



## **THE BARRYMORE AWARDS for Excellence in Theatre**

### ***Rules and Regulations for the 2011 Ceremony and 2011-2012 Nomination Season***

Revised and approved by the Theatre Alliance Board as of February 2011

#### **I. Statement of Purpose**

The Barrymore Awards strive to:

- A. Increase positive public and media awareness of the professional theatre community in the Greater Philadelphia area;
- B. Build audiences and funding for theatre; and
- C. Empower artists by recognizing excellence and creativity in the local theatre community.
  1. Creativity as defined by the Barrymore Oversight Committee and approved by the Theatre Alliance Board of Directors shall be considered as “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.”

#### **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 organization **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 and June 30 for the season under review.); and
    - a. **If your total number of evening and weekend 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); and
  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](http://www.barrymoreawards.org) at the beginning of the season by the designated due date OR submitted via [www.barrymoreawards.org](http://www.barrymoreawards.org) no less 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 organization has a login for [www.barrymoreawards.org](http://www.barrymoreawards.org). If

your theatre organization 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, venue location, as well as all performance dates must be entered in [www.barrymoreawards.org](http://www.barrymoreawards.org). Creative team members and cast 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 or individual element 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 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; and
  3. Allow Voters to attend their productions by the following schedule guidelines:
    - a. A Voter may come to any performance during the entirety of the run including and after opening night. No previews will be attended unless the theatre organization makes such allowances;
    - b. A theatre organization may exclude Voters from attending opening night only if there are 17 or more performances in the run;
    - c. It is the theatre's responsibility to be sure all eight (8) Voters attend a performance by the end of the run;
    - d. Prior to the last week of performances, theatre organizations 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 and reservations records may be found on the theatre's homepage on [www.barrymoreawards.org](http://www.barrymoreawards.org); and
      - i. **It is recommended, for any shows with 17 or more performances only, to leave off the final five performance dates from [www.barrymoreawards.org](http://www.barrymoreawards.org) in the unlikely event that a Barrymore Voter misses a show.**
    - e. **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](http://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; and
    - a. **Email addresses of all assigned Barrymore Voters are located on [www.barrymoreawards.org](http://www.barrymoreawards.org) for the convenience of the participating theatre organizations.**
  2. Voters are asked to submit 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.
    - a. Be clearly marked;
    - b. Be kept free and clear of wiring and other hazards; and
    - 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; and
  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 and color production photos (digital is preferable) to the Director of Programs & Services immediately following opening night;
2. Provide contact information for all actors, designers, etc. on all Barrymore Nominated productions to the Theatre Alliance;
3. 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.”**; and
4. 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 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 Barrymore Oversight Committee or to the Director of Programs & Services as specified by either the Barrymore 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 solicit applications for the new Voter pool.
- B. With the approval of the Barrymore Oversight Committee, the Theatre Alliance staff will convene a screening committee of representative artistic directors from the Theatre Alliance membership to review applications from which a pool of approximately 60 selected Voters will be presented to the Barrymore Oversight Committee for final review before being appointed. Selected Voters will agree to serve from July 1 to June 30 for the season under review and may be invited back without further review for three consecutive years.
- C. The Barrymore Voter screening committee will consider the following criteria when identifying candidates for the voting pool:
  1. Range of experience as a working theatre professional;
  2. Degree of training in applied theatre practice;
  3. Range of theatre viewing experience;
  4. Demonstrated understanding of theatrical artistry; and
  5. Other relevant theatre experience (such as theatre critics and teachers).

**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 organizations may exclude Voters from attending the opening night performance. For

16 or fewer 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](http://www.barrymoreawards.org). Each Voter has his/her own login and password allowing them to submit their votes securely online.
  - 1. Ballots will not be permitted via email or fax.
  - 2. Theatres are responsible for making their production's cast and crew information complete on <http://www.barrymoreawards.org> before opening night of the production. The Theatre Alliance is not responsible for any actor, designer, choreographer, etc. which is left off the Voters' online ballot, and any cast and crew information left off the Voter's 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 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 log in to the [www.barrymoreawards.org](http://www.barrymoreawards.org) website to tabulate the data from the Voter ballots. Drucker & Scaccetti will then apply a criteria approved by the Barrymore Oversight Committee (available upon request) to arrive at the five nominees in each category. The individual or show from the final nominee list receiving the highest score will be the award recipient.**

## **VIII. Award Categories:**

### **A. Awards under Voter adjudication:**

- 1. **Notes:**
  - a. The definition of a new play as defined by the Barrymore Oversight Committee, in conjunction with experts in the field of playwriting, will be a World Premiere or significantly reworked piece that is being professionally produced for the first time.
  - 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](http://www.barrymoreawards.org).
- 2. **Categories:**
  - a. Overall Production of a Play
  - b. Overall Production of a Musical
  - c. Direction of a Play
  - d. Direction of a Musical
  - e. Musical Direction
  - f. Set Design
  - g. Lighting Design
  - h. Costume Design
  - i. Sound Design
  - j. Leading Actor in a Play
  - k. Leading Actress in a Play
  - l. Leading Actor in a Musical
  - m. Leading Actress in a Musical
  - n. Supporting Actor in a Play
  - o. Supporting Actress in a Play
  - p. Supporting Actor in a Musical
  - q. Supporting Actress in a Musical
  - r. Choreography/Movement
  - s. New Play or Musical

### **B. Special Category Awards:**

Each year, the Director of Programs & Services will solicit recommendations for each of the following special category awards. With the approval of the Barrymore Oversight Committee and, when appropriate, the Award Sponsor, the Theatre Alliance staff

**Barrymore Awards Rules and Regulations for the 2011 Ceremony and 2011-2012 Nomination Season – Board Approved February 2011**

will convene a screening committee for each of these awards and apply a criteria approved by the Barrymore Oversight Committee **(available for each award upon request)** to review applicants. Any of these awards may be presented in any year that a suitable candidate can be confirmed to accept at the ceremony. The decision to suspend any of these awards in any given year will be approved by the Barrymore Oversight Committee and, when appropriate, the Award Sponsor.

**1. Categories:**

- a. F. Otto Haas Award for an Emerging Philadelphia Theatre Artist
- b. Excellence in Education and Community Engagement Award
- c. Lifetime Achievement Award
- d. Distinguished Artist Award
- e. The Ted & Stevie Wolf Award for New Approaches to Collaborations
- f. Special Recognition Award
- g. The Brown Martin Philadelphia Award