



## 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 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 a “Shows + Tickets” list 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 eligible.

Click on this link to access the “Shows + Tickets”.

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

**Step 2:** Submit a Henry Master Ballot form.

**This step should be done at least 30 days before your opening.**

You must submit a 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'

<https://goo.gl/Mro3dG>

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

The CTG Events on our website will show you what shows are currently in the calendar.

## CTG Calendar:

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

This link is a list of the shows currently scheduled to be judged.

List of OnLine Ballots: <https://bit.ly/3y4h3WP>

## 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. Here is the link for a blank ballot form. It is a combined form for both a PLAY and MUSICAL.

[Henry Producer Ballot Form](#)

2. If not you, 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 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 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 performer for 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 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 Judges should be scheduled to attend a show when the Primary Actor is performing. Failure to do so may invalidate that performer for 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!

Henry Judge Administrator  
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