



THEATRE AWARDS OF EXCELLENCE

ariZoni Theatre Awards of Excellence

Adjudicator Guidelines

Online Scoring process:

If you are selected as an adjudicator, you will be notified by an email the first week of June with information on how to log into your adjudicator account. This is an online platform where the shows that have been assigned for you to adjudicate will be listed and where you will electronically submit your ballots. You will be given directions on how to fill out an online ballot on your acceptance email. Once you submit your scores for a show, they are only visible to our accountant and they cannot be changed by anyone including our accountant or our own site administrators. If you'd like to keep a copy of your scores for your own reference you may write them down, but it is not required.

Adjudicator Responsibilities:

1. Adjudicators are to attend productions as scheduled, and to call for reservations **NO LATER THAN TWO WEEKS PRIOR TO OPENING NIGHT** of the production, or earlier, if requested to do so by the theatre. Upon calling the theatre, confirm (1) venue address, (2) driving directions and (3) curtain time. As an adjudicator, you must attend all productions listed on your schedule. If for any reason you cannot attend, notify the Theatre Liaison immediately. Some theatres prefer that adjudications do not occur on opening night. Never schedule a reservation for the last performance of any production. Theatre companies have been advised not to allow adjudicators at the final performance. Adjudicators are never allowed to arrange their own replacement; your Theatre Liaison will handle all replacements.

2. You are expected to view the entire production. Plan to arrive at least fifteen minutes before curtain and do not leave the theater during the intermission. If an adjudicator arrives after the production has begun, theatre companies have been instructed to reschedule the adjudication. Do not adjudicate a show if there are any missed parts of a performance. If an adjudication cannot be rescheduled for another date, notify your Theatre Liaison immediately so that a replacement can be scheduled. Turning in a ballot for a partially adjudicated show voids the ballot completely (excluding remounts).

Additional Important Adjudicator Information

- A total of five adjudicators judge each performance. All the ballots for each show must be scored and submitted online within two weeks of you seeing each production. Failure to adjudicate an assigned show without notifying your Theatre Liaison will result in automatic disqualification as an adjudicator for future seasons.
- If a theatre company has to attempt to make contact with the adjudicator more than two times regarding a reservation, the adjudicator may be replaced for that show by the Theatre Liaison.

- Adjudicators are expected to keep their scores and opinions confidential. This means no comments to the cast and/or crew that could be construed as positive or negative (a simple “Thank you for the performance” will have to do if you see cast or crew after the show.) This also means you are NOT to post your opinions on Facebook or other social networking media, and you are not to discuss your scores or opinions with anyone, including other adjudicators.
- Notify Theatre Liaison promptly if there are any changes in your personal contact information (telephone, email address, etc.). Liaisons frequently need to contact adjudicators for various reasons, as do theatres. The adjudicator’s contact information is shared with theatres.
- If a theatre requests an adjudicator to complete an in-house ballot for that company’s award program, please decline. This could be misinterpreted as an impropriety.
- The adjudicator will receive two complimentary tickets to each performance being adjudicated. Do not request or accept more than these two tickets: one for the adjudicator and one for a companion. If there are more people in your party, the extra tickets must be purchased.
- Partners living in the same household are not allowed to adjudicate in the same category during the same season.

Scoring Guidelines

The Board of Directors of the ariZoni Theatre Awards of Excellence has devised a simplified adjudication scoring system known as Rubrics. Procedures for using these standardized scoring scales for each category will be reviewed at the adjudicator training meetings at the beginning of each season. The Rubrics can also be found online at the ariZoni website.

Important Considerations

- Each overall production and the individual elements of that production (performance, design, choreography, etc.) should be adjudicated on their own value and merit and should not be compared to other productions by other theatre companies. However, you must be consistent in your personal standards when scoring from production to production. The rubrics training provided at the adjudicator meetings will help make these standards clearer. Remember, the adjudicator is evaluating both the individual production elements and the production as a whole. Does each of the elements serve the overall production? Keep in mind that this is not a contest, but a true celebration of excellence in theatre.
- Do not allow personal preferences or bias to influence your adjudication. If you feel you cannot be impartial, please contact the Theatre Liaison immediately.
- Maintain confidentiality! Do not discuss opinions or scores with anyone, particularly members of the cast, crew, administration, or artistic staff. Do not post opinions on Facebook or other social media network. If an adjudicator is requested to review a show for the media, that adjudicator may not adjudicate that production. Inform the Theatre Liaison of such requests.

Scoring Scale

On a “one to ten” scale (with ten being the highest), consider the “five” to be “average and what is expected,” and begin your judging from that point. Move up towards a “10” or down towards a “1” from that point. Please score each item up to two decimal points.

Refer to the *Rubrics Sheets* for clear definitions and guidelines on scoring.