



ADJUDICATOR DATA SHEET 2016-17 SEASON

Questions? Send an email to awards@theatrebayarea.org or call (415) 430-1140 ext. 0. Completed forms can be emailed to awards@theatrebayarea.org or faxed to (415) 430-1145.

Contact Information

Company Name: _____

Primary Contact: _____ Title: _____

Mailing Street Address: _____

City/State/Zip: _____ URL: _____

Email: _____ Phone: _____

General Information

Reason for Applying: Producer Representative (essay not required) Independent Interest
 Journalist (essay not required) Referred by: _____

TBA Member: Yes No* Gender: _____ Ethnicity: _____ Age: Under 30 30 to 50 Over 50

*All adjudicator applicants must be individual members of Theatre Bay Area. Journalists and producer representatives are exempt.

Are you a member of another performing arts adjudication system? No Yes: _____

Primary computing platform? Mac Windows Other: _____

Primary Internet browser(s)? Chrome Firefox Safari Other: _____

Geographical Information

My primary transportation mode is: Public Transit Car Other: _____

Name: _____ Phone: _____ Email: _____

Base City: _____ Will travel to: SF East Bay North Bay Peninsula/South Bay Central Coast

Note: In addition to productions you choose to attend, you will be assigned to attend and evaluate other participating productions. You will be given the opportunity to set a range of approved travel cities when you initialize your online adjudicator profile. Once set, changes to this list must be coordinated with the TBA Awards program manager. You cannot have separate lists for "chosen" and "assigned" cities.

Professional Information

My primary involvement with theatre is as a:

Performer Director Designer Playwright/Composer Stage Manager Crew Member/Technician
 Administrator Board Member/Volunteer Publicist Journalist Patron Other: _____

My primary employment (over 50%) is theatre-related, as a: _____

My primary employment (over 50%) is not theatre-related, as a: _____

I am retired or otherwise not currently employed.

Internal use only:

01: _____ 05: _____
01: _____ 05: _____
01: _____ 05: _____
01: _____ 05: _____

The undersigned represents that they are authorized to enter into contracts on behalf of the individual or organization listed above. By signing below you also confirm that the information you have provided is accurate and that you agree to abide by the terms of the program.

Signature: _____ Date: _____

Accepted by TBA: _____ Date: _____



ADJUDICATOR CONDUCT AGREEMENT 2016-17 SEASON

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Name: _____

By signing below, I agree that as an adjudicator in the TBA Awards program I will at all times abide by the following ADJUDICATOR CODE OF CONDUCT. I agree and understand that any willing violation of any part of this agreement may result in my dismissal from the program and in the voiding of all evaluation ballots and other contributions I have made.

As an adjudicator in the TBA Staff program I hereby agree to:

1. Notify the Program Manager as soon as possible in any of the following situations: _____ (initial)
 - a. I am unable to attend a performance on a scheduled date. _____ (initial)
 Note: Cancellations must be submitted via module.
 - b. I perceive a possible conflict of interest with an assigned production.
 - c. I am solicited to evaluate a particular production.
 - d. I am offered any form of evaluation-related compensation from a company representative.
 - e. I will be unavailable to the program for periods of 30 days or more.
 - f. I need to terminate active participation in the program.
2. Act in a professional manner at all times while attending a production I am evaluating or otherwise representing the program. _____ (initial)
3. Treat other adjudicators, artists, producer representatives, box office personnel, Theatre Bay Area staff and other program participants with courtesy and respect at all times. _____ (initial)
4. Attend and aggregate a minimum of at least one production of my choice and one assigned production (within the geographic parameters defined on my application form) per month, from the first month of my participation in the program through the end of the current evaluation cycle (August 31, 2017.) _____ (initial)
5. Coordinate with other company representative adjudicators (if applicable) to ensure minimum participation as noted above. _____ (initial)
6. Record my evaluation of each performance I attend with tickets received through the awards program by completing a ballot at the program's website within 48 hours of the performance, and to only evaluate productions I have attended in their entirety. _____ (initial)
7. Not discuss or disclose the specifics of my evaluations with anyone other than the program manager, and then only as necessary for the successful operation of the program. _____ (initial)
8. Read and adhere to the program's evaluation guidelines and to follow any instructions provided by program staff or representatives regarding my participation in the program. _____ (initial)
9. Be fair and unbiased in my ballots and not evaluate to high or low extremes unless it is clearly merited. _____ (initial)
10. Be open-minded about theatre companies, productions and artists, particularly when evaluating productions to which I have been assigned and might not have chosen to attend on my own. _____ (initial)
11. Maintain the confidentiality of my evaluations of the productions I see as part of the program and to not share my username, password or other access to the program website and data with any other person. _____ (initial)
12. Attend productions at as many different companies and locations as possible. _____ (initial)

Please list any existing or anticipated relationships with theatre companies (more than being hired for or cast in a specific production) during the next eligibility cycle (September 1, 2016 to August 31, 2017) that could be perceived as a conflict of interests, such as ongoing paid or volunteer staff positions, board service or close personal relationship (spouse/partner or family member) to someone in one of those roles. The existence of such relationships does not automatically disqualify you from participating as an adjudicator in the overall program.

(Examples: Married to artistic director of THOSE PRODUCTIONS. Brother of actor DONNA DIVA. Head usher at THE VENUE THEATER.)

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01: _____ 05: _____ Signature: _____ Date: _____

01: _____ 05: _____ Accepted by TBA: _____ Date: _____

01: _____ 05: _____



ADJUDICATOR APPLICATION ESSAY 2016-17 SEASON

Questions? Send an email to awards@theatrebayarea.org or call (415) 430-1140, ext. 0. Completed forms can be emailed to awards@theatrebayarea.org or faxed to (415) 430-1145.

Applicant: _____ Date: _____

1. Please describe why you want to be an adjudicator in the program.

2. Please describe your qualifications to be an adjudicator, including education, professional experience and other factors.

3. Please list the last six theatre companies/productions you attended.

4. Please write a brief evaluation (200 words) of one of the productions listed above, being sure to note both aesthetic and technical aspects of the production.

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01: _____ 05: _____ Signature: _____ Date: _____
01: _____ 05: _____ Accepted by TBA: _____ Date: _____
01: _____ 05: _____