



THEATRE AWARDS OF EXCELLENCE

Twentieth Annual ariZoni Theatre Awards of Excellence July 2009-June 2010 Season

Theatre Guidelines

Theatre Production Criteria

To participate, all theatres must:

- ❖ **Have a scheduled and publicized season of theatrical productions.**
- ❖ **Present productions in a public performance space on a regular basis in the Phoenix Metropolitan Area.**
- ❖ **Present full-length productions which are open and advertised to the public.**
- ❖ **Have a minimum of four performances on four separate days. A run of Thursday, Friday, and two shows on Saturday does not fulfill the requirement of four separate days.**

1. Calendar Year

The theatre year for the ariZoni Awards is from July 1 to June 30 of the following year. A show may not be adjudicated over two different theatre years. For a show to be adjudicated for a certain year, at least four shows on four separate days must be performed in that year's time frame.

2. Shows Double Cast

If a show is double cast, the theatre must ensure that all adjudicators see performances by the same cast.

3. Remounts

If a production has been previously adjudicated, it cannot be adjudicated again for at least three years, and then only if the production has been completely redirected, redesigned, and recast.

New Theatre Criteria

To participate, new theatres must provide:

- 1. Documentation that they have been in existence as a producing theatre for at least one year.**
- 2. Documentation confirming that they have produced at least three shows for at least one year within a previous three-year period in the Phoenix Metropolitan area. Such documentation should consist of playbills, flyers, and proof of media coverage, press clippings, etc.**

Theatre Categories

1. Professional Contracted Theatre

To be considered in this category, the theatre must meet at least two of the following criteria:

- a. Operate in association with any Actor's Equity Association contract on a seasonal basis, excluding guest artist contracts, for productions submitted for ariZoni Theatre Awards adjudication.
- b. During the season, at least 50 % of actors and designers for each production must be salaried employees and under contract: *i.e.*, paying taxes and/or issuing a W4 form.
- c. Have a minimum budget of \$150,000 for operations, administration, and production combined.

2. Non-Contracted Theatre

This category includes community, dinner theatre, educational, theatre for youth performed by adults. The majority of the actors used in the productions of this category must be Non-Contracted adults.

Note: Although Non-Contracted plays and Non-Contracted musicals may be combined under one application with one application fee, TBA performances must be designated as to whether it will be a musical or a play. We assign judges with those criteria in mind and must have that information to make appropriate assignments.

3. Youth Theatre

At least 50% plus 1 of cast members for Youth Theatre must consist of children 19 years of age or younger. For actors 20 years of age and up, refer to Guest Actors, page 4, section 4.

Note: Non-Contracted plays and Non-Contracted musicals may be combined under one application with one application fee. However, no other combinations may be added, i.e. theatres wishing to participate in more than one category – either Contracted, Non-Contracted, or Youth - must present separate applications with separate application fees.

General Notes

1. Guidelines for Original Script and Original Production

- a. Original script and original production means a play or a musical, both the book and the music, which has not been produced previously.
- b. Adaptations from published literary works may be adjudicated as “original” work.
- c. Musicals or plays with music must have entirely original music to be adjudicated in the “original” category.
- d. Revues of previously published music will not be adjudicated in the “original script” or “original production” category.

2. Unusual Run Dates and Times

Companies who are producing theatre exclusively at unusual times (e.g. Lunch Time Theatre) are not eligible for adjudication.

Theatre Responsibilities

1. Tickets

- a. Only two complimentary tickets should be supplied to each adjudicator (or a substitute) for the adjudicator and a guest, subject to availability. The theatres are under no obligation to provide more than the two complimentary tickets per adjudicator.
- b. Adjudicators are required to call the theatre for their reservation no later than one week prior to the opening night of the production they will be adjudicating. If this does not occur, please call the adjudicator yourself; if there is no response from the adjudicator within a reasonable amount of time, contact your Theatre Liaison. Please do not wait until the closing weekend show to call the Liaison; the Liaison needs time to arrange a replacement adjudicator.
- c. Adjudicators are not allowed to schedule their adjudication date for the final performance of a production. Please do not allow them to do so. The adjudicators have been notified that the theatre companies will not grant those requests.
- d. Adjudicators are advised that certain theatres may place restrictions on dates that tickets may be available for adjudicators. In the event tickets are not available for the adjudicator for a registered production, neither the ariZoni Theatre Awards of Excellence Board of Directors nor the Theatre Liaison nor any adjudicator may be held responsible for non-adjudication of the production. A theatre may close certain performances to adjudicators; however, the Theatre Liaison must be previously notified.
- e. Dinner theatres, murder mystery dinner theatres or any performance taking place in a theatre setting where a meal is provided must notify the Theatre Liaison and scheduled adjudicators if the meal is not included with the complimentary tickets.
- f. If a show is double cast, it is the responsibility of the theatre to ensure that the adjudicator is assigned to the correct date to see the cast the theatre wants adjudicated. Refer to *Double Casts and Understudies* under Theatre Responsibilities, section 5, page 5.

2. Reservations and No-Shows

- a. In the event that an adjudicator has not made reservations ONE week before opening night, it is the responsibility of the theatre to contact the individual adjudicator and notify the designated Theatre Liaison. Failure of any theatre to notify the Liaison may result in an insufficient number of ballots for adjudication.

- b. Adjudicators who arrive late for a show have been notified they must reschedule with the theatre. Please do not provide a ballot for any adjudicator who arrives late for a show. If the adjudicator cannot reschedule for another time that is acceptable to both the theatre and the adjudicator, then the Liaison must be informed immediately so that a replacement can be provided. **Theatres may not appoint their own adjudicator.**
- c. Please keep a list of any problem adjudicators to be submitted throughout the season and/or at the end of the season. Adjudicators who are no-shows or are consistently late will be removed from the ariZoni Awards Panel of Judges. It behooves your company and the integrity of the process to keep a record of such instances.

3. Ballots

- a. Blank ballots can be downloaded at www.arizoniawards.com. The theatre then gives an official ariZoni Theatre Awards ballot to each adjudicator. The ballot should contain the names of individuals to be nominated in each category, with only one listed per line. Actor's names should be listed along with their character's name as in "Joe Smith (Nathan Detroit)." Theatres may furnish as many names as they feel appropriate in each category but should put only one name per line. If there are not enough lines in a category, the theater can attach a second sheet with the category(s) clearly marked. Or lines can be drawn in, provided there is enough room provided on the ballot.
- b. If the show is double cast, it is the responsibility of the theatre to check whether the ballot contains only the names of the actors to be adjudicated.
- c. Great care should be exercised in spelling the names correctly and placing the names in the right category, since this is where award plaque information is gathered.
- d. If you provide a pre-addressed envelope to the adjudicators so that they can mail it in easier, please ensure that the envelope return address is BLANK. Using an envelope with the theater's return address could result in the ballot being returned to the theater in case of a delivery problem.
- e. Theatre personnel should not solicit any comment from the adjudicator.
- f. When ballots are tabulated, the high and low scores are discarded and the three remaining ballots are averaged to determine the final score in each category on the ballot. Five adjudicators are assigned to attend each production. It is the responsibility of the theatre to check whether all five adjudicators have made reservations for each show one week prior to the opening to assure a complete panel of judges will attend. If only four judges attend a show, the high and low scores are still discarded, and only two scores remain to be averaged for a final score. If only three judges attend a show, all ballots will be discarded and there will be no final score; thus the show will not be considered for the Awards.

4. Guest Actors

- a. Youth Theatre: Companies that utilize the talents of both adults and children in the same production have the right to submit the talent of adult actors for adjudication under the "Guest Actor" category. The production will remain in the Youth Theatre category if 50% plus 1 of the actors are 19 years of age or younger, but all adult actors who are to be adjudicated must be placed in the "Guest Actor" category.
- b. Guest Equity Actors in Non-Contracted Productions: Actors who are members of the Actor's Equity Association and are cast members of Non-Contracted theatre productions must be adjudicated in the "Guest Actor" category.
- c. Theatre Responsibility: It is the responsibility of the theatre to place these guest actors in the appropriate section of the ballot. The ariZoni Awards will not be responsible for policing this policy. If a theatre company has not complied with the guideline, the actor will be disqualified from adjudication.

5. Double Casts and Understudies

- a. If a show is double cast, it is the responsibility of the theatre to ensure that all of the adjudicators receive tickets to see the same cast in performance.
- b. Once a ballot is completed by an adjudicator, it cannot be altered. Therefore, the use of understudies or changes in casting may result in an insufficient number of adjudicators judging a particular actor. If changes in casting are known in advance, adjudicators must be advised at the time they make reservations.
- c. If the program lists more than one name for a character, it is the theatre's responsibility to inform the adjudicator which actor is being seen at that performance. Other adjudicators assigned to this show must also see the same actor.

6. Cancellations

In the event a submitted production is cancelled, each theatre must contact the Theatre Liaison as well as all adjudicators scheduled for that production. It is important to let them know as soon as possible.

7. Substitutions

Should a theatre company need to substitute or change any production submitted on their original application, they must notify the Liaison who schedules adjudicators for that production. Failure to do so may result in insufficient ballots to do a final tabulation. A four week notice must be given to the Liaison prior to change or substitution. Shows may not be added to a season schedule; only TBA substitutions are allowed.

8. Complaints and Reviews

- a. Theatre companies registering for ariZoni Theatre Awards adjudication are subject to review by members of the Executive Board to ensure compliance with the guidelines stated above. Upon receipt in writing of a minimum of three complaints by adjudicators concerning any registered theatre, that theatre company and its productions will be subject to review by members of the Executive Board of the ariZoni Awards for continued participation in the ariZoni Awards process.
- b. Adjudicators are also subject to review. Theatres have the right to submit in writing any complaints or concerns about adjudicators, especially concerning irresponsibility.
- c. Please keep these complaints professional and specific. Address your complaints to the Executive Board of the ariZoni Theatre Awards Board of Directors. All such letters will be filed and adjudicators will be reviewed concerning further participation.

9. TBAs and Changes in Production or Venue

- a. At the time of application, if actual dates, calendar plot or show times of one or more productions submitted for adjudication are unknown, a TBA and its category must be listed for each production in question. It is imperative to list in which category the TBA will be in order to schedule adjudicators more efficiently for these productions. This includes theatres that have not yet scheduled a spring season. When TBA titles, categories, dates, and times are known, this information must be submitted in writing to the Liaison at least four weeks prior to the first publicized performance of the production. Failure to notify will result in no adjudicators being assigned to adjudicate that production.
- b. Some theatre companies have more than one venue for their season. Please communicate clearly to the adjudicators which location they will be attending at the time of their reservation as well as show times available. Furthermore, the Liaison must have this information in writing four weeks prior to the opening. Failure to do so will result in that show not being adjudicated.

10. Change in Theatre Information

Any changes in theatre contact information must be reported immediately to the Theatre Liaison and sent in writing to the following address: ariZoni Theatre Awards of Excellence, c/o Patricia Tonzi, Treasurer, 16707 Emerald Drive, Fountain Hills, AZ 85268-5431. This includes changes in venue, business address, telephone, contact person, etc.

11. Co-Productions

The ariZoni Theatre Awards of Excellence organization supports and encourages co-productions in the community. However, the participating theatre companies must inform the ariZoni Awards organization of co-productions which consequently will only be adjudicated by one panel of judges. If the production is a joint effort of two Non-Contracted theatres, it should be listed on only one of the applications. If the production is a joint effort of a Non-Contracted theatre and a Contracted or Youth theatre, the production will be adjudicated as a Contracted theatre. When submitting the season in the theatre application, be sure to indicate that the applicable show is a co-production and list the company with whom you are producing.

12. Special Accommodations

In order to keep the awards process unbiased, no special accommodations will be made regarding language, content, location or any other such considerations. Judges will be randomly assigned to their adjudication posts. Please contact the ariZoni Theatre Awards of Excellence Board of Directors for further information.

13. Theatre Application Fee Structure

Make check payable to ariZoni Theatre Awards. Send check along with application and attachment of theatre description to ariZoni Theatre Awards Registration, c/o Patricia Tonzi, Treasurer, 16707 E Emerald Dr, Fountain Hills AZ 85268.

The initial application fee of \$85 includes five (5) plays. A \$25 fee will be added for each play over the original five. If a check is not received by the June 1st deadline, a fine of \$100 will be applied until June 15th. No shows will be added after the June 15th deadline.