

DENNIS BEASLEY

Stage Director, Actor, and Educator

Stage Directors and Choreographers Society, Associate Member

dbeasley@gmail.com 310.709.1087

Teaching and Research Interests

- Teaching skills and techniques in acting, directing, and musical theatre performance
- Directing, adapting, and developing musicals and new plays

Academic Preparation

UCI—University of California, Irvine, Claire Trevor School of the Arts

- MFA Directing, 2010
- Thesis: *Haunted by the Past: The Post-Revolution Work of Mihai Măniuțiu*
- Advisor: Keith Fowler

UCLA--University of California, Los Angeles, School of Theatre, Film & Television

- B. A. Theatre, 2002
- Concentration: Ray Bolger Music Theatre Program, Acting

Training

Directing:	Graduate Directing Mentor Graduate Directing Mentor Graduate Directing Mentor Graduate Directing Mentor Graduate Directing Mentor Performance Art	Keith Fowler Robert Cohen Eli Simon Stephen Barker Mihai Măniuțiu (National Theatre of Romania) Yvonne Rainer
Acting:	Period Styles/Shakespeare Acting Improvisation Intro. to Performance	Joe Olivieri April Shawhan Sandra Caruso Michael Hackett
Voice:	Private Instruction Private Instruction Private Instruction Private Instruction	Karen Morrow Nancy Dussault Dr. Gary Busby John Hall
Movement/ Dance	Contact Improv Ballet Jazz Tap Musical Theatre Styles	Annie Loui Nicholas Gunn Benedicte Schoyen Lynn Dally Grover Dale Peggy Hickey Christine Kellogg Tracy Bonner

Current Employment

Artistic Director
Stockton Civic Theatre
Stockton, CA

2016-Present

- Produce a season of plays and musical
- Select plays/events to make up theatre season
- Hire and supervise a staff of professionals and volunteers
- Create and maintain production and company budgets
- Market and advertise for company events
- Fundraise and obtain donors, sponsorships, advertisers

Adjunct Instructor of Theatre
Hartnell College Salinas, CA

2015-Present

- Teach Introduction to Theatre, Beginning Acting, various production classes
- Direct plays for The Western Stage including *Picasso at the Lapin Agile*, *Six Degrees of Separation*, and *The Liar*

Past College Employment

Adjunct Instructor of Theatre
Gavilan College, Gilroy, CA

2013-2016

- Teach range of classes including: Acting I/II, Actor's Workshop, Musical Theatre Performance, Theatre Appreciation, Children's Theatre
- Directed Fall 2014 TYA production and Spring 2015 production of *Evita*

Theatre Administration

Marketing and Public Relations Associate
The Western Stage, Salinas, CA

2015-2016

- Write and distribute PSAs and press releases
- Create content (videos, pictures, dramaturgy, etc.) for social media and general marketing purposes
- Create the show programs for all six shows on the season
- Be on ongoing resource and contact point for the press

Artistic Associate/Associate Producer
Downstairs Cabaret Theatre, Rochester, NY

2012-2013

- Advise and support on all artistic matters
- Part of management team supervising interns, volunteers, and staff
- Supervise artistic and technical staff
- Research and evaluate potential projects
- Director of Education Program

Director of Education/Board of Directors
Manhattan Theatre Mission, New York, NY

2011-2012

- Plan/develop programming for Education Program
- Founded The Academy, a studio school offering classes for all levels of student from children to professionals
- Recruit professional artists to teach at the Academy
- Serve on the Board of Directors being involved in the planning and execution of events, programming, and overall direction of the company

Artistic Associate

2011

Jackson Repertory Theatre, New York, NY

- Planned/marketed events during the season
- Created new musical revue “The Subject is Love”
- Directed Valentine’s Day Benefit Cabaret

Artistic/Managing Director

2005- 2007

Odyssey Theatre Company, Gilroy, CA

- Directed, designed, and produced semi-professional, community, and educational theatre events
- Selected plays/events to make up theatre season
- Hired and supervised a staff of professionals and volunteers
- Created and maintained production budgets
- Marketed and advertised for company events
- Fundraised and obtained donors, sponsorships, advertisers

Directing

<i>Picasso at the Lapin Agile</i>	The Western Stage	2017
<i>Wonderful Town</i>	Davis Shakespeare Ensemble	2017
<i>The Subject is Love</i>	Stockton Civic Theatre	2017
<i>Six Degrees of Separation</i>	The Western Stage	2016
<i>Bells are Ringing</i>	Davis Shakespeare Ensemble	2016
<i>The Subject is Love</i>	San Benito Stage Company	2016
<i>The Liar</i>	Western Stage	2015
<i>Evita</i>	Gavilan College	2015
<i>The Story of My Life</i>	Odyssey Theatre Company	2015
<i>Les Miserables</i>	San Benito Stage Company	2014
<i>The Imaginary Invalid</i>	Catamount Productions	2014
<i>Forever Plaid</i> (and choreography)	Oregon Music Theatre Festival	2013
<i>Unnecessary Farce</i> (reading)	Downstairs Cabaret Theatre	2012
<i>The Memorandum</i>	Odyssey Theatre Company	2010
<i>Lippa’s Wild Party*</i>	UCI Claire Trevor Theatre	2010
<i>Phaedra’s Love</i>	UCI Nixon Theatre	2010
<i>Julius Caesar</i>	UCI Studio Theatre	2009
<i>The Little Dog Laughed+ **</i>	Theatre Out	2009
<i>Bear Story</i>	UCI Studio Theatre	2009
<i>Take Me Out</i>	UCI Little Theatre	2008
<i>Closer</i> (co-director)	UCI Nixon Theatre	2008
<i>The Love of the Nightingale</i>	UCI Little Theatre	2008
<i>Eleemosynary</i>	UCI Nixon Theatre	2007
<i>Damn Yankees</i>	Odyssey Theatre Company	2007
<i>Baby with the Bathwater</i>	Odyssey Theatre Company	2006
<i>Li’l Abner</i>	Odyssey Theatre Company	2006
<i>The Pajama Game</i>	Odyssey Theatre Company	2006
<i>Songs for a New World</i>	Odyssey Theatre Company	2006
<i>Ruthless! The Musical</i>	Odyssey Theatre Company	2005
<i>Flapper</i>	MSPA	2005
<i>Annie Get Your Gun</i>	Odyssey Theatre Company	2005
<i>When the Wind Blows</i>	Insurgo Theatre Movement	2003
<i>Boys’ Life</i>	UCLA TheatreFest	2001

* StageSceneLA Awards: Outstanding Direction and Best Musical(Large Theatre) *Wild Party*

+ Back Stage West Garland Award Nomination: Best Direction *Little Dog Laughed*

**Best Regional Theatre Production LA/Orange Counties: BroadwayWorld.com *Little Dog Laughed*

Assistant Directing

<i>Carrie: The Musical</i> (dir. Jon Selover)	The Western Stage	2016
<i>Motherhood: The Musical</i> (dir. Lisa Shriver)	GFour Productions/DCT	2012
<i>Greater Tuna</i> (dir. Greg Prigel)	Downstairs Cabaret Theatre	2012
<i>Leaving Iowa</i> (dir. Tim Clue)	Downstairs Cabaret Theatre	2012
<i>You Say Tomato, I Say Shut Up</i>	Downstairs Cabaret Theatre	2012
<i>Foxfire</i> (dir. Kathleen F. Conlin)	Utah Shakespearean Festival	2009
<i>The Secret Garden</i> (dir. Jim Christian)	Utah Shakespearean Festival	2009
<i>The Bacchae Trilogy</i> (dir. Mihai Măniuțiu)	UCI Claire Trevor Theatre	2009
<i>An Italian Straw Hat</i> (dir. Stefan Novinski)	South Coast Repertory	2008
<i>Dark of the Moon</i> (dir. Annie Loui)	UCI Claire Trevor Theatre	2008

Vocal Coaching/Direction

<i>Damn Yankees</i>	Odyssey Theatre Company	2007
<i>Li'l Abner</i>	Odyssey Theatre Company	2006
<i>The Pajama Game</i>	Odyssey Theatre Company	2006
<i>Songs for a New World</i>	Odyssey Theatre Company	2006
<i>Ruthless! The Musical</i>	Odyssey Theatre Company	2005
<i>Annie Get Your Gun</i>	Odyssey Theatre Company	2005

Cuttings/Adaptations/Writing

<i>The Memorandum</i>	Cutting/adaptation	2010
<i>Julius Caesar</i>	Cutting/adaptation	2009
<i>Bacchae Trilogy</i> (dir Mihai Măniuțiu)	Co-writer: "Bacchae Three"	2009

Acting

<i>Nice Work If You Can Get It</i> (upcoming)	Chief Berry	Western Stage-Jon Selover
<i>Into the Woods</i>	The Baker	Western Stage-Jon Selover
<i>A Christmas Story-The Musical</i>	Jean Shepherd	Western Stage-Jeff McGrath
<i>HAiR!</i>	Woof	Stagelight Productions
<i>Little Shop of Horrors</i>	Seymour	Greg Camacho-Light
<i>Story of My Life</i>	Alvin	Odyssey Theatre Co.
<i>Li'l Abner</i>	Marryin' Sam	Odyssey Theatre Co.
<i>Songs for a New World</i>	Man 1	Odyssey Theatre Co.
<i>Hey Old Friend: A Cabaret</i>	Myself	Odyssey Theatre Co.
<i>Guys and Dolls</i>	Angie the Ox	John Rubinstein
<i>Stick Around: A Cabaret</i>	Myself	Karen Morrow
<i>Buck Naked & The Bare Bottom Boys</i>	Alex La Fond	UCLA Film Dept.
<i>Carol Burnett Awards 2002</i>	Performer	John Hall
<i>Company</i>	Ensemble	John Rubinstein
<i>Tell Me the Truth About Love</i>	Ensemble	Mel Shapiro
<i>Jenny</i> (Student Film)	Mike	Aaron Metchik
<i>Make Mine, Jule Styne</i>	Ensemble	John Hall
<i>The Less Than Human Club</i>	Davis	April Shawhan
<i>Carol Burnett Awards 2000</i>	Performer	John Hall
<i>Babes in Arms</i>	The Quartet	John Hall
<i>Into the Woods</i>	The Baker	Catherine Booth
<i>Yours, Anne</i>	Peter Van Daan	Catherine Booth

Producing

<i>A Midsummer Night's Dream</i>	Producer	2015
<i>Story of My Life</i>	Producer	2015
<i>Respect: A Musical Journey of Women</i>	Associate Producer DCT	2013
<i>Motherhood: The Musical</i>	Associate Producer DCT	2012
<i>Leaving Iowa</i>	Associate Producer DCT	2012
<i>You Say Tomato, I Say Shut Up</i>	Associate Producer DCT	2012
<i>The Memorandum</i>	Odyssey Theatre Company	2010
<i>The Silver Lining: A Benefit Concert</i>	Odyssey Theatre Company	2007
<i>Baby with the Bathwater</i>	Odyssey Theatre Company	2006
<i>Li'l Abner</i>	Odyssey Theatre Company	2006
<i>The Pajama Game</i>	Odyssey Theatre Company	2006
<i>Songs for a New World</i>	Odyssey Theatre Company	2006
<i>Ruthless! The Musical</i>	Odyssey Theatre Company	2005
<i>Annie Get Your Gun</i>	Odyssey Theatre Company	2005
<i>Alumni Scholarship Concert</i>	GHS Chamber Alumni Assoc.	2003
<i>Stick Around--A Cabaret</i>	The Gardenia in Hollywood	2002
<i>Fiddler on the Roof</i>	Odyssey Theatre Company	1998

Design

<i>The Story of My Life</i>	Odyssey Theatre Company	Scenic/Props	2015
<i>Les Miserables</i>	San Benito Stage Company	Scenic	2014
<i>The Memorandum</i>	Odyssey Theatre Company	Scenic/Props	2010
<i>Julius Caesar</i>	UCI Studio Theatre	Scenic/Props/Costumes	2009
<i>Phaedra's Love</i>	UCI Nixon Theatre	Scenic/Props	2010
<i>Eleemosynary</i>	UCI Nixon Theatre	Scenic/Props	2007
<i>Baby with the Bathwater</i>	Odyssey Theatre Company	Scenic/Props/Sound	2006
<i>Songs for a New World</i>	Odyssey Theatre Company	Scenic/Props/Costumes	2006

Awards

2015 San Benito Stage Company Members Choice Awards: Best Director, *Les Miserables*
2015 San Benito Stage Company Members Choice Awards: Best Show, *Les Miserables*
2015 San Benito Stage Company Members Choice Awards: Best Set Design, *Les Miserables*
2010 StageSceneLA Awards: Outstanding Direction: *Lippa's Wild Party*
2010 StageSceneLA Awards: Best Musical(Large Theatre) *Lippa's Wild Party*
2010 Back Stage West Garland Award Nomination: Best Direction *Little Dog Laughed*
2010 Best Regional Theatre Production LA/Orange Counties: BroadwayWorld.com *Little Dog Laughed*
2007-2010 Directing Fellowship, Univ. of California, Irvine

Theatre Teaching Experience

Summary of college courses taught:

Intro to World Theatre Prod	Hartnell College	Fall 2017
Intro to Revival Play Prod	Hartnell College	Fall 2017
Intro to Revival Play Prod	Hartnell College	Fall 2016
Acting I/II	Gavilan College	Summer 2016
Acting I/II	Gavilan College	Spring 2016
Beginning Acting	Hartnell College	Spring 2016
Intro to World Theatre Prod	Hartnell College	Fall 2015
Intro to Revival Play Prod	Hartnell College	Fall 2015
Intro to Theatre	Hartnell College	Fall 2015

Theatre Appreciation	Gavilan College	Fall 2015
Intro to Theatre	Hartnell College	Spring 2015
Theatre Appreciation	Gavilan College	Spring 2015
Actor's Workshop	Gavilan College	Spring 2015
Acting I/II	Gavilan College	Fall 2014
Theatre Appreciation	Gavilan College	Fall 2014
Children's Theatre	Gavilan College	Fall 2014
Theatre Appreciation	Gavilan College	Summer 2014
Acting I/II	Gavilan College	Spring 2014
Acting I/II	Gavilan College	Fall 2013
Musical Theatre Workshop II	UC Irvine	Spring 2010
Directing Techniques	UC Irvine	Fall 2009
Musical Theatre Workshop II	UC Irvine	Spring 2009

Description of college courses taught:

Intro. to Theatre, Hartnell College -- Spring 2015, Fall 2015

class size: 25+ students: theatre majors/gen ed class format: lecture/lab hrs/wk: five

The purpose of this course is to develop, rehearse and present a live theatrical production for young audiences. Students develop an original script through improvisations, acting and writing exercises. Students also learn basic acting, singing, and dancing techniques for performance.

Acting I/II, Gavilan College -- Fall 2013, Spring 2014, Fall 2014

class size: 25+ students: theatre majors/gen ed class format: lecture/lab hrs/wk: five

Taught beginning/intermediate acting, voice, and movement using Robert Cohen's *Acting One* and Annie Loui's *The Physical Actor* as texts. Did acting/movement/voice exercises and also did scene study and monologue work

Theatre Appreciation, Gavilan College -- Sum. 2014, Fall 2014, Spring 2015, Fall 2015

class size: 30 students: theatre majors/gen ed class format: lecture hrs/wk: three

This course examines how theatre productions are staged and created. Elements of theatrical production including: writing, producing, directing, designing, and acting will be explored. Students read and discuss plays and view videos of performances from a variety of genres and perspectives.

Actor's Workshop, Gavilan College -- Spring 2015

class size: 35+ students: theatre majors/gen ed class format: lecture/lab hrs/wk: ten

Directed production of Andrew Lloyd Webber's *Evita* with a cast of students, community members, and professionals. Taught students practical application of techniques learned in acting class, how to create a character, and how to be part of an ensemble.

Children's Theatre, Gavilan College -- Fall 2014

class size: 15 students: theatre majors/gen ed class format: lecture/lab hrs/wk: five

The purpose of this course is to develop, rehearse and present a live theatrical production for young audiences. Students develop an original script through improvisations, acting and writing exercises. Students also learn basic acting, singing, and dancing techniques for performance.

Music Theatre Wkshp II, Univ. of California, Irvine -- Spring 2010 (4 sections)

class size: 15 students: theatre majors class format: studio hrs/wk: one

Worked on song performance. Responded to acting choices, appropriate song choices/cuttings, physicality, breaking down song structure, analyzing lyrics, and overall performance

Directing Techniques, Univ. of California, Irvine -- Fall 2009

class size: 10 students: theatre majors class format: studio hrs/wk: four

Taught directing by demonstrating techniques then having students use the techniques on their own. Topics covered were: Staging, musical staging, characterization, table work, script analysis, adaptation.

Music Theatre Wkshp II, Univ. of California, Irvine --Spring 2009 (4 sections)

class size: 15 students: theatre majors class format: studio hrs/wk: one

Worked on song performance. Responded to acting choices, appropriate song choices/cuttings, physicality, breaking down song structure, analyzing lyrics, and overall performance

Teaching Assistant

Intro to Production Theory, Univ. of California, Irvine -- Fall 2009

class size: 200 students: theatre majors class format: lecture hrs/wk: four

Assisted professor with set-up of room, preparation for class, advising students. Topics included basic lighting, costume, sound, and scenic design, basic building techniques, theatre vocabulary.

Graduate Assistant

3rd Year Grad Acting-Showcase, Univ. of California, Irvine -- Winter 2010

class size: 8 students: 3rd year MFA actors class format: studio hrs/wk: six

Assisted Prof. Richard Brestoff. Worked with actors inside and outside of class on scenes and songs and gave notes on performances

3rd Year Grad Acting-Showcase, Univ. of California, Irvine -- Winter 2009

class size: 8 students: 3rd year MFA actors class format: studio hrs/wk: six

Assisted Prof. Richard Brestoff. Worked with actors inside and outside of class on scenes and songs, helped select scenes, order of showcase, and gave notes on performances

1st Year Grad Acting Level B, Univ. of California, Irvine --Winter 2009

class size: 8 students: 1st year MFA actors class format: studio hrs/wk: six

Assisted Prof. Richard Brestoff. Continuation of personalization training. Work focused on marrying emotional life of character with technical skills of acting.

Graduate Acting for the Camera, Univ. of California, Irvine -- Fall 2008

class size: 8 students: 3rd year MFA actors class format: studio hrs/wk: six

Assisted Prof. Richard Brestoff. Work focused on learning techniques of acting on film including reading screenplays, stepping into shots, and making acting choices appropriate for the medium.

1st Year Grad Acting, Level A, Univ. of California, Irvine -- Fall 2008

class size: 8 students: 1st year MFA actors class format: studio hrs/wk: six

Assisted Prof Richard Brestoff in beginning personalization with First year MFA actors. Work focused on connecting emotionally to material and being able to respond honestly to fellow actors

Workshops/Masterclasses:

College Level (Musical Theatre)

Music Theatre Masterclass, Gavilan College, 2014

Class size: 18 students: BA class format: studio duration: two and one-half hours

Gave feedback on 16-bar audition performances specifically responding to acting choices, appropriate song cutting, breaking down song structure, analyzing lyrics, and overall performance.

Music Theatre Masterclass, Gavilan College, 2014

Class size: 18 students: BA class format: studio duration: two and one-half hours

Gave feedback on 16-bar audition performances specifically responding to acting choices, appropriate song cutting, breaking down song structure, analyzing lyrics, and overall performance.

Music Theatre Masterclass, Gavilan College, 2014

Class size: 18 students: BA class format: studio duration: two and one-half hours

Gave feedback on 16-bar audition performances specifically responding to acting choices, appropriate song cutting, breaking down song structure, analyzing lyrics, and overall performance.

Music Theatre Workshop I, Univ. of California, Irvine, 2010

Class size: 18 students: BA class format: studio duration: two hours

Gave feedback on 16-bar audition performances specifically responding to acting choices, appropriate song cutting, breaking down song structure, analyzing lyrics, and overall performance.

Music Theatre Workshop I, Univ. of California, Irvine, 2010

Class size: 18 students: BA class format: studio duration: two hours

Gave feedback on 16-bar audition performances specifically responding to acting choices, appropriate song cutting, breaking down song structure, analyzing lyrics, and overall performance.

Music Theatre Workshop I, Univ. of California, Irvine, 2009

Class size: 18 students: BA class format: studio duration: two hours

Gave feedback on 16-bar audition performances specifically responding to acting choices, appropriate song cutting, breaking down song structure, analyzing lyrics, and overall performance

Music Theatre Workshop I, Univ. of California, Irvine, 2009

Class size: 18 students: BA class format: studio duration: two hours

Gave feedback on 16-bar audition performances specifically responding to acting choices, appropriate song cutting, breaking down song structure, analyzing lyrics, and overall performance

College Level (Acting)

Drama 30B, Univ. of California, Irvine, 2010

Class size: 18 students: BA class format: studio duration: two hours

Led a cold reading workshop giving feedback on students' performance. Also gave tips on how to break down/analyze a script and make acting choices specifically for a cold reading audition.

Drama 30A, Univ. of California, Irvine, 2009

Class size: 18 students: BA class format: studio duration: two hours

Held a mock audition of contrasting classical and contemporary monologues. Gave individual feedback to each actor and general notes to the class commenting on acting choices, character development script analysis, choice of monologue, and actor's physicality

Drama 30B, Univ. of California, Irvine, 2009

Class size: 18 students: BA class format: studio duration: two hours

Gave feedback on scenes that students had worked on. Commented on acting choices, character development, staging, and overall arc and pace of scenes

Drama 30B, Univ. of California, Irvine, 2009

Class size: 18 students: BA class format: studio duration: two hours

Led a cold reading workshop giving feedback on students' performance. Also gave tips on how to break down/analyze script and make acting choices specifically for a cold reading audition.

Drama 30A, Univ. of California, Irvine, 2008

Class size: 18 students: BA class format: studio duration: two hours

Worked with actors on contemporary and classical monologues commenting on acting choices, character development, physicality, script analysis, and choice of monologue

Drama 30C, Univ. of California, Irvine, 2008

Class size: 18 students: BA class format: studio duration: two hours

Held a mock audition of contrasting classical and contemporary monologues. Gave individual feedback to each actor and general notes to the class commenting on acting choices, script analysis, and actor's physicality

High School Level

Movement workshop, Christopher High School, 2013 (3 Sections)

class size: 25 students: high school class format: studio duration: four meetings of one hour

Had a 4 day movement workshop with 3 high school drama classes. Focus of workshop was spacial awareness using movement exercises and games

Drama Class, Christopher High School, 2010

class size: 25 students: high school class format: lecture duration: one hour

Lectured and answered questions about the artistic and technical process of creating theatre and the director's role in leading the design team and working with actors.

Other Teaching Experience

SAT Prep Teacher, Revolution Prep, 2010

class size: 20 students: high school class format: lecture hrs/wk: 6

Taught high school upperclassmen skills in SAT reading, writing, and math in preparation for the SAT

Substitute Teacher, Gilroy High School, All subjects grades 9-12, 2005-2007

class size: 8-50 students: high school class format: varied hrs/wk: 35

Substitute taught all subjects for grades 9-12

Board Memberships

Board Member 2002-2004

Gilroy High Chamber Singers Alumni Board of Directors

- Produced 2003 Alumni Scholarship Concert
- Held auditions and selected 2003 scholarship award winner
- Updated/re-wrote scholarship application
- Sent out news/updates to alumni

Board Member 1997-1998

Odyssey Theatre Company Board of Directors

- Founding Board Member
- Attended regular board meetings and functions
- Member of committee to assemble mailing list with over 1000 entries

References

Melissa Chin-Parker, Artistic Program Director, The Western Stage, (831) 770-7088, mchin@hartnell.edu

John Lawton-Haehl, Theatre Arts Program Head, Gavilan Head, (408) 722-5153, jlawtonhaehl@gavilan.edu

Catherine Booth, Artistic Director, Odyssey Theatre Company, (831) 524-0629, booth@odysseytheatre.org

Rob Salas, Artistic Director, Davis Shakespeare Ensemble, (760) 310-0323, rob@shakespearedavis.org

Robert Cohen, Drama Department Founder, UC Irvine, (949) 824-7282, cohen@uci.edu

Chris Kawolsky, Producing Director, Downstairs Cabaret Theatre, (585) 325-4370,
chris@downstairscabaret.com

Stefan Novinski, Director, (213) 841-4360, snovinski@gmail.com

Richard Brestoff, Associate Head of Acting, UC Irvine, (949) 824-9663, brestoff@uci.edu

Dennis Castellano, Head of Musical Theatre, UC Irvine, (949) 903-2677, drcastel@uci.edu

Keith Fowler, Head of Directing, UC Irvine, (949) 824-6462, fowler@uci.edu

Jeremy Phillips, Production Manager, Downstairs Cabaret Theatre, (219) 221-3586,
jphillips@downstairscabaret.com

The best way to make first contact with these references is email