



THEATRE AWARDS OF EXCELLENCE

ariZoni Theatre Awards of Excellence Theatre Guidelines

ariZoni Participating 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 that are open and advertised to the public and for which tickets are sold. Said shows shall be no shorter than 45 minutes actual runtime (not including curtain speech, intermission and bows).**
- ❖ **Have a minimum of four performances on four separate days. [Please note: This rule is critical to our ability to provide enough adjudicators to your shows. However, we will consider exceptions on a case-by-case basis.]**

1. Calendar Year

The theatre season for the ariZoni Awards is from July 1 to June 30. For a show to qualify to be adjudicated for a particular season, at least four shows on four separate days must be performed prior to June 30 and all adjudicators must see the show prior to June 30 (and preferably prior to June 15.) Some theatres prefer that adjudicators do not see shows on Opening Night. These requests may be made as a courtesy to have the adjudicators not come opening night. However, this is not an ariZoni rule to disallow adjudication on Opening Performances.

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, and is remounted, only those elements that are new to the production can be readjudicated: (for example, new actors, an actor taking a different role, a new set, a new director, etc.). A show may only qualify for Overall Production if it has been completely redirected, redesigned and recast, and then, only if it has been at least three years since it was previously adjudicated.

New Theatre Criteria

To participate, new theatres must provide Documentation confirming that they have been a continually producing theatre for at least 3 years, meeting the guidelines set forth in the “ariZoni Participating Theatre Criteria” on page 1 of this document. During the time of continuous participation, the theatre must have presented at least 3 shows per year for at least 3 consecutive years in the Phoenix Metropolitan area. Such documentation should consist of playbills, flyers, and proof of media coverage, press clippings, etc.

Theatre Categories and Eligibility

Please Note: For educational institutions, only college-level productions will be eligible for adjudication. Private, charter and public schools lower than college-level are ineligible for adjudication.

1. Plays and Musicals (Adult)

This category includes community, dinner theatre, educational (college-level only), theatre for youth performed by adults. The majority of the actors used in the productions of this category must be adults. Note: Although Plays and 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.

2. Youth Theatre

At least 75% 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, Section 4. NOTE: The ariZonis do not adjudicate summer camp shows or other workshop-type productions.

Note: theatres wishing to participate in more than one category – either Plays and Musicals (Adult) and Youth - must indicate as such on the application with separate application fees.

General Notes

1. Guidelines for Original Script and Original Production

- a. Original script and original production mean 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 should never provide more than the two complimentary tickets per adjudicator. Should the adjudicator require more than the two complimentary tickets provided, they are allowed to purchase additional tickets however, no special or discounted pricing should be given to the adjudicator other than discounts available to the general public.
- b. Adjudicators are required to contact the theatre for their reservation not 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. Opening night performances **are** eligible for adjudication.
- 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. All ballots information will be completed in the ariZoni Awards Platform - an online portal that includes a theatre companies initial entries before the season begins and which you will need to update throughout the season with the names of the individuals in each category you wish to have adjudicate.
- b. The ballot should contain the names of individuals to be nominated in each category, with only one listed per line. Actors' 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.
- c. 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.
- d. Great care should be exercised in spelling the names correctly and placing the names in the right category, since this is where nominee certificate and award plaque information is gathered.
- e. The ballots are scored by the adjudicators in the same online portal. Only the non partial ariZoni accountant is able to view the scores. No one is able to change any scores once an adjudicator has submitted them.
- f. Theatre personnel should not solicit any comment from the adjudicator.
- g. 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, the scores in each category are averaged to get the final score.

4. Guest Actors

- a. 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.
- b. 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.

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 us 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. Shows may not be added to a season schedule; only TBA substitutions are allowed.

8. TBAs

Please note, after applications are accepted, shows cannot be added, though they can be substituted. If, at the time of application, actual dates, titles or show times of one or more productions submitted for adjudication are unknown, a TBA and its category (Musical or Play) must be listed for each production in question. It is important to list the category of the TBA so that adjudicators may be assigned. When TBA titles, categories, dates, and times are known, this information needs to be submitted to the Liaison as soon as possible prior to the first publicized performance of the production. Failure to notify may result in no adjudicators being assigned to that production.

9. Changes in Venue

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 as soon as possible prior to the opening. Failure to do so may result in that show not being adjudicated.

10. Change in Theatre Information

Any changes in theatre contact information must be reported as soon as possible to the Theatre Liaison. 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, according to the following regulations:

- A Co-Production of two Adult theatres must be listed on only one of the theatre's entries in the system and the corresponding ballot, and adjudicated by one set of adjudicators. The decision of which theatre is the "Theatre of Record" must be decided between the two Theatres.
- A Co-Production of an Adult Theatre and a Youth Theatre will be adjudicated as a Adult Theatre production, by Adult Theatre Adjudicators.
- It should be noted that if a Co-Production wins an award in one of the Production Categories, both theatres will receive plaques for the work.

For the purposes of the ariZonis, a co-production is considered a single production run in the same location with the same actors. If a show is produced in more than one location, the rules of a Remount will apply, and only those elements that are new may be adjudicated (See Section 3, Remounts, on Page 1).

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 your liaison for further information.

13. Theatre Application Fee Structure

When entries are submitted in the online adjudication portal you can pay via PayPal or check. If you choose to pay by check: once you've submitted your entries in the online portal select the check payment option and send the check payable to ariZoni Theatre Awards. Send the check, along with application, to:

ariZoni Theatre Awards Registration
c/o Gil Benbrook, Treasurer
8043 W Vista Avenue
Glendale, AZ 85303

The application fee is \$25 per show, no matter how many shows are produced. If a check is not received by the June 1st deadline, a fine of \$100 may be applied until June 15th. No applications will be accepted, nor shows added after the June 15th deadline.

14. Consideration of Exceptions

The ariZoni Theatre Awards of Excellence Board of Directors reserves the right to consider exceptions to ANY of these policies on a case-by-case basis.

15. 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 of a complaint of noncompliance concerning any registered theatre, that theatre company and its productions may be subject to review by the Board of Directors and appropriate actions may be taken.
- b. Adjudicators are also subject to review. Theatres and Liaisons have the right to submit any complaints or concerns about adjudicators, especially concerning irresponsibility. Upon receipt of a complaint regarding an adjudicator, said adjudicator may be subject to review by the Board of Directors and appropriate actions may be taken.