



## How to Submit a Show for Henry Award Consideration

To be eligible for Henry Award Consideration, the following requirements must be met:

- At least one producing company of the show must be an Organizational member of CTG in good standing.
- Remounted productions which have been produced by the same theatre company within the last 5 years are not eligible.
- Productions that are solely produced by a high school, college or university, children's theatre (shows that are by children for children,) puppet shows, opera, performance art, mime theatre, unscripted, improvised productions or staged readings are not judged by the Colorado Theatre Guild.
- Touring productions produced outside of Colorado are not eligible and will not be judged.
- There must be 8 performances over at least two weeks that judges are allowed to attend to be eligible.
- The theatre must be willing to provide complimentary tickets for 9 judges. (Many theatres also offer a companion ticket to each judge, but this is not required.)
- Due to circumstances beyond our control, the Colorado Theatre Guild does not guarantee that every production that requests judges will be eligible for Henry Award consideration.

**Step 1:** Complete the Henry Award Submission Form.

**Shows must be submitted by the 5th of the month before the show opens.** If the show opens on July 28, the form must be submitted by June 5. However, they can be submitted as soon as you announce your season.

If you would like to be added to the monthly reminder list for theatre producers, please contact the [Henry Award Coordinator](#).

[Click Here to access the Henry Award Submission form](#)

## **Step 2: Submit the Ballot form.**

**This step must be done at least 30 days before the show opens.**

[Click on this link to access the 'Producer Ballot' link.](#)

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

1. The ballot is a combined form for both PLAYS and MUSICALS. Please be sure to fill out the categories correctly.
2. Please fill out the ballots so the correct artists are nominated in the appropriate categories. A person nominated incorrectly could cause them to be ineligible, so please consider carefully when filling out the ballot.
3. Please nominate only the lead and supporting cast. Ensemble members are not eligible for Henry Awards.
4. **Ballots are due 30 days prior to the show's opening night.**

### **Other important Information Regarding Ballots**

**Understudies:** 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 theatre to reschedule that judge to a performance without the understudy. I

**6. Cast Changes:** In the event of a cast change after the ballot is submitted, it is the responsibility of the theatre to inform the Henry Award Coordinator of the changes.

**7. Double Casting:** In the event that more than one actor is cast in a single role, the theatre must designate one of the performers as the Primary Actor. Henry Judges will be required to only schedule shows when the Primary Actor is performing.

[Click on this link to access the 'Producer Ballot' link.](#)

**In addition, be sure to submit all your shows to the CTG Events Calendar:**

**This will add your production to the website and list it on the CTG events Calendar. [Click on this link to access the event link.](#)**

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