

Standing Rules for Encore Judges (5-03)(revised 7-03; 5-04, 8-16)

1. Judges shall serve one (1) full theatrical year beginning September 1 and ending August 31 of the following calendar year. These judges will also be required to serve in their voting capacity until the completion of the final Encore Award balloting.
2. Judges shall serve for a term of one (1) year, with an option to reapply for a second term. On or about August 1 of each year, the Board shall confirm appointments of the judges for the new theatrical year. Upon completion of two (2) consecutive one-year terms, a judge may be appointed by the board to serve for one more year as one of the Co-Chairpersons of the Judging Committee.
3. Judges may opt to judge in one of the following categories: 1) all productions; 2) plays only; or 3) musicals only. If a judge opts for category 1 productions, that judge may not participate in any production. If a judge opts for category 2 productions, that judge may participate in category 3 productions. If a judge opts for category 3 productions, that judge may participate in category 2 productions. Violation of this section will result in removal from the Judging Committee.

A judge who resigns for any reason during his or her term shall be ineligible for awards in any category for the remainder of that theatrical year.

4. Judges may see only one (1) complete performance of each production. Attendance by a judge at any auditions, rehearsals, or any other preliminary presentations of any particular production or a portion thereof is strictly prohibited.
5. A preliminary nomination in any category is made by a majority of the secret ballots presented.
6. When a judge sees a production, he/she must see the entire production. The judge is excused only due to an emergency. If the production is not seen, the judge may not cast a vote in the preliminary nominations. That judge may, however, vote in the category when the preliminary list is cut down and the production he/she missed is not included as a finalist.
7. A person who has or will receive remuneration in any form for services relative to a production being judged in competition shall not be eligible for any award. In addition, the production itself may not be considered for any other categories of competition. It shall be the duty of the representative of that organization to notify the judge's co-chairpersons in advance of the production that the production is disqualified from Encore Award consideration. See also Encore Association By-Laws, Art. VII, Sec. 2 (2003).
8. Awards will be given annually at the Encore Awards Presentation in the following categories:

- Best Production – Play/Musical
- Best Director – Play/Musical
- Best Actor: Male – Play/Musical
- Best Actor: Female – Play/Musical
- Best Major Supporting Actor: Male – Play/Musical
- Best Major Supporting Actor: Female – Play/Musical
- Best Minor Supporting Actor: Male – Play/Musical
- Best Minor Supporting Actor: Female – Play/Musical

At the discretion of the judges, awards may also be given in any of the following categories in plays and/or musicals:

- Best Costumes
- Best Hair & Makeup
- Best Set Design
- Best Set Decoration
- Best Sound
- Best Lighting

Best Vocalist: Male/Female (Musical)  
Best Choreography  
Best Dancer: Male/Female  
Best Cameo  
Best Child Performer under 18 in an Adult Production  
Best Ensemble  
Best Musical Director  
Best Vocal Director

Any other category and Judges Special awards shall be approved by the Board prior to preliminary nominations.

The judges may, at their discretion, divide any play category into comedy or drama.

Definitions of other categories:

Cameo: to be awarded to an actor or actress in a role of lesser exposure than a minor supporting role for excellence of performance in a single portrayal of action in a scene. This actor or actress may appear on stage in no more than two (2) scenes.

Child: defined as an individual of age eighteen (18) or under. This person must be age eighteen (18) or under throughout the entire run of the production.

Special Awards: although not considered permanent categories, the judges should consider other areas in which special awards could be made for outstanding achievement with Board approval. Example: Best Theatre Management.

9. Theatre representatives must notify the judges *sixty (60)* days in advance of the opening performance of shows to be judged. It is not the responsibility of the judges to seek out production dates. Lack of notification exonerates the judge if he/she fails to see that performance.
10. In order to be considered for Encore Association awards, i.e. to be 'judgeable,' a production must:
  - a) be presented by an Encore Association Member organization as defined in the Encore Association By-Laws; b) be presented on no less than two (2) consecutive weekends; and c) consist of no less than four (4) performances, each to be presented on separate days and each to be open to the public.

Talent or variety shows, non-published musical revues, and workshops of a member organization may not be judged.

Productions that are not within traditional dramatic structures require Board approval for judging eligibility.

11. An Encore Association Member organization may present a production in which the performers are explicitly classified as "no older than 20" and in which casting is restricted as such; such productions shall be classified as Rising Star productions, with the following provisions: a) awards are to be presented for Best Actor: Male and Best Actor: Female only, and shall be chosen from those performers receiving the greatest number of votes from attending Judges for that production; b) each Rising Star production shall be judged within itself, i.e. Best Actor: Male and Best Actor: Female awards shall be presented for each Rising Star production; and c) while encouraged to attend, Judges shall not be required to attend those productions classified as Rising Star productions.
12. Member organizations shall provide judges two (2) tickets to each production. It is the individual judge's responsibility to confirm reservations with the theatre. Judges must also notify the box office when they arrive at the theatre that they are Encore judges and sign in on the sheet provided by the Encore Board. It shall be the Member organization's responsibility to provide attending judges with 'Director's Notes' suggesting nominations and categories for performers and off-stage

talent and crafts persons. In the absence of such 'Notes,' the judging committee shall determine nominations and categories based upon the results as tabulated from individual judges' ballots.

13. Judges must report to their appropriate co-chairperson if they have missed seeing a scheduled production. If a judge misses two (2) productions without a valid reason, the co-chairpersons shall request the resignation of that judge.
14. Judges will not receive monetary reimbursement for mileage or time spent in the service as a judge. At the time of the judge's appointment, the Secretary of the Encore Board shall provide each judge a listing of the member theatres in good standing, their location, and the name and phone number of that theatre's Encore Representative.
15. The judges' panels shall meet at the discretion of the co-chairpersons; however, any judge may call a meeting of the other judges with fourteen (14) days advance notice given to all judges.
16. Final vote tabulations are handled by an outside accounting firm. Final ballots and the judges' vote are handled with total secrecy. In each category, judges shall select a first, second, and third choice, and then mail or hand deliver their ballots to the selected accounting firm.
17. Ethics and integrity are required from each judge. Discussion of individual performers and productions must be confined to the judges' meetings and the contents of those discussions must be handled with the utmost confidentiality.
18. The co-chairpersons of the judges committee are members of the Encore Association, Inc. Board of Directors and are entitled to one-half (1/2) vote each.
  - a. Voting privileges for co-chairpersons for matters pertaining to the current Encore Association season as defined in these By-Laws and Addendums shall begin no sooner than the first Board meeting following the previous season's Awards Night, and shall extend through the Awards Night for the current season.
  - b. To assist in the transition between judges' co-chairpersons, newly-chosen co-chairpersons shall attend the Board meetings normally scheduled for August and September, or no less than two meetings immediately preceding Awards Night, with voting privileges limited to those matters pertaining to the current Encore Association season, as defined in section 18(a).
19. The judging committee will act at the discretion of the Encore Association, Inc. Board of Directors and, if need be, justify its actions to said Board.
20. The attached are guidelines for the judges outlining the information of which each judge should be aware when judging.