



# ADJUDICATOR DATA SHEET 2018-19 SEASON

**Questions?** Send an email to [awards@theatrebayarea.org](mailto:awards@theatrebayarea.org) or call (415) 430-1140 ext. \*17  
Completed forms can be emailed to [awards@theatrebayarea.org](mailto:awards@theatrebayarea.org), faxed to (415) 430-1145, or  
mailed to Attn: TBA Awards, 1119 Market St., San Francisco, CA 94103

## Contact Information

Adjudicator Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Affiliated Company (if serving as a company-affiliated adjudicator)\*: \_\_\_\_\_

\*Please write "N/A" or "Independent" if you are an individual member of TBA and unaffiliated with a particular company.

## 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

\*Independent adjudicator applicants must be full year individual (Insider) members of Theatre Bay Area. Journalists and company 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: \_\_\_\_\_

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

Note: For every production you choose to attend, you will be assigned to attend and evaluate another participating production based on your availability and the geographic parameters you set in your online 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). The assignment phase of ticket allocation is an important aspect of ensuring all participating companies meet their minimum ballot threshold.

## 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: \_\_\_\_\_ 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.

01: \_\_\_\_\_ 05: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

01: \_\_\_\_\_ 05: \_\_\_\_\_ Accepted by TBA: \_\_\_\_\_ Date: \_\_\_\_\_



# ADJUDICATOR CONDUCT AGREEMENT 2018-19 SEASON

Questions? Send an email to awards@theatrebayarea.org or call (415) 430-1140 ext. \*17  
Completed forms can be emailed to awards@theatrebayarea.org, faxed to (415) 430-1145, or  
mailed to Attn: TBA Awards, 1119 Market St., San Francisco, CA 94103

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 Awards program I hereby agree to:

1. An understanding that my role as an adjudicator is to contribute to a process that credibly celebrates professionally oriented theatre in the Bay Area. I will attend productions at as many different companies and locations as possible and understand that my participation in the program does not guarantee me complimentary seats to any particular participating production and is based on availability and producer approval. \_\_\_\_\_ (initial)
2. An understanding that if my application to be an adjudicator is accepted, I will need to complete my online profile in order to activate my adjudicator account based on the instructions sent to me with my application results. \_\_\_\_\_ (initial)
3. Notify the Program Manager as soon as possible in any of the following situations: \_\_\_\_\_ (initial)
  - a. I perceive a possible conflict of interest with an assigned production.
  - b. I am solicited to evaluate and/or offered any form of evaluation-related compensation from a company representative.
  - c. I will be unavailable to the program for 30 days or more and/or I need to terminate active participation in the program.
  - d. I am aware of an inconsistency between production information on an adjudicator ballot and conflicting information in a playbill.
4. Submit all reservation cancellation requests through the website module and, in the case of cancelling within 48 hours of curtain, contact the company box office directly. \_\_\_\_\_ (initial)
5. Act in a professional manner and treat all artists, producer representatives, box office personnel, Theatre Bay Area staff, and other program participants with courtesy and respect at all times. \_\_\_\_\_ (initial)
6. Attend a minimum of at least three productions every two months, including both chosen and assigned productions, from the first month of my participation in the program through the end of the current evaluation cycle (August 31, 2019.) If company representative adjudicator, I will coordinate with other company representative adjudicators to ensure minimum participation as noted above. \_\_\_\_\_ (initial)
7. An understanding that I will be limited to requesting reservations to 36 productions of my choice, after which additional reservations may be assigned to me. \_\_\_\_\_ (initial)
7. 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)
8. Not to discuss or disclose the specifics of my evaluations, my username, password, or other access to the program website and data with anyone other than the program manager, and then only as necessary for the successful operation of the program. \_\_\_\_\_ (initial)
9. Read and adhere to the program's [evaluation guidelines](#), be fair and unbiased in my ballots, not evaluate to high or low extremes unless it is clearly merited, and to follow any instructions provided by program staff or representatives. \_\_\_\_\_ (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)

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, 2018 to August 31, 2019) 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.)

\_\_\_\_\_  
\_\_\_\_\_

<b>Internal use only:</b>	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.
01: _____ 05: _____	Signature: _____ Date: _____
01: _____ 05: _____	
01: _____ 05: _____	Accepted by TBA: _____ Date: _____
01: _____ 05: _____	



ADJUDICATOR APPLICATION ESSAY
2018-19 SEASON

Questions? Send an email to awards@theatrebyarea.org or call (415) 430-1140 ext. \*17
Completed forms can be emailed to awards@theatrebyarea.org, faxed to (415) 430-1145, or
mailed to Attn: TBA Awards, 1119 Market St., San Francisco, CA 94103

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Four horizontal lines for writing the answer to question 1.

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

Four horizontal lines for writing the answer to question 2.

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

Two horizontal lines for listing theatre companies/productions.

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.

Eight horizontal lines for writing a brief evaluation of a production.

Internal use only: 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.
01: \_\_\_\_\_ 05: \_\_\_\_\_
01: \_\_\_\_\_ 05: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
01: \_\_\_\_\_ 05: \_\_\_\_\_
01: \_\_\_\_\_ 05: \_\_\_\_\_ Accepted by TBA: \_\_\_\_\_ Date: \_\_\_\_\_