



Professional, beautiful, affordable web sites

## Content Guidelines

### Semi Custom Templates for Actors

It is our experience that clients have a considerable amount of work to do in preparing content for their sites. We cannot be responsible for preparing your content, only assembling it onto aesthetically pleasing, easy to read Web pages.

The following information is intended to help our clients prepare and gather the content needed for their websites. Once we have received your **Order Form, payment and our Terms of Agreement** we will send you a link to upload your content.

If you have any questions do not hesitate to contact us at [actors@dmystudio.com](mailto:actors@dmystudio.com) or (760) 889-0888.

Thank you!

#### **General Notes:**

Always remember to clearly label pictures and content and which pages they are intended for, even if it may seem obvious.

#### **Text:**

***Please do not send a draft of your text. Send us your final version.***

Content must be provided in an electronic format, preferably as a word document.

#### **Images:**

*It is understood that you own the copyright to, or have permission from the copyright owner to use any photos or graphics that you supply us.*

Please send us good quality photographs in a digital format (.jpeg).

Please prepare captions for each photo and *clearly* label on which page you would like them to appear.

If you would like us to scan images for you, we charge \$10 an image. We will scan and return them to you.

Please send them to: Denise Young  
c/o DMY Studio  
2986 Lexington Circle  
Carlsbad, CA 92010

Please include a self addressed stamped envelope to ensure their safe return.

## **Web Pages:**

### **1) Home Page**

You may feature up to two photographs, please clearly label the photograph(s) you would like to feature on your home page.

Text on the home page is of your choosing. You may just do a brief intro(up to 300 words), feature favorite quotes, upcoming projects, etc. Some clients choose to include the first paragraph of a bio, and then link onto a separate bio page. You may also choose to just feature a photograph. Its your choice.

### **2) Resume Page**

Provide either a .pdf or a word document of your resume. We will recreate your resume as a web page, as well as provide a link for a downloadable, printable copy.

### **3) Headshot Page**

Include up to four headshots to feature in a good quality .jpeg format. If you would like to include captions/photo credits, please include them as well.

### **4) Contact Information Page**

Email addresses, agent info, etc

### **5) Optional Links Page**

Include a list of up to 40 any external links that you would like to have on your site, along with any headings that you would like them to appear under.

### **6) Optional Photo Gallery Page**

Include to 20 photographs in a good quality .jpeg format. Be sure to include the captions

for each image.

7) **Optional Biography Page**

Include up to 1,000 words and an additional image.