**SP2 Website People Profile Request - Staff**

Thank you for using this form to request a people profile on the SP2 website! Completing this form will ensure that your profile is complete and added in a timely manner (typically within 3 working days of form completion).

When you return this completed form, please also email a headshot. Your headshot must be at least 72 dpi and sized 200 pixels by 230 pixels (2.778” by 3.194”) or larger. If you do not have a headshot, please contact Laura Baldasarre, Website & Strategic Communications Specialist, at [laurabal@sp2.upenn.edu](mailto:laurabal@sp2.upenn.edu) to schedule a time to take a photo.

If you have any questions about this form, please contact Laura at [laurabal@sp2.upenn.edu](mailto:laurabal@sp2.upenn.edu).

**Full name with any applicable degrees (ex. MSW, PhD):**

**Job Title 1:**

Job Title 2 (optional):

Job Title 3 (optional):

Job Title 4 (optional):

**Building address & office room number:**

**Office phone number:**

**Fax phone number:**

**Email address:**

**Brief biography & description of job function (approximately 2-3 paragraphs, please write in 3rd person):**