

2008-2009 STUDENT PUBLICITY RELEASE FORM

Please follow the directions on this form carefully.

- You are required to submit this form at Fall Registration.
- You are required to submit a current biography and an optional headshot to the Communications Office by September 15, 2008.

Call 415.503.6215 with any questions.

<p>Name: _____</p> <p>Phone number: _____ E-mail: _____</p> <p>You are: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Post-grad</p> <p>Your major: _____ If voice, indicate voice type: _____</p> <p>Your major teacher: _____</p>
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The Communications Office manages publicity, advertising and publications for Conservatory programs and events. This office also promotes student accomplishments and special performing engagements. In order to do so, we must have publicity materials on file for you – a current biography and preferably, a headshot. You must also authorize SFCM to use your materials (including photographs, sound recordings and video taken by SFCM) for publicity purposes by checking one of the two statements below:

____YES I authorize the Communications Office to use my biography, headshot and/or photographs, sound recordings and video taken by SFCM for inclusion in Conservatory publicity materials. All submitted materials and those generated by the institution become the property of the San Francisco Conservatory of Music to be used to promote Conservatory or student performances and events.

____No I request that my current biography, headshot, and photographs, sound recordings and video taken by SFCM NOT be used for any SFCM publicity, advertising, and/or publications.

Please contact the Communications Office for more information. This form will remain on file until a student's graduation.

Name: _____ Date: _____

Signature: _____

For Comm. Office Use: _____

BIOGRAPHY

A current biography (dated within the last six months and no more than 200 words) in paragraph form, not as a résumé or in bullet points.

Include as much of the following information as possible:

- Hometown (city, state, country)
- Past teachers
- Past degrees and education with graduation year(s) and/or past teaching positions
- Awards from any professional competitions or festivals
- Membership with any ensembles, orchestras or vocal companies (i.e. San Francisco Youth Symphony)
- Past participation in any music festivals, master classes, radio or TV appearances
- Past local, community or professional performances (include productions and roles if vocal)

Your biography must be submitted electronically. No hard copy submissions accepted.

- a. **E-mail** your biography as a Microsoft Word attachment (.doc file) to cbasso@sfc.edu. You can also paste the text into the body of an e-mail message.
- b. Submit a **CD** containing the MS Word document (.doc file) to the Communications Office.

HEADSHOT

A black and white or color professional headshot dated within the last year and at least 5 in. x 7 in. in size.

Your can submit your headshot electronically or as a hard copy.

- a. **Electronic:** the resolution of the picture *must* be 300 dpi or higher (lower resolutions not accepted) and saved as a JPEG or TIFF file. You can submit a CD containing the digital file or e-mail it to cbasso@sfc.edu. Please ensure that the name of your photographer is also cited.
- b. **Hard copy:** make sure your name and that of your photographer is on the back of the headshot.