

THE BARRYMORE AWARDS for Excellence in Theatre

Rules and Regulations for the Nomination Process effective for 2007-2008 Season

Approved by the Barrymore Awards Oversight Committee – 2/13/07

I. Statement of Purpose

The Barrymore Awards strive to:

- ▶ increase positive public and media awareness of the professional theatre community in the Greater Philadelphia area
- ▶ build audiences and funding for theatre
- ▶ **empower artists by recognizing excellence and creativity in the local theatre community**

II. Participation Requirements for Each Production

Any legitimate live play may be submitted for Barrymore Award consideration if all of the following criteria are met:

A. The play is produced:

1. within the Philadelphia area (25-mile radius from Center City).
2. by a theatre company **OR** by a graduate-level, accredited professional theatre training program at a college or university which is a Full Member of the Theatre Alliance of Greater Philadelphia.
3. by a Full Member theatre organization that meets the minimum pay requirements listed below (II.B.1-3).
4. for a minimum period of twelve (12) evening and weekend public performances. (Please note: The 12 performances must be between July 1, 2007 and June 30, 2008.)
5. In the case that a Full Member is involved in a co-production, which is billed as such and in the producing of which two or more theatre organizations are intrinsically and continuously involved in the production, the following criteria must be met:
 - a. If the partner organization is located within the Philadelphia area 25-mile radius, both organizations must be Full Members of the Theatre Alliance.
 - b. If the partner organization is located outside of the Philadelphia area 25-mile radius, Theatre Alliance membership is not required of the partner organization.

B. Minimum Pay Requirements

Those Theatre Alliance members who choose to participate in the Barrymore Awards **MUST**:

1. pay their least-paid actor a sum equal to a minimum of \$75.00 per week for both rehearsal and performance periods, with the exception of extras (non-speaking roles) and students (under the age of 18, or enrolled full-time at an accredited college or university), who need not receive monetary compensation.
2. pay their least-paid primary designer a minimum of \$400.00 (unless the designer is the artistic director or a staff member of the theatre organization, in which case no minimum fee for designing is required).
3. pay their director a minimum of \$600.00 (unless the director is the artistic director, resident director, or other staff member of the theatre organization, in which case no minimum fee for directing is required).

C. Additional notes regarding Participation Requirements for productions:

1. Productions will only be considered for review if they have been submitted in writing at the beginning of the season by the designated due date or if submitted to the Director of Programs & Services for consideration no fewer than eight (8) weeks prior to the first performance of that production. No production will be evaluated unless eight weeks' notice is given. TBA/TBD productions **may not be submitted**. Barrymore Award Agreements to Participate are available on the website 24 hours a day under: For Members→Forms and Downloads.
2. Presented performances are performances for which the member theatre has contributed no artistic input; presented performances are not eligible for Barrymore consideration. Any element of a performance not artistically created by the member theatre is not eligible for Barrymore consideration. The member theatre must advise the Director of Programs & Services if a performance is presented, or if specific elements have not had artistic input from the member theatre, so as to remove such performance from Barrymore consideration.
3. Each show produced by a specific theatre organization may be reviewed for Barrymore consideration only once. Any repeat production, remount, or re-mounted element of said production by that specific theatre organization may not be submitted for Barrymore consideration. Theatres are asked to submit to the Director of Programs & Services any elements that should NOT be under Barrymore consideration with respect to this rule.

III. Requirements for Participating Theatre Organizations

Each participating theatre organization must meet **all** of the above participation requirements for each production submitted for consideration, as well as meeting the following requirements:

A. Nominator/Judge Tickets and Attendance—all participating theatre organizations **MUST**:

1. provide six (6) complimentary tickets for each production being viewed initially by the Nominators.
2. hold aside six (6) complimentary tickets for *each* must-see performance up until 2 weeks before the first must-see date, after that time any tickets not specifically reserved by the six (6) nominators assigned to that show may be released.
3. allow Nominators to attend their productions by the following schedule guidelines:

- a. if the production run consists of 16 public performances or fewer, the theatre organization must allow the 6 Nominators to come to one of the first two public performances, including public previews.
 - b. if the production run consists of 17 performances or more, the theatre organization may choose not to allow Nominators to attend performances on or before the official opening day only if opening week consists of 3 or more consecutive days of performances beyond opening.
 - c. The Director of Programs & Services provides the MUST SEE DATES for every production included on the same sheet as the nominators who are attending. Only the Director of Programs & Services may change the MUST SEE DATES. If shows are added to theatre's schedule, making the total number of performances greater than 16, the Director of Programs & Services should be notified immediately so s/he may change the MUST SEE DATES.
4. provide ten (10) complimentary tickets for the 10 Judges if a production becomes Barrymore Eligible.

B. Additional notes on Tickets and Attendance:

1. It is the responsibility of the six (6) Nominators to schedule a complimentary ticket reservation with the theatre organization for each production, no later than at least two weeks prior to the first Must-See Date. The Director of Programs & Services provides each theatre with contact numbers of all their nominators - **Theatre companies may call them (Nominators) if they have not already reserved tickets.**
2. Judges (10) must call within one week of the date on which the theatre organization is notified of a production's Barrymore Eligible status to reserve their complimentary ticket. The organization must make one complimentary ticket available per Judge—regardless of sold-out status—to all Judges who make reservations during that week, in order for that production to be able to be considered as a final nominee in any category. Any Judge who does not see a show because he/she failed to reserve a ticket in the first week and could not be otherwise accommodated by the theatre organization will not be permitted to vote in any category in which that production is a final nominee.
3. Nominators are asked to turn in their ballots within ONE DAY of seeing a performance. The Director of Programs & Services will notify the theatre organization of a production's Barrymore Eligible status as soon as all Nominator ballots have been received, usually within two business days of the final MUST SEE DATES.

C. Performance Space Environment

1. The theatre space must meet all federal, state, and local fire code regulations and ordinances, with particular attention to wiring, occupancy, etc. Occupancy regulations must be clearly posted. Exit doors must:
 - a. be clearly marked.
 - b. be kept free and clear of wiring and other hazards.
 - c. not be used exclusively by cast and crew during performance, thereby preventing audience entrance and exit.
2. All participating theatre organizations must maintain a reasonable ambient temperature in their performance space (minimum 62°F and maximum 85°F).
3. If a space is rented, it is the responsibility of the participating theatre organization to negotiate with the landlord to ensure that all of the above safety and temperature requirements are complied with, well in advance of any public performances.
4. The Theatre Alliance requires the volunteer Nominator/Judge pool to attend all assigned performances that meet the above-mentioned performance space environment requirements. If the theatre organization chooses to create an alternative environment for its audience for a particular production, e.g. extreme hot or cold temperature, audience members must stand, etc., the Theatre Alliance will not be held responsible for Nominators or Judges who may choose either not to attend or to leave a particular performance due to discomfort. The Theatre Alliance recommends informing nominators/judges in advance of any alternative environmental aspects of the production.

D. Marketing and Communication—all participating theatre organizations MUST:

1. Provide playbills, with lead actors indicated, to the Director of Programs & Services upon Eligibility. Provide slides, color photos (digital is acceptable), playbills, and contact information for all actors, designers, etc. on all Barrymore Nominated productions to the Theatre Alliance.
2. Advertise participation in the Barrymore Awards program **AND membership in the Theatre Alliance** in all production Playbills and Programs. Specifically, these words must appear with the Barrymore Awards logo in all Playbills and Programs of productions under Barrymore Awards consideration: **“[name of theatre organization] proudly participates in the Barrymore Awards for Excellence in Theatre, a program of the Theatre Alliance of Greater Philadelphia.”**
3. make the Director of Programs & Services aware of any changes that occur to the existing submitted schedule no later than **one month prior** to the first public performance. This would include any changes in the production title, the performance schedule, or venue. Any cast changes that occur mid-run should also be reported as soon as they are known.
 - a. Only cast members as of Opening Night of a production may receive Nominators' and/or Judges' nominations for outstanding actor or actress awards.
 - b. The Nominators and/or Judges and Director of Programs & Services must be notified IMMEDIATELY if an understudy is going on at any time for any lead or supporting actor. Nominators and Judges are **not** permitted to review performances in such an instance and must be notified immediately so that they may change their reservations.

IV. Proof of Fulfillment of Participation Requirements:

- A. The Barrymore Awards Oversight Committee and/or the Director of Programs & Services reserves the right to require any participating theatre organization to provide production budgets and/or acting, designing and directing contracts for review as proof

that all minimum payment requirements have been met. These documents shall be due to the Oversight Committee or to the Director of Programs & Services as specified by either the Oversight Committee or by the Director of Programs & Services.

- B. Any theatre organization found in violation of the rules for participation will be suspended immediately from participation in the Barrymore Awards program and will be barred from participating for one year from the time of suspension. Such an organization may be reinstated to participation in the Barrymore Awards program after one year upon proof of compliance with the rules of participation.
- C. At any time, the Barrymore Awards Oversight Committee or the Director of Programs & Services may request a meeting with representatives of a participating theatre organization to request proof of contracts and payment of artists.
- D. In the event that a theatre organization provides false information regarding contracts or budgets, fails to provide necessary documentation in a timely manner, or cannot provide documentation of payment of actors and other artists, that organization shall be subject to disciplinary action including but not limited to being barred from participating in the Barrymore Awards, and expulsion from the Theatre Alliance. "Timely manner" shall be determined by the Director of Programs & Services.

V. Nominator Selection:

- A. Each year, the Director of Programs & Services will send a notice to all participating theatre organizations, as well as distribute a press release, soliciting applications for the new nominating pool. Forty-plus Nominators and ten (10) Judges will be selected each year, and are expected to serve in the pool from July 1st to June 30th. The responsibility of the Nominators is initially to review each production under Barrymore Awards consideration, in order to determine Barrymore Eligible status. Each Nominator will be expected to review approximately 15 productions throughout the season (with the understanding that additions and changes will be made as necessary). The responsibility of the Judges is to review all Barrymore Eligible productions, to vote to select the five final nominees in each category, and to vote to determine Barrymore Award recipients. Each Judge will review approximately 75-85 productions during the season.
- B. The 50+ Nominators/Judges will be chosen by the Barrymore Awards Oversight Committee.

VI. Nomination Process

- A. Six (6) Nominators are randomly assigned and scheduled to review each production under Barrymore Awards consideration. If the production runs 16 public performances or fewer, the six (6) Nominators must see one of the first two public performances, including public previews. If the run is 17 performances or more, the Nominators must see the show within three days of opening, including Opening Night. The theatre organization may choose not to allow Nominators to attend performances on or before the official opening performance only if opening week consists of three or more consecutive days of performances after Opening.
- B. Ballots from the six (6) Nominators are submitted via email, fax or phone to the Director of Programs & Services the day after they have seen the show. If a response is phoned in, a hard copy must be mailed, faxed or sent via e-mail within one week.
- C. Each of the six (6) Nominators may make nominations in as many categories per production as he/she feels is appropriate and where, in his/her opinion, a production has achieved artistic excellence.
- D. If three (3) or more Nominators nominate a production in the same category, the production becomes Barrymore Eligible. Please note that theatre organizations whose productions are Barrymore Eligible may not use this designation in any of their promotional or marketing activities.
- E. All ten (10) Judges must see all Barrymore Eligible productions. Each Judge will submit a ballot within ONE WEEK after seeing a Barrymore Eligible production and may make nominations in as many categories per production as he/she feels is appropriate, and where, in his/her opinion, a production has achieved artistic excellence, regardless of what categories have been nominated by the Nominators. The Judges are not notified of what categories nominators voted.
- F. A participating theatre organization may choose not to continue the process after a production is determined to be Barrymore Eligible based on the Nominators' ballots, with the understanding that if the production is withdrawn from the process and the Judges do not review it, it will not be able to receive any Barrymore Awards.
- G. The Barrymore Oversight Committee attempts to choose dedicated judges in order that a minimum of 10 judges will participate in the determination of final nominees and recipients. However, if, due to attrition of judges during the season, the number of judges falls to fewer than 10, the votes of the remaining judges, regardless of the number of such judges, shall be valid and final. The submitted ballots of any judge who resigns during the season will not count toward the determination of final nominees, nor will such judge be eligible to vote in final balloting.

VII. Determination of Final Nominees:

- A. After the Barrymore Awards Season is completed, the Director of Programs & Services will compile a list of all nominees submitted throughout the season within each category, based on all of the ballots received from the 6 Nominators and 10 Judges for each production. From this list, the 10 Judges will vote for their top five picks in each category, ranking them on a scale of 1-5. Using all 10 judges' top choices, the number of votes will determine the top five nominees in each category. In the event that there is a tie for the fifth nominee, the ranking system will serve as a tie breaker.

- B. The top five nominees will become the final nominees in each category and their names will be announced at the press conference prior to the Barrymore Awards Ceremony and Gala.
- C. The ranking of the nominees in each category shall not be revealed to the Nominators/Judges or the general public. Likewise, the names of individual artists who received nominations but are not final nominees shall not be revealed to the Nominators or the general public.

VIII. Determination of Recipients:

- A. In the final voting procedure, the 10 (ten) Judges will select their top choice in each category. Within each category, 7 of the 10 Judges' votes will be randomly selected by computer by the Barrymore Awards accounting firm, and then added together to determine the winner in that particular category. A new group of 7 votes will be randomly selected by computer within each category. Rankings will not be revealed to the Nominators/Judges or the general public.
- B. Each Judge will receive a final ballot in the mail and will then return it via mail directly to the Barrymore Awards accounting firm. The accounting firm will then tabulate the votes to determine the recipient of each award. If this process results in a tie, the accounting firm will add the three randomly eliminated votes as a tie breaker. If a tie still exists, a run-off vote will be conducted via mail, e-mail, or fax among the 10 (ten) Judges by the Barrymore Awards accounting firm. If a tie is still present after the run-off vote, two awards will be presented in that specific category.
- C. Any Judge who has not seen all five productions represented by the five final nominees in any single category may not vote in that category.

IX. Notes Regarding Award Categories:

- A. In the context of the Barrymore Awards, the definition of a new play is one that is being fully produced for the first time anywhere and is a world-premiere.
- B. If an actor receives for his/her performance in a single role, citations as both a leading actor and supporting actor, then the Director of Programs & Services will call the designated contact person at the theatre organization, and the organization shall make a determination of which category is appropriate, and all nominations will then be switched to the appropriate category.

X. Award Categories:

- Overall Production of a Play
 - Overall Production of a Musical
 - Direction of a Play
 - Direction of a Musical
 - Musical Direction
 - Set Design
 - Lighting Design
 - Costume Design
 - Sound Design
 - Performance by a Leading Actor in a Play
 - Performance by a Leading Actress in a Play
 - Performance by a Leading Actor in a Musical
 - Performance by a Leading Actress in a Musical
 - Performance by a Supporting Actor in a Play
 - Performance by a Supporting Actress in a Play
 - Performance by a Supporting Actor in a Musical
 - Performance by a Supporting Actress in a Musical
 - Choreography/Movement
 - Original Music
 - New Play or Musical
 - Ensemble Performance of a Play
 - Ensemble Performance of a Musical
 - F. Otto Haas Award for an Emerging Philadelphia Theatre Artist
 - Excellence in Education and Community Service Award
 - Lifetime Achievement Award
 - The Ted & Stevie Wolf Award
 - The Suzanne Roberts Theatre Alliance College Scholarship Award
 - Joseph Cairns, Jr and Ernestine Bacon Cairns Memorial Scholarship Award
- By unanimous recommendation, the Barrymore Oversight Committee may suggest a Special Recognition award.