Theatre Simpson-Policy for Archival Photos.
(Updated 10/9/12)

In order to address the increasing requests the department is getting for archival materials from productions, as well as the increasing legal constraints found in contracts with theatre professionals, Theatre Simpson establishes the following policies.

Production/Archive Photos

The department will take photos during the official production photo call that will be archived in the department office in digital (“.jpg”) format.

A person wishing to order/retrieve copies of these photos will
- pay the department a processing fee of $5 for each production from which he/she is requesting photos.
- plan for a minimum of 1 week turn-around-time for copying photos to disc.
- pick up the disc from the department office after receiving notification that it is ready.
- arrange for his/her own printing or other finishing needs.