

## BALLOT INSTRUCTIONS FOR THEATRE COMPANIES

Please review the instructions below carefully and contact us with any questions!

1. We are using a new web-based ballot form for shows. They are listed on the CTG website. Here are the links for a blank ballot forms for PLAY AND MUSICAL.

[Henry Producer Ballot Form - MUSICAL](#)

[Henry Producer Ballot Form - Play](#)

2. If not you, please direct the ballot to the appropriate person (director/production manager) to be filled out.
  - The reason for having you (or your director/appropriate person) fill out these ballots is so the correct person(s) are being nominated in the appropriate categories.
  - This is key, especially in the Lead & Supporting roles.
  - A person nominated incorrectly could cost that person a nomination so please consider carefully when nominating
  - You may submit ballots as far out as you have show's cast and crewed. We are asking for this form 30 days before opening.
  - You should be resubmitting ballots if there is a **cast/crew change** that impacts balloting.
3. Please add the submission of these ballots to your **production calendar** or to your Director's to do list. A ballot may be submitted as soon as you have cast and crew.
4. Please nominate only lead and supporting cast. **Ensemble members are not supporting cast.**
5. ENSEMBLE NOMINATIONS: You Must Put a **"Yes or No"** in these boxes – if left blank it will not be scored

Score as Ensemble Performance		
Score for Outstanding Play		

### WHAT MAKES A GOOD ENSEMBLE?

*The ensemble category considers an **entire** company's quality of acting.* Taking all the parts of a cast together, and consider how that affects the whole.

*The original intent of the category was to find a way to honor actors in plays that don't have obvious distinctions between leads and support characters.* But just because a play or musical does, that should not affect your consideration of its greater ensemble. Think of it this way: An outstanding ensemble means all the parts are working in harmony. You cannot have a weak link, whether your ensemble is 30 or 2. Everything must work. One badly cast support character should knock a production out of this category. For "Les Mis," that means not a weak link among a cast of 30. If you also believe that the actors in a two-character play work so well off one another that

they constitute their own ensemble, so be it. If you think it's more impressive that 30 people must and do work well together than 2, then adjust your scores accordingly.

Thank you very much for your consideration.  
Call or email if you have any questions!

Henry Judge Administrator

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