



# **RULES FOR THE ADMINISTRATION OF THE HELEN HAYES AWARDS**

(updated January 1, 2013)

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The Helen Hayes Awards annually recognizes excellence and celebrates the professional theatre in the Washington, D.C. area. The following rules and procedures governing The Helen Hayes Awards were drafted at the formation of the Awards program and have been regularly updated by the Board of Directors. These rules and procedures are intended to achieve fairness for all participants, credibility for the Awards process, and to be responsive to the needs of the Washington area theatre community.

These rules are subject to change at any time by vote of the Helen Hayes Awards Board of Governors. The Board shall evaluate these rules on an annual basis.

### **A. ELIGIBILITY**

1. Any legitimate live stage play is eligible for consideration if:
  - a. It is presented within the Washington, D.C. area, which is inclusive of all theatres located in the District of Columbia, the counties of Arlington, Fairfax, Montgomery, and Prince Georges, the city of Alexandria, the Route 29 corridor up to and including the community of Columbia, and the Route 50 Corridor to and including the city of Annapolis; and
  - b. It is produced by a theatre or producing organization which financially compensates all artists on a regular basis; and
  - c. It is presented publicly before paying audiences for at least 16 performances at a single location.
    - 1) If the initial scheduled run of a production is too short to be eligible, but the run is extended so that the total number of performances becomes sufficient for eligibility, the production shall only be eligible if it is extended over a period of at least 14 days past the day of notification, with a minimum of eight (8) performances occurring after notification.
    - 2) One-half of all eligible performances must begin by on weekdays between 10:00 a.m. and 9:00 p.m. and on weekends between 10:00 a.m. – 11:00 p.m.
  - d. It provides the requisite number of tickets to accommodate attendance by eight judges plus one alternate judge.
    - 1) Participating theatres must provide a minimum of five dates during the first half the run during which the judges may attend.
    - 2) Once a judge is scheduled - by agreement between the awards and theatre – the theatre may not change the dates.
  - e. The theatre or producing organization must legally acquire the rights to present the production; and
  - f. The theatre or producing organization notifies theatreWashington of the production at least three weeks prior to opening.
2. The Helen Hayes Awards will not cover college and university theatre, other educational theatre, and community theatre.
3. By participating in the Awards process, each theatre or producer affirms its responsibility to fulfill all legal and contractual obligations involved in the production of plays.
4. A new theatre company must present a minimum of one production each year over a consecutive two-year period that meets the criteria as outlined for emerging theatres in order to be eligible for Awards consideration. During a company's first year, it may choose to be considered a "candidate" or "emerging" theatre company and request that its productions be seen by members of the Board of Governors as a prelude to its eligibility in its third year.
5. A currently eligible theatre company must present a minimum of one production each consecutive year in order to maintain its eligibility for consideration.

6. If a previously eligible theatre company is inactive for a one-year period before returning to producing status, there will be a one-year probationary period prior to readmission to the body of eligible theatre companies.

## **B. AWARDS YEAR**

1. The Awards shall be given on an annual basis, covering a period ("Awards Year"), which coincides with the calendar year (January 1 - December 31). Any eligible play whose opening date (previews excluded) falls within the Awards Year shall be considered in that year's cycle.

## **C. NOTIFICATION BY THEATRES**

1. It shall be the responsibility of each eligible theatre to send to the theatreWashington office, by one month prior to the Awards Year, their schedule of plays for the year.
2. It shall also be the responsibility of each theatre to notify the Awards office of any additions to or changes in their schedule as soon as these are known.
3. The theatre must notify theatreWashington staff of the opening of a production at least three (3) weeks prior. Should the theatre fail to notify the Awards staff within that time frame, the production can still be judged provided that there will be a minimum of 16 performances following a three weeks lapse after notification is received from that theatre.

## **D. JUDGING PROCESS**

### **1. Selection of Judges**

- a. A pool of approximately 55 Judges will be appointed by a Selection Committee which shall be identified by the President and CEO several months in advance of each Awards year. The Selection Committee shall consist of five members: the President and CEO (or her appointee), the Chairman of the Board of Governors, and three Artistic Directors from participating theatres (on a rotating basis, and representing a large, medium, and small-sized theatre each season).
- b. Service on the Selection Committee is for one year, and is based on the ability to review applications fairly and attend one review meeting.
- c. Judges shall serve for three years with staggered terms, so that approximately one-third of the judges are replaced each year. Judges may be reappointed after a one-year hiatus.
- d. Prospective judges will be recruited by participating theatres and by theatreWashington staff and Board members, and will submit applications to the Selection Committee. Applications will include relevant background and qualifications, plus a full disclosure of potential conflicts of interest.
- e. Judges may include theatre journalists and critics, theatre artists and practitioners, theatre teachers and scholars, and highly experienced and knowledgeable theatregoers. They may include staff members from participating theatres, however, the depth of potential conflicts of interest will be considered for all potential judges.
- f. If it is necessary to replace a judge based on performance, availability, or for any other reason, the President shall appoint a new Judge, drawing from the prioritized list of replacement judges created by the Selection Committee.

## **2. Judging Process**

- a. theatreWashington has retained Klemm Analysis Group as an outside auditing firm to schedule judges, gather ballots, calculate nominees, and cite awardees and shall provide the results to the President and CEO.
- b. Klemm Analysis will assign eight judges to evaluate each eligible production.
- c. In each award category, judges will grade each artist (or production) on a scale of 0 – 10.
- d. Judges' scores will be considered in relation to the full breadth of work they have seen in Washington area theatre over multiple years, and not strictly in relation to the work seen in the current year.
- e. The combined point total from the eight judges will determine the final nominees in each category, which shall include the five artists (or productions) receiving the highest point totals. The artist (or production) with the highest point total shall receive the Helen Hayes Award.
- f. In the case of tied votes, for nominees or awardees, the following tie-breaking system will be used. First, the votes will be re-tallied including only the 9 point and 10 point votes. If a tie still remains, the votes will be re-tallied using only the 10-point votes. If a tie still remains, all tied artists will be honored.

## **3. Assignment of Judges and Balloting**

- a. At the time the list of judges assigned to a specific production is presented to a theatre, that theatre's artistic leadership may challenge any judge on that list based on real or perceived conflict of interest based on strong personal acquaintances or negative associations. Theatre leadership will provide in writing why they believe that particular judge is incapable of looking at that theatre's work impartially. No participating theatre may categorically eliminate any group of judges.
- b. Judges must attend every production to which they are assigned. Each Judge, once assigned to a show, may receive up to two (2) complimentary tickets by the theatre (based on ticket availability).
  - 1) Tickets will be provided to judges for a performance or performances that fall(s) within the first half of the run. (per Section A Eligibility, 1.d.)
  - 2) Judges shall not be assigned to attend preview performances, except in cases of a short run if no other scheduling is possible.
- c. Ballots used by the Judges shall indicate each award category for which the show is eligible, with spaces for the names of potential nominees and for the Judge's grades.
- d. Each production is assigned eight judges and one alternate judge to fulfill the quota needed to complete the judging roster.
- e. Judges shall complete their ballots electronically on line.
- f. Each Judge shall keep a personal file of program books or cast lists in the event cast changes need to be verified.
- g. If a Judge is scheduled to attend a specific performance at a theatre, and if the theatre for any reason cancels that performance, the ballot shall be filed without nominations. Exceptions shall be made in cases of unavoidable catastrophe or extreme weather conditions, in which case Judges may be assigned to a latter performance.

## **E. MISCELLANEOUS**

1. Only cast members as of Opening Night of a production in the metropolitan Washington region shall be eligible for actor or actress awards.
2. Effective January 1, 1987, the two types of categories will be "Resident" and "Non-Resident". In general, if the original intention, as of opening night, is that the production is developed, produced, and contracted for Washington, D.C. to be presented only in the Washington area, it is then considered a resident production. All other productions will be considered non-resident.

### **3. Criteria regarding co-productions**

If a production of two or more theatres is defined as a co-production, then the whole of those presentations is considered one production. Thereby, if a Helen Hayes Awards constituent theatre partners with a theatre beyond the geographic boundaries (per Section A Eligibility 1.a) it is considered one production regardless in what venue the first performance is given.

### **4. Criteria for Outstanding New Play are as follows:**

- a. In general, a new play is one which is being presented for the first time anywhere in any language and for which the theatre and playwright have a contractual arrangement which is customary for the presentation of a new play.
- b. If a play has been presented previously, it may still be regarded as a new play if the previous productions were essentially "workshop productions," were part of a festival of "plays-in-progress," or were presented for a very limited audience with little or no compensation to the performers or other artists.
- c. (Additional Clarification — 11/15/89) If the title of the play refers to another play that the production is based on, then the current production will not be considered for New Play recognition.

### **5. Designation of nominees in leading, supporting, or ensemble categories will be as follows:**

- a. A theatre's artistic leadership or the director of a specific production will determine whether an actor should be considered as a leading or supporting performer.
- b. Judges may score all acting companies as ensembles in addition to scoring individual artists.

### **6. Criteria for the evaluating play collections are as follows:**

- a. In general, a collection of short plays presented in a single evening and sold to the public as a single admission, shall be judged as a single production.
- b. In general, a collection of related full length plays, presented on separate evenings, shall be judged as separate plays unless they are sold to the public only as a single admission.

### **7. Criteria regarding the evaluation of revivals are as follows:**

Remounts of same productions (i.e. same director, production elements, 50% of original cast) will not be eligible for The Helen Hayes Awards if it opens less than ten years from the closing of the previous production of the same work at the same theatre or by the same company. However, the same text of a play or musical with different production elements will be eligible.

### **8. Criteria regarding new and emerging theatres**

In order to be eligible for Awards consideration, a new theatre company must present a minimum of one production (of at least 9 performances) during each of two consecutive years of operation. At the end of this period, (a) the company will be fully eligible for Awards consideration and (b) for one year, the company will be eligible for the John Aniello Award, (per Section F Awards Categories) a discretionary award determined by the Board of Governors.

### **9. Criteria regarding Theatre for Young Audiences**

A production may be defined as "Theatre for Young Audiences" if it is intended for audiences age 12 and under. If the theatre identifies any production as such, that production may be eligible for consideration in the category of Outstanding Production, Theatre for Young Audiences. However, if the theatre elects to define the production as

such, that production will not be eligible for consideration in the categories of either Outstanding Resident Play or Musical at the same time.

## **F. AWARDS CATEGORIES**

The Awards categories have been devised to recognize the range of professional theatre in Washington and to avoid competition between resident and non-resident productions. Regular Awards Categories may include:

### **Resident Theatre Productions**

- Outstanding Resident Musical
- Outstanding Resident Play
- Outstanding Production, Theatre for Young Audiences.
- Outstanding Director, Resident Musical
- Outstanding Director, Resident Play
- Outstanding Costume Design, Resident Production
- Outstanding Lighting Design, Resident Production
- Outstanding Set Design, Resident Production
- Outstanding Sound Design, Resident Production
- Outstanding Musical Direction, Resident Production
- Outstanding Choreography, Resident Production
- Outstanding Lead Actor, Resident Musical
- The Robert Prosky Award for Outstanding Lead Actor, Resident Play
- Outstanding Lead Actress, Resident Musical
- Outstanding Lead Actress, Resident Play
- Outstanding Supporting Actor, Resident Musical
- The James MacArthur Award for Outstanding Supporting Actor, Resident Play
- Outstanding Supporting Actress, Resident Musical
- Outstanding Supporting Actress, Resident Play
- Outstanding Ensemble, Resident Musical
- Outstanding Ensemble, Resident Play

### **Non-Resident Theatre Productions**

- Outstanding Non-Resident Production
- Outstanding Lead Actor, Non-Resident Production
- Outstanding Lead Actress, Non-Resident Production
- Outstanding Supporting Performer, Non-Resident Production

### **World Premieres of Resident or Non-Resident Productions**

- The Charles MacArthur Award for Outstanding New Play or Musical

### **The John Aniello Award for Outstanding Emerging Theatre Company**

A discretionary award determined by the Board of Governors recognizing excellence in new and promising theatre companies following their first year of operation and before they become eligible to participate in The Helen Hayes Awards process