



MEMORANDUM

TO: Company of The Mountaintop

FROM: Marketing and Communications

SUBJECT: Notice of Photo & Video

DATE: Feb. 28, 2023

Dear Cast & Creative Team:

Per our agreement with AEA, this notice is to inform you that Taylor Staniforth (TayStan Photography) and/or the official social media intern will be capturing the following video footage and photography from Tuesday, February 28th - April 2, with a possibility of extension. Any extension will be notified.

- Staniforth/Intern will be capturing behind-the-scenes and onstage videos and photos to be used as part of Circle Theatre's social media and web platforms
- Captured footage will also be used across Circle's platforms and emails for further The Mountaintop promotions

Please do not hesitate to let me know if you have any questions.

Thank you,
Taylor
Circle Theatre Team