



HENRY AWARD ELIGIBILITY REQUIREMENTS, JUDGING AND BALLOT PROCEDURES

I. ELIGIBILITY REQUIREMENTS AND SUBMISSIONS

- A. Theatrical productions that wish to be considered for the Henry Awards must meet the following eligibility requirements:
1. The producing entity must be a CTG member organization in good standing at the time of the production and throughout the remainder of the Henry Season, as defined below.
 2. For shows that are co-produced by two or more companies, the company submitting the ballot must be an organizational CTG member in good standing.
 3. The production must take place within the state of Colorado.
 4. The opening night of the production (excluding preview performances) must take place between May 16 and May 15 the following year (the "Henry Season"). Shows opening after May 15 may be judged in the following Henry year at the discretion of the Henrys Coordinator. This is based on whether enough judges are available to see the show before the ballot deadline of May 30.
 5. The producer must submit a show to be judged. This should be done when the producer's season is known whether it's been cast or not.

Please use this form to submit a show to be judged:

<https://coloradotheatreguild.wufoo.com/forms/s11onxh60g7mba4/>

6. The producer of the production must complete the appropriate portions of the Henry Ballot Form and return the completed Henry Ballot Form to the CTG Henry Coordinator at least one (1) month prior to the opening night of the production. This form identifies the cast and production staff to be judged.

Please use this form to submit a Producer's Ballot form:

<https://coloradotheatreguild.wufoo.com/forms/kp9mu591m0uu2k/>

7. The production must be seen by nine (9) Henry Judges who have completed an Official Henry Ballot pursuant to the procedures outlined in Part II.

B. The following productions will not be eligible for a Henry Award:

1. Remounted productions which have been produced by the same theatre or company within the past five (5) years, where less than half the creative staff and performers have changed, are not eligible.
2. Touring shows are not eligible. A 'Tour' is defined as a show produced at one CTG member theatre and then re-mounted at another CTG member theatre within five (5) years, where less than half the creative staff and performers have changed.
3. Touring productions produced outside of Colorado are not eligible.
4. Productions whose run is less than 8 performances may not be eligible. Short runs become problematic with scheduling judges to attend performances.

5. Productions that are solely produced by a high school, college or university, puppet theatre, opera, performance art, mime theatre, unscripted or improvised productions or staged readings.
 6. Children's theatre, student or youth theatre productions are not eligible.
- C. The Colorado Theatre Guild shall have complete discretion to interpret the foregoing eligibility requirements and determine whether a given production is eligible for consideration for the Henry Awards.

II. **JUDGING AND BALLOT PROCEDURES**

- A. The Official Henry Ballots will be published to the pool of Henry Judges for each Eligible Production as soon as the Producer's ballot is received from the show producer.
- B. Henry Judges shall submit a completed Official Henry Ballot to the CTG Henry Coordinator within one week of attending an Eligible Production. The CTG Henry Coordinator will ensure that each Official Henry Ballot is filled out in its entirety. Once completion is verified, all Official Henry Ballots will be securely monitored.
- C. At the end of the Henry Season all Official Henry Ballots will be tabulated. The recipients with the highest scores in each category shall be announced as the nominees for that category. EXCEPT that the score for the "Best Season by a Company" will be calculated as provided in Part II E, below.
- D. At the Henry Awards gala, the nominee with the highest score in each category shall be announced the winner of the Henry Award for that category.
- E. At the end of the Henry Season the CTG board of directors may determine the nominations for the category of "Best Season by a Company". The number of total categories nominations and point

scores may be taken into consideration to calculate both nominees and winner.

- F. **Understudies:** Henry's Judges are presented with a ballot form that is populated with the Lead and Featured 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 performer for Henry's Award consideration if the minimum number of judges do not see that performer.
- G. **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 performer. Failure to do so may invalidate that performer for Henry's Award consideration if the minimum number of judges do not see that performer.
- H. **Double Casting:** In the event that more than one performer is cast in a single role, the Producer must designate one of the performers as the Primary Performer. Henry's Judges should be scheduled to attend a show when the Primary Performer is performing. Failure to do so may invalidate that performer for Henry's Award consideration if the minimum number of judges do not see that performer.
- I. The Colorado Theatre Guild shall have the discretion to interpret the foregoing judging and ballot procedures and, if necessary, to change or amend those procedures at any time.

III. **DEFINITIONS**

- A. **Counted Ballot** means the Official Henry Ballots that are selected and tabulated, per the procedures in Part II C-F.
- B. **CTG** means the Colorado Theatre Guild.
- C. **CTG Henry Coordinator** means the person designated by the Colorado Theatre Guild to coordinate and carry out the procedures identified herein, and the duties related thereto.

- D. Eligible Production means a production meeting all of the requirements of Part I A and not falling under any of the exclusions listed in Part I B.
- E. Henry Ballot means the ballot form that the producer of an Eligible Production, fills out and submits to the CTG Henry Coordinator. In filling out the Henry Ballot Form, the producer, provides basic information about the production and identifies the cast and crew that the Henry Judges will be judging. The Henry Ballot Form includes instructions for the completion of the form. Once the Henry Ballot Form has been received by the CTG Henry Coordinator, and the CTG Henry Coordinator has verified its completion, the completed Henry Ballot Form becomes the Official Henry Ballot for that production.
- F. Henry Judges means the pool of judges who've applied and been accepted for the given judging year.
- G. Henry Season runs between May 16 and May 15 of the following year.
- H. Judging Category means those categories set forth on the Official Henry Ballot upon which the Henry Judges judge a production.
- I. Producer means the producer, executive director, artistic director of a CTG member organization, or any individual designated by a CTG member organization to fulfill the duties set forth in these Procedures.

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