

JUDGES' RESPONSIBILITY SHEET

- **Remember** to call your reservations in to the theatre in advance. Seating is very limited in some of the venues. Make your reservation as soon as allowable prior to a show's opening. The season and our individual schedules can get hectic and shows do sell out. Always confirm the date, time, and place of performance when you are making your reservation. Most reservations are handled by answering machines. LISTEN to the information provided on these recordings.
- **If** you arrive at a production late and it is already in performance, **DO NOT** go ahead and view a partial performance. Judges must see a complete performance and are only allowed to view a performance **ONE** time.
- **Judging** decisions must be based on that one performance only. If something or someone is having an off night, "them's the breaks!" You may not compensate for something or someone you know normally gives a stellar performance!
- **You** are required to sign a judges' sign-in sheet at your attendance of each performance.
- **You** should be given a director's sheet for each performance you see. This is a list of possible nominations and is only the director's suggestion of which persons to consider in which categories. This does not mean you cannot consider other persons listed in the playbill for any and all categories as you see fit.
- **Each** production is to be viewed as an entity unto itself. Do not withhold votes thinking you will see something better later. Vote on the basis of what had merit within the individual show. Any aspect which has merit should be given the opportunity to be considered for a preliminary nomination. Comparison of shows takes place on the final ballot.
- **Judge** each aspect of the production separately. Do not withhold votes because you do not like one aspect of the production. Some productions may be uneven in quality. Do not allow the poorer aspects of a production to negate the better aspects of the production. Those aspects within an individual production that are best deserve a vote.
- **Keep** in mind the resources of each theatre. Does a theatre have its own facility? If not, it could be just days before an opening that it is allowed into the facility. Take those kinds of things into account when judging technical aspects.
- **You** must be objective at all times. Do not vote for a show just because it features a friend or relative. Do not go into the production with preconceived notions about a particular theatre or script.
- **Be** careful of any comments you might make when attending productions. Sometimes innocent comments can be misconstrued and you never know who is within earshot. The best plan is to make absolutely no comments whatsoever about the productions you are currently seeing within the confines of the theatre building. A judge should **NEVER** discuss a production with anyone other than another judge and should certainly be aware of their surroundings if he/she is involved in such a conversation.
- **Judges** are not adjudicators. Judges do not critique shows. Judges express their opinions about what they believe to be award-worthy as excellence in a community theatre production via the ballots they cast.
- **Ballots** must be legible. Can anyone besides you read what you have written?
- **Ballots** must be received by the appropriate co-chairman no later than the 21st day after the production closes.
- **The** exception to the 21 day rule above is for ballots completed for shows performing in July and August. Due to time crunch for ballot counting as the end of the season approaches, those ballots should be submitted immediately after seeing a production.
- **Be** sure to copy your ballot or the information included on your ballot before mailing to the appropriate co-chairman. Ballots have been known to be lost in the mail or misplaced.
- **Make** sure your ballot is complete. Do not make the chairpersons guess what your intent in voting is.

- **Judges** should see all shows in their category. Missing shows is not an option, but in the case of an emergency (hospitalization, death, blizzard!) one show may be missed. Missing two shows will require the appropriate co-chair to request your resignation. As a side note, if a judge misses a show and a category from that show makes it to the final ballot, the judge will be excluded from voting in that category.
- **If** for some reason you must resign, please notify the appropriate co-chairman immediately.
- **In** addition to the regular shows that judges must see, there are usually three or four Rising Star productions each season. These shows are for young artists 20 and under. Judging these shows is voluntary. Plays only or Musicals only judges may judge any or all Rising Star productions whether in their specific category or not. The only awards judged in these productions are the best male and female performer.
- **Remember** that you have been selected for an important job and your opinions are greatly valued and anticipated by all the participating theatres.
- **You** represent the Encore Association.
- **Have** fun! Being a judge is great and the year will fly by before you know it!
- **Enjoy** the theatre season. You will have the opportunity to see community theatre at its best.