

THE BARRYMORE AWARDS for Excellence in Theatre

Rules and Regulations for the Nomination Process effective for 2010-2011 Season

Approved by the Theatre Alliance Board of Directors June 2010

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
 - ▶ Creativity as defined by the Barrymore Oversight Committee and approved by the Theatre Alliance Board of Directors is as follows: Creativity: the ability to transcend traditional ideas, rules, patterns, relationships, or the like, and to create meaningful new ideas, forms, methods, interpretations, etc.; originality, progressiveness, or imagination. (Definition of Creativity as found in BOC minutes from January 8, 2007)

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 (40-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, 2010 and June 30, 2011.)
 - a. **If your total number of weekend and public performances is twelve (12), there may not be any more than two preview performances.**
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 40-mile radius, both organizations must be Full Members of the Theatre Alliance.
 - b. If the partner organization is located outside of the Philadelphia area 40-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.
 - a. Productions including student actors (including university productions) will only be considered when the production company (actors, directors, designers) includes members from the professional community that are being paid at or above the minimum rate.
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 on www.barrymoreawards.org at the beginning of the season by the designated due date OR submitted via www.barrymoreawards.org 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. Each theatre company has a logon for www.barrymoreawards.org, if your theatre company does not please email the Director of Programs & Services for assistance. No paper forms will be accepted for this program.
 - a. **In order for the Director of Programs & Services to schedule Barrymore Voters to any show, the title of the show as well as all performance dates must be entered in www.barrymoreawards.org. Creative team members may be added in at a later date but before Opening Night.**
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. Voter Tickets and Attendance—all participating theatre organizations MUST:
1. Provide eight (8) complimentary tickets for each production being viewed by the Voters
 2. Hold aside eight (8) complimentary tickets for each of the first twelve performances after opening up until two weeks before the first performance of the run - after that time any tickets not specifically reserved by the eight (8) Voters assigned to that show may be released
 3. Allow Voters to attend their productions by the following schedule guidelines:
 - i. A Voter may come to any performance during the entirety of the run including and after opening night. No previews unless the theatre company makes such allowances.
 - ii. A theatre company may exclude Voters from attending opening night only if there are 17 or more performances in the run.
 - iii. It is the theatre's responsibility to be sure all eight (8) Voters attend a performance by the end of the run.
 - iv. Prior to the last week of performances, theatre companies must review their attendance records to be sure all eight (8) Voters have seen the show or made their reservations for the final week of performance. All attendance & reservations records may be found on the theatres logon homepage on www.barrymoreawards.org.
 - a. **It is recommended, for any shows with 17 or more performances only, to leave off the final five performance dates from www.barrymoreawards.org in the unlikely event a Barrymore Voter misses a show.**
 - v. **The Voters and Director of Programs & Services must be notified IMMEDIATELY if an understudy is going on at any time for any lead or supporting actor.** Voters are not permitted to review performances in such an instance and must be notified immediately so that they may change their reservations.
- B. Additional notes on Tickets and Attendance:
1. It is the responsibility of the eight (8) Voters to schedule a complimentary ticket reservation with the theatre organization for each production via www.barrymoreawards.org, no later than two weeks prior to the first performance of the run. The Director of Programs & Services provides each theatre with contact numbers & email addresses of all their Voters to facilitate timely reservation of their tickets.
 - a. **Email addresses of all assigned Barrymore Voters are located on www.barrymoreawards.org for the convenience of the participating theatre companies.**
 2. Voters are asked to turn in their ballots within ONE DAY of seeing a performance.
- 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 Voters 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 Voters who may choose either not to attend or to leave a particular performance due to discomfort. The Theatre Alliance recommends informing Voters in advance of any alternative environmental aspects of the production.
- D. Marketing and Communication—all participating theatre organizations MUST:
1. Provide playbills to the Director of Programs & Services immediately following opening night. Provide slides, color photos (digital is preferable), 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 Voters' nominations for outstanding actor or actress awards.
 - b. The Voters and Director of Programs & Services must be notified IMMEDIATELY if an understudy is going on at any time for any lead or supporting actor. Voters 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. Voter Selection:

- A. Each year, the Director of Programs & Services will send a notice to all participating theatre organizations soliciting applications for the new Voter pool. The Barrymore Oversight Committee will recruit a voting pool with a target number of 60. Voters will be selected each year, and are expected to serve in the pool from July 1st to June 30th. The responsibility of the Voters is to review each production under Barrymore Awards consideration, in order to determine Barrymore nominees and recipients for that season. Each Voter will be expected to review approximately 15-20 productions throughout the season (with the understanding that additions and changes will be made as necessary).
 1. The Barrymore Awards Oversight Committee has established stringent criteria and qualifications standards which will dictate the pool of Voters chosen each season.
 2. The 60+ Voters will be chosen by the Barrymore Awards Oversight Committee.

VI. Voter Process

- A. Eight (8) Voters are randomly assigned and scheduled to review each production under Barrymore Awards consideration. If the run is 17 performances or more, the theatre companies may exclude Voters from attending the opening night performance. For 16 or less performances, theatres must allow Voters to attend on an opening night. The Voters must attend the performance any time after Opening Night and before closing.
- B. Ballots from the eight (8) Voters are submitted via www.barrymoreawards.org. Each Voter has his/her own logon and password allowing them to submit their votes securely online.
 1. Ballots are no longer permitted via email or fax.
 2. Theatres are responsible for making their production's cast and crew information complete on www.barrymoreawards.org. The Theatre Alliance is not responsible for any actor, designer, choreographer, etc which is left off the Voters online ballot.
 3. All cast and crew information must be up to date and online by the Opening Night performance.
 - a. Any cast and crew information left off a Voters ballot will not be recognized by the Barrymore Awards process.
- C. Each of the eight (8) Voters may give point values (from 1-100) in as many categories per production as he/she feels is appropriate and based on the lengths to which a production has achieved artistic excellence.
 1. The Barrymore Awards Oversight Committee, assisted by recognized, respected, and qualified professionals in the field have created a common set of criteria by which each production/category will be assessed. The Voter pool, after intense training before the season, will use these criteria as a guideline when determining point values in each category.
 - a. A copy of the criteria may be available at any time. Please email the Director of Programs & Services for a copy.

- D. The Barrymore Oversight Committee attempts to choose dedicated Voters in order that a minimum of 60 Voters will participate in the Barrymore Awards. The submitted ballots of any Voter who resigns during the season will count toward the determination of final nominees and award recipients.

VII. Determination of Final Nominees and Recipients:

- A. **At the end of the season, Drucker & Scaccetti will logon to the www.barrymoreawards.org website. Representatives from Drucker & Scaccetti will view and tabulate the data and number rankings producing a list of the top five individuals and productions with the highest points in each category. These will be the five nominees in each category. The individual or show receiving the most points will be the award recipient.**
- B. The individual or show in each category with the highest point total will be named the Barrymore Award Recipient.
- C. In the case of a tie between two or more individuals or productions, there will be two methods applied to break the tie. First, the points of the tied individuals or productions will be re-tabulated using only those ballots that scored above 80. The individual or production with the highest score will be named the Barrymore Award Recipient. If a tie still remains the scores will be re-tabulated using only those ballots that scored above 90. After these re-tabulations, both productions and individuals will receive the award. (Please note: the logistics of this procedure are still under review and will be finalized prior to implementation of the new voting season.)

VIII. Notes Regarding Award Categories:

- A. **The definition of a new play as defined by the Barrymore Awards Committee in conjunction with experts in the field of playwrighting will be a World Premiere or significantly reworked piece that is being professionally produced for the first time.** (Definition of New Play approved by the BOC as of 4/29/09 via email and the Theatre Alliance Board of Directors as of 6/18/09)
- B. All theatre organizations are responsible for the designation of actors and actresses in both the leading and supporting categories. This information must be submitted online at www.barrymoreawards.org.

IX. 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
- Leading Actor in a Play
- Leading Actress in a Play
- Leading Actor in a Musical
- Leading Actress in a Musical
- Supporting Actor in a Play
- Supporting Actress in a Play
- Supporting Actor in a Musical
- 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 for New Approaches to Collaborations

By unanimous recommendation, the Barrymore Oversight Committee may suggest a Special Recognition award.