

Hi.

I am James Haro, the Programs Manager at Theatre Philadelphia. I will be your main point of contact for the season. Over the course of the year you may also interact with our Executive Director, Leigh Goldenberg, our Marketing Manager, Katherine Clark, the Barrymore Oversight Committee Chair, Rachel Camp, or one of our awesome Administrative Interns.

Here I will outline the necessary information that you will need for the upcoming Barrymore Adjudication season.

Who are the Adjudicators?

The Barrymore Awards adjudication process still operates on a two-tier system, with some updates which we will note below.

[Click here for a list of the 2019-20 Nominators and Judges](#)

Nominators: Eight Nominators are assigned to attend each Barrymore Submitted production. The Programs Manager or Intern sends the assignments and show information at least one month in advance of the production's first eligible performance.

Each Nominator submits an online ballot within 24 hours of attending the performance in which they cast a YES or NO vote in each artistic category (except Outstanding New Play/Musical). If a production receives at least five YES votes in any single award category, that production is designated as *Barrymore Recommended* and moves on to the Judges for further Barrymore consideration.

There are 78 Nominators this season who will see an average of 12-15 plays each over the course of the season.

Judges: The Judges are assigned to attend each *Barrymore Recommended* production corresponding with each of the *New* Barrymore Judge Panels.

There are Seven Judges within each of the Four Barrymore Judge Panels.

The following breakdown shows the Panels and the Nomination Categories each group will adjudicate:

Play Panel

Categories Play Panel Judges Will Adjudicate:

- *Outstanding Overall Production of a Play*
- *Outstanding Direction of a Play*
- *Outstanding Leading Performance in a Play*
- *Outstanding Supporting Performance in a Play*
- *Outstanding Ensemble in a Play*
- *Outstanding Movement in a Play*

Musical Panel

Categories Musical Panel Judges Will Adjudicate:

- *Outstanding Overall Production of a Musical*
- *Outstanding Direction of Musical*
- *Outstanding Leading Performance in a Musical*
- *Outstanding Supporting Performance in a Musical*
- *Outstanding Ensemble in a Musical*
- *Outstanding Music Direction*
- *Outstanding Choreography in a Musical*

Design Panel

Categories Design Panel Judges Will Adjudicate:

- *Outstanding Overall Production of a Play*
- *Outstanding Overall Production of a Musical*
- *Outstanding Scenic Design*
- *Outstanding Costume Design*
- *Outstanding Lighting Design*
- *Outstanding Sound Design*
- *Outstanding Original Music*
- *Outstanding Media Design*

***New Works Panel**

Categories New Works Judges Will Adjudicate:

- *Outstanding New Play/Musical*

**The New Works Panel attends every submitted eligible production this is a World Premiere. A World Premiere production is defined as a piece of theatre having its first professional production in the Philadelphia region . This would be self-identified by the producer at the submission stage, vetted by staff and, if necessary, the New Works panel to confirm.*

If a Production is Recommended by the Nominators for the Categories *Outstanding Overall Production of a Play* or *Outstanding Overall Production of a Musical*, the following will occur:

- Recommended for Outstanding Overall Production of a Play: Production will be assigned to both the Play Panel and the Design Panel
- Recommended for Outstanding Overall Production of a Musical: Production will be assigned to both the Musical Panel and the Design Panel

- A Production is Recommended by the Nominators to both Musical and Design Panels OR Play and Design Panels, the production can be considered for Outstanding Overall Production of a Musical or Outstanding Overall Production of a Play (respectively)

Adjudicator Attendance:

Not everyone can attend everything. You are expected to attend your assignments as your schedule/ability permit. Contingencies are built in incase you cannot attend. We understand that things come up. We only hope that Adjudicators remain in communication with Theatre Philadelphia staff. More details below.

Who is Theatre Philadelphia?

Founded in 2012, Theatre Philadelphia is dedicated to bringing together and celebrating Philadelphia's diverse and growing theatre community. We are committed to leading efforts that grow audiences and promote the public's participation in this community's work.

STAFF -

Leigh Goldenberg, Executive Director
Katherine Clark, Marketing Manager
James Haro, Programs Manager

BARRYMORE OVERSIGHT COMMITTEE (BOC) -

This Committee is tasked with the maintenance and supervision of the Awards system. This includes:

- Recruiting Nominators and Judges
- Evaluating and Selecting Voters
- Supervising and providing guidance about eligibility questions
- Proposing updates and changes to the system

For more about Theatre Philadelphia, visit our website's [About Page](#)

More Than The Barrymore Awards

Theatre Philadelphia manages a number of different programs including professional development and networking events as well as marketing, promotional, and diversity and inclusion initiatives. Here are a few highlights:

- [Philly Theatre Week](#)
 - A 10 day theatre event in February that provides a no-barrier, no-cost platform for live event producers in Philadelphia. Theatre Philadelphia provides promotional support and offers tickets at the prices of \$15, \$30, or free events.
 - 2020 Theatre Week: February 6th - 16th, submissions open in the Fall
- [Industry Benefits Program](#)
 - An initiative to provide theatre makers with information about industry discounts and events specifically for industry professionals.
 - \$25 enrollment fee - includes an Industry Card which can be presented at participating companies to secure your discount, a +1 Discount for a guest at the industry price, and a monthly newsletter which aggregates all discounts and events from participating companies

- All Barrymore Nominators and Judges are automatically enrolled for Industry Benefits - FREE
- Anti-Bias Initiatives for Nominators and Judges.
 - Trained community members will host regular discussions around issues of anti-bias and anti-oppression.
 - Judges will also have discussions and training throughout the season
- Other Public Events
 - Marquee Dinner: Annual fundraising event where we celebrate distinguished individuals in the community
 - Marketing Speaker Series: Development series for artists and administrators for sharing marketing and communications practices across different business sectors
 - Toast to the Barrymore Artist Panels
 - Radical Design: organized with Philadelphia Design Center, Bearded Ladies Cabaret, Power Street Theatre Company, and Directors Gathering to help Queer, POC, and QPOC designers in Philly get seen

[Click here for more information about other ways to get involved with Theatre Philadelphia.](#)

Barrymore Awards Eligibility

All eligibility requirements must be met in order to submit a production for Barrymore Awards consideration. The producing theatre company must:

- Be a 501(c)(3) or fiscally-sponsored organization
- Have its organizational residency and performance venue within a 35-mile radius of City Hall in Philadelphia, Pennsylvania

- Submit all productions for Barrymore consideration at least eight weeks before the first performance
- Remit a submission fee of \$150 per production at least four weeks before the first performance.
- Provide one or two complimentary tickets to each of eight randomly-selected Barrymore Nominators for initial Barrymore consideration
- Provide one or two complimentary tickets to each attending Barrymore Judge for all productions elevated to Barrymore Recommended status; this will depend on the Recommendation by the Nominators to the respective Judge panel(s) which are each made up of 7 Judges

Each production submitted for consideration must:

- Meet the minimum number of performances that may be attended by Barrymore Nominators and Judges (at the discretion of the producing company, previews may be included to satisfy this requirement)
- Meet or exceed the following minimum pay scale: \$150 per week for all actors who appear on stage; \$200 per week for stage managers; \$500 per production for all credited composers, choreographers, and scenic, costume, lighting, and sound designers; \$750 per production per director.

Presented Productions are ineligible for Barrymore Award consideration. Presented productions are defined as productions in which the participating theatre company has contributed limited artistic input and/or productions that as of their opening have been developed, produced, or contracted specifically for one or more theatres outside the Greater Philadelphia area prior to or following their Philadelphia run.

Remounted Productions are ineligible for Barrymore Award consideration if the same production was submitted for Barrymore Adjudication in the any of the previous seven seasons.

UPDATES:

There have been a few updates to the rules around eligibility in order to increase accessibility to the Barrymore Awards program for companies of all sizes producing work on a professional level.

Performance Minimums Requirements

A production will be eligible if it meets the following performance schedule requirements:

- **7 or more Performances:** A production will be eligible if the schedule allows for three separate performances for Nominators to attend and at least four shows on at least three unique days that begin at least five days after the last Nominator performance for Judges to attend (if Recommended).
- **6 Performances:** A production with a limited-run will be eligible if the schedule allows for at least two separate performances for Nominators to attend and at least four shows on at least three unique days that begin at least five days after the last Nominator performance for Judges to attend (if Recommended)

Waiver for Companies Led by Artists of Color

To be considered for this Waiver, a company must meet the following requirements:

- An annual budget of \$100,000 or less
- Artistic Director or equivalent position must be a person of color and/or Company's Board of Directors must be 60% people of color

Upon the verification of these requirements, Applicants are eligible for the following:

- **Payment Minimum Waiver:** While meeting payment minimums is preferred, companies may submit a brief explanation to illustrate the necessity for an alternate pay structure.

- **Submission Fee:** If the \$150 submission fee presents a barrier to participation, a company may propose an adjusted rate for submission according to the company's ability to pay.

Producers interested in the Waiver will be sent a separate application by Theatre Philadelphia staff. Waiver Application will also allow for space to explain if producing company does not meet any additional eligibility requirements as they are laid out above.

Please see [Rulebook](#) for more information and Appendix items about these updates.

Adjudicator Stipends and PAAL

All 28 Barrymore Judges will be offered a \$200 stipend for the 2019-20 Season. Also, Nominators and Judges who are caregivers for children will also be eligible for childcare funds raised specifically for Barrymore volunteers and administered by the Parent Artists Advocacy League (PAAL). Both sets of stipends are steps towards fair compensation to recognize the work put in by our volunteers, and to reduce participation barriers in these key role of the Barrymore program.

The Awards

The Barrymore Awards are a nationally recognized awards program for professional theatre in the Philadelphia region, acknowledging the work produced by local theatres and individual artists while increasing public awareness of the richness and diversity of our city's thriving theatre community.

There are 20 Adjudicated Awards Categories that are given out, as well as 6 special curated awards.

- Artistic Awards Categories: (See Above)
- Curated Awards Categories (w/ separate selection committees):
 - *F. Otto Haas Award*
 - *Virginia Brown Martin Philadelphia Award*
 - *June & Steve Wolfson Award*
 - *Victory Theatre Education Award*
 - *Lifetime Achievement Award*

Note: Theatre Philadelphia gives +\$80,000 in grants annually.

UPDATES:

There are a few updates to awards categories over the last two years that we want to highlight.

Award Categories:

-The Barrymore Awards no longer uses the gendered categories of Outstanding Actor and Actress. Since 2018, in order to include performers of all gender identities, the awards have been updated to the following:

Outstanding Leading Performance in a Play
Outstanding Leading Performance in a Musical
Outstanding Supporting Performance in a Play
Outstanding Supporting Performance in a Musical

Two individuals will be recognized in each of these performance categories.

-Outstanding Choreography/Movement will now split into two categories:

Outstanding Movement in a Play
Outstanding Choreography in a Musical

Stage Manager Pay-Minimum:

Since 2018, to be Barrymore Eligible, productions will have to meet or exceed the following minimum pay scale for Stage Managers: \$200/wk

Outdoor Theatre Award (w/ separate selection committee)

This new award offers a new opportunity to producers of outdoor theatre (Memorial Day through September) to participate in the Barrymore Awards and be evaluated by a distinct pool of Peer-Judges separate from the other Barrymore Award adjudicators. Submitted productions will be eligible to be nominated for *Outstanding Outdoor Theatre Production*

Feedback and ideas are essential and vital to the evolution of the program! The BOC is always discussing new ways to celebrate artists in the region so if/when any new awards are announced you will certainly be the first to know. You should always feel free to get in touch with the Programs Manager about any thoughts or feelings regarding the awards program that you wish to share.

The Barrymore Awards are a way to let our city know that we are here.

The goals and purpose of the program are to:

- Recognize and celebrate outstanding work by professional theatres and individuals in our region
- Raise the bar for the work produced by local theatres and individual artists.
- Increase public awareness of the richness and diversity of our city's thriving theatre community.

[Click here for more information about past Awards Recipients](#)

Click here to view [Rulebook](#) for more information about the Awards.

Nominating and Judging

The two-tier system has been in place since 2012.

This is how the voting process works!

Nominating -

*Eight Barrymore Nominators are randomly assigned to attend one of the first two or three eligible attendance dates. In order to cast a ballot, Nominators must see the entire production with the original cast. Within 24 hours of attending the performance, each Nominator submits an online ballot in which they cast a YES or NO vote in each of the 18 artistic categories. If a production receives at least five YES votes in any single award category, that production is designated as **Barrymore Recommended** and moves on to the Judges for further Barrymore consideration.*

Review Nominator Survey: [LINK TO SAMPLE 2019-20 NOMINATOR SURVEY](#)

Judging -

Barrymore Judges attend all Barrymore Recommended productions corresponding with their Judge Panel. Each Panel will meet quarterly throughout the theatre season to discuss the productions they have seen. These meetings are intended to foster thought-provoking dialogue about the work being considered; award recipients are not determined at these meetings. Judges will also take part in Anti-Bias workshops with trained Equity, Diversity, and Inclusion professionals. At the end of the Barrymore Awards season, Judges are provided with a list

of all category submissions for all Barrymore Recommended productions their panel is responsible for adjudicating. Judges submit their top choices in each award category to Theatre Philadelphia's Programs Manager, who aggregates the results for discussion at the final Judges meeting. At this final meeting, the Judges proceed to collaboratively narrow their choices down to a maximum of fourteen nominees for Play performance categories (Lead/Supporting), eight nominees for Musical Performance categories (Lead/Supporting), seven nominees in each Play non-performance category, seven nominees in each design category, and four nominees in each Musical non-performance category.

In the case that any decisions about nominees cannot be made at the final meeting, Judges will cast votes online to narrow down the pool and make final nominee list.

Once all of the nominations are announced, the complete list of award nominees appear on a final online ballot from which the Judges privately cast their votes in each award category corresponding. These final votes are tabulated using a weighted scoring system. For example, for a category with 7 nominees, 7 points for each first choice vote, 6 points for each second choice vote, 5 points for each third choice vote, and so on. For each non-performance category, the finalist receiving the highest average (mean) score in each non-performance category will be deemed the award recipient. For each performance category, the finalists who receive the two highest average scores will be deemed the award recipients.

Click here to view [Rulebook](#) for more information about the Voting Process, taking into account Conflict of Interest, and Tie Breaking.

Procedures

Nominators will receive an *Assignment EMAIL (see below) at least one month in advance. You will have 48 Hours to Confirm that you have received that email and notify Theatre Philadelphia staff about whether or not you can Accept the assignment.

Note: If your schedule does not allow for the assignment, you can certainly opt-out. However, if you frequently don't respond to emails or turn down your assignments, we may perceive that as a lack of interest in the program and reach out less to schedule you for shows. If you have a reason for a prolonged lack of availability (medical or personal reason, job out of town, etc.) please let us know in advance.

***SAMPLE EMAIL:**

Dear 2019-20 Nominator,

Congratulations, you've been selected for your next assignment as part of the Theatre Philadelphia Barrymore adjudication process. Please see the following information below as it pertains to your assignment production.

Process and procedure:

- 1. Confirm your acceptance of this assignment within 24-48 hour of receipt. Please respond directly to this email or confirm with james@theatrephiladelphia.org.*
- 2. Once you confirm, please contact the ticketing contact designated within the email to arrange for your ticket to one of the three identified nominator performances. Please note, that participating organizations are not required to give you two tickets, that is a courtesy. Should you need special arrangements for seating, such as ADA compliant seating (if available), please be sure to alert the ticketing contact/box office.*

***SAMPLE EMAIL (Cont.)**

3. After seeing the production, please be sure to fill out the [NOMINATOR SURVEY](#) within 24 hours of seeing the production. Failure to do this within this time frame can hold up the announcement for productions that pass through to the next steps in the adjudication process.

Show Details:

Show Title	Venue (Name Address City Zip)
His Girl Friday	Hedgerow Theatre 64 Rose Valley Road, Rose Valley, PA 19063

Ticketing Contact Name	Contact Email	Contact Phone
Darlene McClellan	xxx@gmail.com	xxx-xxx-xxxx

1st Performance Nominators can attend	2nd Performance Nominators can attend	3rd Performance Nominators can attend
June 29, 2018 at 8 PM	June 30, 2018 at 8 PM	July 1, 2018 at 2 PM

Nominator Survey (to be filled out within 24 hours of seeing production): [LINK](#)

Some additional things to remember:

- If you are running late to a production, please alert the box office or ticketing contact, not Theatre Philadelphia.
- Please remember that in attending a production as a nominator that you are a representative of Theatre Philadelphia. Diplomacy and confidentiality of the process are paramount.
- Should an emergency arrive when you cannot attend as a nominator, please be sure to update the box office/ticketing contact and leave word with Theatre Philadelphia.

We can't thank you enough for your kindness, engagement and professional support of this process. Theater in Philadelphia continues to grow and thrive from your contributions!

*Nominator Survey Note: For performance categories (Outstanding Leading/Supporting Performance in a Play/Musical), Nominators will be asked to write-in the name of specific performer(s) for consideration. A performer needs to be written-in 5 times in their category to be passed along to the Judges. Nominators are allowed to write in more than one performer.

Vehicles/Carpooling:

For shows that take place outside of Philadelphia only Nominators who specified that they have a Vehicle will be assigned. Theatre Philadelphia Staff will also do its best to organize Carpooling for out-of-town productions though this may not always be available as an option.

Judges will receive a similar email from the Programs Manager within one day of a production being Recommended. This email will detail which productions have been Recommended (sometimes more than one at a time), when the productions are closing, and who to contact for reservations.

All Judges are expected to attend all productions that are Recommended to their Panel. Judges are also expected to arrange carpooling with each other. Judges should keep all program booklets and take sufficient notes throughout the process so that they can recall performances, questions, and observations for the quarterly meetings. Judges are responsible for keeping detailed information on what they see and other considerations.

*Recommendation Note: Judges will not be told the category for which a production was Recommended. For instance, the Design Panel will be assigned a production that gets 5 votes for any

Design category but Judges will not be told which category/categories. This way Judges can evaluate the production elements more holistically as opposed to being singularly focused on one element.

Reservations

It is the responsibility of Nominators and Judges to secure reservations for their assignments. The Ticketing Contact will be provided with each assignment. Adjudicators may request 2 tickets, but companies are not obligated to provide more than 1.

If having a plus-one is necessary then you should feel free to communicate your situation. For instance, if you need an extra ticket for travel companion or to help you with your seating.

- "I Reserved My Ticket But Now I Can't Make It!"
 - Email James immediately so he can find a replacement ASAP
 - Politely notify the ticketing contact for the theatre (and apologize for the inconvenience).
 - See: S**t happens!

Misc.

Some additional things for ALL ADJUDICATORS to remember:

- Conflict of Interest: We collected COI information from you already, but if you are assigned a production where conflict of interest exists, please feel free to let us know
- Please remember diplomacy and etiquette when attending a performance on behalf of Theatre Philadelphia. Should you be late or need to reschedule attendance, please

contact the box office representative of the organization or company.

- Please be an advocate and support the process by being tactful and discreet
- Personal thoughts on productions should not be shared on social media when evaluating a show on behalf of Theatre Philadelphia.
- Adjudicators should be responsive to email inquiries and scheduling requests when pertaining to assignments and meetings
- Adjudicators will promptly contact box office of company/organization when assigned by Theatre Philadelphia (availability of tickets can be limited in some instances)
- In some cases, urgent requests will be sent to fill-in for assignments. Please keep an eye out!
- One of the amazing things about this process is the opportunity to attend theatre that you might not have selected for yourself. With that in mind, please know that we cannot honor Nominator requests for assignments based on your personal preferences

After the Show

So, you've attended the production. Now what?

First and foremost, please get home safe. Do Not Drink and Drive.

Nominators:

- Complete Nominator Survey within 24 hours of seeing the show (if you forget to complete your Survey it may delay the calling of a show and make everyone really stressed out)
 - You can take time to process or go with your initial impressions.
 - A reminder will be sent if we have not received your Survey
 - Please, contact James if questions come up.
 - There is space in the Survey for Additional Comments about your experience as an audience member attending this production. This is not meant for critiquing the production, rather to give us a better idea of how theatre makers can better serve all audiences in the Philadelphia region.

Judges:

- **Keep the program and your notes.**
 - Please be as thorough as you need to be with notations to help you recall your thoughts and impressions of shows

What to Look For -

Be discerning, be fair, be open to new experiences.

- ***We trust your judgement, expertise, opinion***
 - Meet the production where it is.
 - Not all theatre looks the same.
 - Be curious. Be open. Be tolerant.
 - Ask questions, don't always expect answers.

- **Values**
 - Innovation and Resourcefulness
 - Technique and Craft
 - Meaningfulness and Relevancy
 - Diversity of Bodies and Stories

- **"Outstanding" Theatre...**
 - Does not mean "scale of production"
 - Lack of access to resources should not put a production out of the running for consideration.
How were the resources used?
 - Does not mean it has to be produced in a proscenium
 - Indoor, outdoor, parking-lot, park, warehouse - all appropriate places for theatre to be produced.
How was the space utilized?
 - Does not mean it has to be a classic, or "traditional" or what you might consider Eurocentric-theatre
 - A piece may have very little text and/or may be mostly physical or movement based. *How did all of the production elements (or lack of production elements) come together to create a whole piece of theatre?*

ADJUDICATOR EXPECTATIONS -

Show Up -

This encompasses showing up on time, or notifying the theatre if you will be later or able to attend. Again, s**t happens, but if you are not going to make the show the theatre can still sell that ticket, so be courteous, please. Also, do your best to bring your full attention and presence to the shows you are attending. Artists deserve to be evaluated from an open and generous place, regardless of feelings or emotions that may not be related to the production (we understand though, we are all human, so do your best!).

Be discreet -

Personal thoughts on performances should not be shared on social media when adjudicating a show on behalf of Theatre

Philadelphia. Please maintain confidentiality about your selections, all information submitted via surveys/questionnaires, and any subsequent deliberations about the Awards.

Be kind (don't be a jerk) -

Being selected as an Adjudicator for the Barrymore Awards has attendant privileges and responsibilities. Your position does not, however, entitle you to any special treatment (ie. "What do you mean I can't get late seating - I'm a JUDGE") It calls for a dedication of time, energy, and enthusiasm. Your commitment and integrity will support the viability of this Peer-Adjudicated evaluation process. You have been chosen as a person capable of bringing an informed, educated, and impartial viewpoint to the various recommendation, nomination, and selection procedures for the awards process. Your service as a Voter is greatly appreciated, and is vital to the success of the Awards system.

Please remember diplomacy and etiquette when attending performances on behalf of Theatre Philadelphia and do not expect special treatment. However - in the case that something comes up where you feel like you were made uncomfortable for whatever reason while attending a show while acting in your role as an Adjudicator, please notify Theatre Philadelphia first, either in the Additional Comments section of the Nominator Survey or in an email. We want to make sure this experience is a safe and fulfilling one for you. If you felt like something was off or you

were in a situation where you were treated in an unfair manner, we want to know so that we can intervene, if need be.

Make the most out of it -

You get out of it what you put into it, like karaoke. We hope that you are excited about seeing all of the different shows that the 2019-20 season has to offer. What you select to recognize as adjudicators helps show the region, and the world, what the Philadelphia theatre community values

Learn lots -

We cannot control what the organizations in town produce, but we are proud of the range of productions that occur from season to season. More and more, as the artform changes, new ways of doing theatre will make itself known in this region. We hope you have the opportunity to experience many new things this season!

Thank You and Welcome!

If you have any lingering questions, please feel free to reach out!

Have a great season!

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