

HENRY AWARD ELIGIBILITY REQUIREMENTS,



JUDGING AND BALLOT PROCEDURES

I. ELIGIBILITY REQUIREMENTS AND SUBMISSIONS

- A.** Theatrical productions that wish to be considered for the Henry Awards must meet the following eligibility requirements:
1. The producing entity must be a CTG member organization in good standing at the time of the production and throughout the remainder of the Henry Season, as defined below.
 2. The production must take place within the state of Colorado
 3. The opening night of the production (excluding preview performances) must take place between June 1 and May 31 (the "Henry Season").
 4. The producer of the production completes the appropriate portions of the Henry Ballot Form, and returns the completed Henry Ballot Form to the CTG Henry Coordinator no later than one (1) month prior to the opening night of the production.
 5. The production must be seen by not less than five (5) Henry Judges who have completed an Official Henry Ballot pursuant to the procedures outlined in Part II.
- B.** The following productions will not be eligible for a Henry Award:
1. Remounted productions which have been produced by the same theatre or company with the same cast within the past five (5) years.
 2. Productions that are solely produced by a high school, college or university, puppet theatre, opera, performance art, mime theatre, unscripted or improvised productions or staged readings.

3. Children's theatre, student or youth theatre productions are not eligible.
 4. Touring productions produced outside of Colorado are not eligible.
- C. The Colorado Theatre Guild shall have discretion to interpret the foregoing eligibility requirements and determine whether a given production is eligible for consideration for the Henry Awards.

II. JUDGING AND BALLOT PROCEDURES

- A. The CTG Henry Coordinator will publish the Official Henry Ballots to the pool of Henry Judges for each Eligible Production as soon as the 'Master' ballot is received from the show producer.
- B. Henry Judges shall submit a completed Official Henry Ballot to the CTG Henry Coordinator within one week of attending an Eligible Production. The CTG Henry Coordinator will ensure that each Official Henry Ballot is filled out in its entirety. Once completion is verified, all Official Henry Ballots will be securely monitored.
- C. At the end of the Henry Season all Official Henry Ballots will be tabulated. The recipients with the highest scores in each category shall be announced as the nominees for that category. EXCEPT that the score for the "Best Season by a Company" will be calculated as provided in Part II E, below.
- D. At the Henry Awards show, the nominee with the highest score in each category shall be announced the winner of the Henry Award for that category.
- E. At the end of the Henry Season, the CTG Henry Coordinator shall work with the CTG board of directors in determining the nominations for the category of "Best Season by a Company". The number of total category nominations, and point scores may be taken into consideration to calculate both nominees and winner.
- F. **Understudies:** Henry's Judges are presented with a ballot form that is populated with the Principal and Supporting cast as provided by the producer. If an understudy goes on for a performer for a show where a Henry's Judge is scheduled to attend it is the responsibility of the Producer to reschedule that judge to a performance when that performer is on. Failure to do so may invalidate that performer for Henry's Award consideration if the minimum number of judges do not see that actor.
- G. **Cast Changes:** In the event of a cast change during a run, it is the responsibility of the Producer to schedule Judges to see the new actor. Failure to do so may invalidate that performer for Henry's Award consideration if the minimum number of judges do not see that actor.

- H. **Double Casting:** In the event that more than one actor is cast in a single role, the Producer must designate one of the performers as the Primary Actor. Henry's Judges should be scheduled to attend a show when the Primary Actor is performing. Failure to do so may invalidate that performer for Henry's Award consideration if the minimum number of judges do not see that actor.
- I. The Colorado Theatre Guild shall have the discretion to interpret the foregoing judging and ballot procedures and, if necessary, to change or amend those procedures at any time.

III. **DEFINITIONS**

- A. Counted Ballot means the Official Henry Ballots that are selected and tabulated, per the procedures in Part II C-F.
- B. CTG means the Colorado Theatre Guild.
- C. CTG Henry Coordinator means the person designated by the Colorado Theatre Guild to coordinate and carry out the procedures identified herein and the duties related thereto.
- D. Eligible Production means a production meeting all of the requirements of Part I A and not falling under any of the exclusions listed in Part I B.
- E. Henry Ballot means the ballot form that the producer of an Eligible Production, fills out and submits to the CTG Henry Coordinator. In filling out the Henry Ballot Form, the producer, provides basic information about the production and identifies the cast and crew that the Henry Judges will be judging. The Henry Ballot Form includes instructions for the completion of the form. Once the Henry Ballot Form has been received by the CTG Henry Coordinator, and the CTG Henry Coordinator has verified its completion, the completed Henry Ballot Form becomes the Official Henry Ballot for that production.
- F. Henry Judges means the pool of Critic Judges and Non-Critic Judges.
- G. Henry Season means shows opening on or after June 1 and opening no later than May 31.
- H. Theatre Company Season must consist of at least three (3) shows.
- I. Judging Category means those categories set forth on the Official Henry Ballot upon which the Henry Judges judge a production.
- J. Non-Critic Judge means those individuals serving as judges who are not professional theatre reviewers and who have completed an application to serve in such capacity, which application has been reviewed and accepted by the CTG Henry Coordinator.
- K. Producer means the producer, executive director, artistic director of a CTG member organization, or any individual designated by a CTG member organization to fulfill the duties set forth in these Procedures.

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