



INSTRUCTIONS FOR THEATRE COMPANIES

There are two steps (two forms) that you need to complete as a Producer in order to have your show considered for a Henry's Award. Some of the information included on one or the other of the forms is duplicated but since they are processed by different CTG staff this was unavoidable.

Step 1: Submit an Event form for your show.
This step should be done ASAP, when you know your season and schedule.

This step will add your show to our website and the CTG events Calendar. We use the Calendar to determine what shows are Henry's eligible.

Click on this link to access the event link or cut and paste to your browser.

<https://www.coloradotheatreguild.org/shows-tickets/event-submissions/>

Step 2: Submit a Henry's Ballot form.
This step should be done at least 30 days before your opening.

You must submit a 'master' ballot form in order for us to know who to judge in the appropriate categories. See instructions listed below.

Click on this link to access the 'Producer Ballot' link or cut and paste to your browser. <https://goo.gl/Mro3dG>

Please check out these handy links. Click on the links below or cut and paste to your browser.

CTG Calendar:

<https://www.coloradotheatreguild.org/shows-tickets/>

Ballot Instructions

Please review the instructions below carefully and contact us with any questions!

1. We are using a web-based ballot form for shows. The form is listed on the CTG website. It is a combined form for both a PLAY and MUSICAL. Here is the link for a blank ballot form.

Click on this link to access the 'Producer Ballot' link or cut and paste to your browser. <https://goo.gl/Mro3dG>

2. Please direct the ballot to the appropriate person (director/production manager) to be filled out.

The reason for having you (or your director/appropriate person) fill out these ballots is so

the correct person(s) are being nominated in the appropriate categories.

This is key, especially in the Lead & Supporting roles.

A person nominated incorrectly could cost that person a nomination so please consider

carefully when nominating

You may submit ballots as far out as you have the show's cast and crew. We are asking

for this form at least 30 days before opening.

You may resubmit a ballot if there is a **cast/crew change** that impacts balloting. (See below)

3. Please add the submission of these ballots to your **production calendar** or to your Director's to do list. A ballot may be submitted as soon as you have cast

and crew.

4. Please nominate only lead and supporting cast. Ensemble members are not supporting cast.

5. Understudies: Henry's Judges are presented with a ballot form that is populated with the Principal and Supporting cast as provided by the producer. If an understudy goes on for a performer for a show where a Henry's Judge is scheduled to attend it is the responsibility of the Producer to reschedule that judge to a performance when that performer is on. Failure to do so may invalidate that Principal or Supporting performer from Henry Award consideration if the minimum number of judges do not see that actor.

6. Cast Changes: In the event of a cast change during a run, it is the responsibility of the Producer to schedule Judges to see the new actor. Failure to do so may invalidate that performer for Henry's Award consideration if the minimum number of judges do not see that actor.

7. Double Casting: In the event that more than one actor is cast in a single role, the Producer must designate one of the performers as the Primary Actor. Henry's Judges should be scheduled to attend a show when the Primary Actor is performing. Failure to do so may invalidate that performer from Henry Award consideration if the minimum number of judges do not see that actor.

Thank you very much for your consideration.
Call or email if you have any questions!

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