



## **Henry Judge Expectations & Policies** **Effective 11/1/17**

updated Jan. 29, 2018

You are acting as a representative of the Colorado Theatre Guild. It is important that you maintain the integrity of the awards process.

Rely on your taste, discernment, evaluative, analytical, and inquisitive skills to rigorously consider the production you have been assigned to see, based on your breadth of experience.

Broaden your theatrical experiences by attending different types of productions.

Attend an initial judge orientation and the two judge meetings throughout the year (to be scheduled for 2018.)

Regularly check your email and respond within 24 to 48 hours.

Attend up to 25 – 30 shows per year.

Once the date of an assignment is accepted, fulfill the assignment regardless of location.

If you must cancel your attendance to a performance at the last moment, call the theatre immediately and notify the Henry Awards office second. If your cancelation is more than 24 hours in advance, notify the Henry Awards office first.

Do not discuss the show with ANYONE prior to submitting your ballot and do not discuss how you balloted with ANYONE after you submitted your ballot. This includes all social media. If you're a critic judge who has received your tickets through the publicist or marketing representative for that theater, it is understood that you will be publishing a review for that production.

Submit your ballot within one week of seeing the show to the on-line ballots. Go to the CTG website <http://ColoradoTheatreGuild.org>. Select Henry Awards/Judge and Producer Information, then look at the 'Judge's Links' and select 'Henry Ballot On-Line links'.

Or just click on this direct link. <https://goo.gl/U3kZXt>

Avoid reading reviews until after your ballot has been submitted.

Shun theatre gossip when completing your ballot.

Arrive early. Do not be late for curtain time.

See the entire show. Arrival after curtain up or departure prior to curtain down will invalidate your ballot and be grounds for dismissal.

Henry judges who are reviewers are required to request tickets through the theatre publicist or box office.

Communicate to the CTG office if you think, for any reason, you might have trouble being impartial or you may have – even a perceived – conflict of interest.

The CTG uses online balloting and submission forms, therefore it's important that all judges have regular access to the internet, a unique email address and the willingness to learn how to use all new technology with assistance from the CTG Board and staff.

Numerous cancellations, no-shows, tardy ballots, discussing ballots, arriving late, leaving early, or any other behavior deemed inappropriate by the CTG Board of Directors or the Henry Awards Manager are grounds for dismissal.

**Please note the following policy for all Volunteers/Judges.**

*Judging performances on the behalf of the Colorado Theatre Guild (CTG), is a privilege and an honor, not a right. Our judges are board selected volunteers. The CTG reserves the right to withhold judging assignments, suspend and/or dismiss any judge without notice for any reason. This might be after due consideration and evaluation by the board of directors or by the recommendation of the Henry's Administrator and Henry's Committee of any notification of inappropriate behavior or conduct unbecoming a representative of the Guild, but as this is a volunteer position, the board has no obligation to show cause for dismissal. Judges may appeal this decision in writing but, there is no guarantee that a judge will be reinstated or be allowed to reapply after a period of time. Furthermore, our member companies have the right to request a judge NOT be assigned due to any perceived conflicts of interests or past issues with a judge, this is at the will of the board and is non-negotiable.*