scene setting information you would like printed (such as “Act I: 1928, Brooklyn”)
   i. all caveats (such as “Strobe lights will be used...”)
   j. running time of the production and any intermission information

3. All program information should be listed in Document in the order you would like to appear. For example, if you would like the Director’s Note printed in the final program before the Dramaturg’s note, it should appear in the Document in that order.
4. Cast and Crew should be listed in the order you would like them to appear in the program. (Random order of listing is unacceptable.) For example, if you would like the cast to be listed in order of appearance, list them as such in Document.
   
k. FYI: Cast and Crew lists should be two separate lists.
   
l. FYI: Crew members are typically listed alphabetically; contrastingly, cast lists can be (1) arranged according to order of appearance, (2) alphabetically, or (3) in whatever manner the director prefers.
   
5. Bios should be alphabetized by last name. It is not necessary to separate the Cast bios from the Crew/Designer bios.
   
6. Bios should appear in the following format, listing name first, then character or crew position in parenthesis:
   
   Jane Doe (Lady MacBeth) is a senior majoring in TAPS...
   or
   John Doe (light board operator) is a junior majoring in...
   
7. Before submitting the final document, it is advised that you circulate a draft copy amongst the cast and crew. This would be the only opportunity for the cast and crew to “proof” their submissions; once the deadline has passed, they will not be able to make changes or add to their bios.
   
III. BIOGRAPHIES

Please be sure to convey the following information to those who will be submitting a bio:

1. For Stanford Summer Theater, bios should be submitted for all cast, crew, and designers.

2. All bios—with the exception of the director’s—must be 50 words or less. Bios consisting of more than 50 words will be eliminated from the program, or truncated indiscriminately. The director’s bio has no word limit.

3. Bios may NOT include “Thank You-s,” jokes, or humorous inaccuracies (As in, if an actor is not Michael Crawford, he should not write that he “starred as the original “Phantom” in the OLC of Phantom of the Opera). Bio text should be as professional and relevant as possible.

4. In accordance with MLA guidelines, all titles should be italicized.

IV. OTHER REGULATIONS

1. The Director’s Note has no word limit.

2. The dramaturgical note has no word limit.
3. Additional photos or diagrams that you would like to include in the program must be discussed well in advance of any deadline.

4. Please make sure that the director has reviewed the materials for submission prior to submission.

5. Program material must be submitted through one person, only: the stage manager. Others involved in the production should not submit program information themselves.

V. PROOFING THE PROGRAM

Upon completion of a draft of the program, the Stage Manager will receive a copy for review. It is advised that the Stage Manager and the Director—exclusively—review the draft of the program, to avoid confusion and excessive input, since—as stated above—no major changes or additions can be made post-deadline.

A deadline for corrections to the draft will be set when the draft is sent to the stage manager. Missing this deadline will likely mean that the programs will go to print as is.

If you have absolutely any questions, please feel free to email Stefanie at sokuda@stanford.edu, or speak with her after a production meeting.