



# TASMANIAN THEATRE AWARDS FAQ

Updated December 2023

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## Registration

### Who can register a show for the Tasmanian Theatre Awards?

To register a production you must be an organisation member of the Theatre Council of Tasmania.

### How do we register our show for the Awards?

Visit our website at <https://theatrecounciltas.org> where you'll find all the information about eligibility to enter the Awards and the three categories for assessment: Professional Theatre, Community Theatre and Musical Theatre. Once you've confirmed your production meets all the eligibility requirements, just complete and submit the online registration form. We'll send an email acknowledgment to you as soon as possible, within 3 working days.

### How early should we register?

Please register as early as possible, preferably at least six weeks prior to your show opening. This early registration is particularly important if your show has a short season so we can ensure our judges are able to attend. We may be unable to register your show if given insufficient notice. Questions can be directed to [awards@theatrecounciltas.org](mailto:awards@theatrecounciltas.org).

### Is there a cutoff date for registrations?

Registrations for an awards year will close in October (you can refer to the website for closing date). Why so early? This ensures that our judges are aware of and able to take into account any shows that may be later in the judging year (particularly December).

### Is there a registration fee?

A registration fee of \$100 applies to every production entered for the Awards. We'll invoice you for this amount following confirmation of your registration.

### Are there any minimum season length requirements?

If you're registering your production in the Community Theatre or Musical Theatre categories, your season must include at least 5 performances OR at least 2 performances that take place on separate weekends. This requirement doesn't apply to the Professional Theatre category.

## Judges

### What do we need to provide for the judges?

We ask that you provide each judge with two tickets and a program. We also suggest you seat judges where they will have a full view of the show however we suggest they NOT be seated in a front row and are not asked to participate in any audience participation aspect of the show. Please ensure hardcopy programs are kept for our judges, particularly if they are seeing a show later in the season. If you do not have a hardcopy program, an electronic version or email with Production and Cast member details must be forwarded to TCT prior

to opening night. Judges will arrange their tickets through the contact person you identify when you register your show.

### **How do judges assess a show?**

Judges refer to a set of Judging Guidelines that set out the eligibility criteria for each award and the suggested assessment criteria. The current Judging Guidelines can be found on our website. Judges make their assessments independently of each other, but meet as a panel twice during the year to discuss and moderate their assessments before agreeing on the final nominees and award recipients.

### **Can we talk to judges about productions?**

NO. We ask that you don't engage the judges in conversations about your show or any other production registered in the category they assess. We also ask that judges are NOT contacted directly via social media or phone. Please make sure your cast, director and other production team members are all aware of this so they don't approach judges for feedback or to discuss other productions at any time. If you have specific questions, they can be directed to [awards@theatrecounciltas.org](mailto:awards@theatrecounciltas.org) however note that judges deliberations are confidential.

### **Is there anything else we shouldn't do?**

Our judges prefer to be treated just like other audience members. We ask that you don't seat them in a separate area or identify where they're sitting with prominent signs.

### **How many judges will attend our production?**

A minimum of three judges must assess each registered production, but additional judges on the panel may attend if circumstances permit. Our judges' capacity to attend your show will partly depend on the length of your season and how early you register.

## **Nominations**

### **How does our production get nominated for awards?**

During your season (or shortly after) we will send you a producer nomination form, which invites you to identify the people from your production that you'd like to nominate. This will come from the [awards@theatrecounciltas.org](mailto:awards@theatrecounciltas.org) email. The form lists the available awards and the eligibility criteria. The judging panel will refer to this form as they decide on the final nominees for each award, but they are free to consider anyone who has worked on your show, even if you don't specifically nominate them.

### **Can we nominate more than one person for a particular award?**

Where several individuals have contributed significantly to creative areas such as direction or design, you should nominate them all. You may nominate any number of people for performance awards, provided they each meet the award's eligibility criteria. An exception is where two or more performers share a role relatively equally (as distinct from a main performer and their understudy), in which case they are unable to be nominated for their shared performance.

### **Do we need to provide any supporting information?**

If you nominate anyone for the *Best Costume or Set Design* awards, you must provide documentary evidence of their design work. For set design, this could be set plans or photos of a set model. For costumes, you should provide drawings, sketches or a series of photos that confirms the design process that has gone into the production. If you nominate anyone for the *Best New Writing* award, you must provide us with a copy of the final production script in electronic format no later than four weeks after your final performance.

### **How long do I have to submit Nomination materials?**

The Nomination email you receive will specify a return date for materials which is usually two weeks from the end of your season. It is important that you adhere to the suggested send-by date as this date is often aligned with Judges meetings, particularly middle and end of year.

### **When will we know who the final nominees are?**

We aim to announce the final nominees publicly four to six weeks prior to the Tasmanian Theatre Awards event, which is usually held in late February or early March. We'll also email your production's contact person directly if your show receives any nominations.

### **How many final nominees are there for each award?**

The judging panels may select up to eight final nominees for the *Best Performance Professional Theatre* award (which has two award recipients) and up to four final nominees for all other awards. The judges may also decide on fewer nominees if the number of eligible candidates is very small or they agree that an insufficient number of candidates demonstrated the required excellence or achievement.

### **Do we have to do anything if our production is nominated?**

At the time we send you the producer nomination form, we'll also ask you to provide electronic copies of your poster and program and a selection of on-stage photos. If your show receives nominations, we may request additional photos from you to highlight particular nominees or their work. Full details of any materials required will be requested via the [awards@theatrecounciltas.org](mailto:awards@theatrecounciltas.org) email.

## **Any Other Questions?**

If you have any other questions about the Tasmanian Theatre Awards, please don't hesitate to contact us at [awards@theatrecounciltas.org](mailto:awards@theatrecounciltas.org)