



**MEMORANDUM**

**TO:** Company of *King James*  
**FROM:** Circle Theatre Marketing and Communications  
**SUBJECT:** Notice of Photo and Video  
**DATE:** February 2, 2026

Dear Cast and Creative Team,

Per our agreement with AEA, this notice is to inform you that photography and video will be captured for promotional use beginning at the *King James* Promo Photo Shoot (February 2026) and continuing through **March 28, 2026**.

**Circle Theatre-approved photographers and social media staff will be capturing:**

- Behind-the-scenes and onstage video and photography for Circle Theatre's social media, website, and digital communications
- Additional promotional footage and imagery to support marketing efforts for *King James* throughout the run

If you have any questions, please feel free to contact:

**Faye Austin — [fayealexander@circletheatre.com](mailto:fayealexander@circletheatre.com)**

Thank you,  
Circle Theatre Marketing and Communications