



The Children's Theatre of Virginia

June 12, 2012

To Whom It May Concern:

I'd like to take a moment of your time to offer myself as a reference for Louise Keeton, who was employed as a touring actor here at Theatre IV, a Division of Virginia Repertory Theatre Company during our 2011 – 2012 Season and has been asked to return for our 2012 – 2013 Season. As Company Manager/Casting Director for Theatre IV On Tour I hired Louise and supervised her work over the course of her contract.

During her employment with Theatre IV, Louise has displayed a great deal of professionalism and a strong sense of responsibility along with her many on-stage talents. She has shown a keen desire to succeed and her work ethic is exemplary. Louise comes to work prepared each and every day, works diligently successfully at maintaining good relations with co-workers – not always an easy task on tour – and gets along splendidly with our administrative staff as well. She has never shied away from tackling the hard work required to mount and maintain a touring production.

In order for our tours to be successful, our actors must be dedicated not only to theatre in general, but our theatre in particular. Louise understands this and her commitment to our goals is outstanding. She is thoughtful, has the ability to think on her feet, and is extremely good-natured. Her first season of work warranted a second contract offer and the door will be open beyond that should she choose to continue her employment here.

In closing, the same qualities Louise displays with Theatre IV I am sure will carry over to her other endeavors and I have no doubts about her ability to succeed. I feel quite confident you will benefit from Louise's presence as much as she will from the experience you will afford her. I thank you for your consideration. If you have need of additional information, please feel free to contact me by phone: (804) 783-1688, extension 1120 or, e-mail: fflannagan@va-rep.org.

Sincerely,

Ford Flannagan,
Theatre IV
A Division of Virginia Repertory Theatre
7 ½ W. Marshall St.
Richmond, VA 23220

Bruce Miller
Co-Founder & Artistic Director

Phil Whiteway
Co-Founder & Managing Director

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MAILING ADDRESS

114 West Broad Street
Richmond, Virginia 23220

CONTACT

Administration &
Development 804-783-1688
Box Office 804-344-8040
Fax 804-775-2325
www.TheatreIVRichmond.org

