

## Theatre Charleston Award Production Registration Guidelines

- 1) Make sure your production is eligible for TCA consideration by answering the following questions. Consult page 5 of the Theatre Charleston Awards Rulebook for definitions of terms below.
  - a. Is your organization a Member of Theatre Charleston? If you are not yet eligible for membership, have you completed a Rider Membership form?
  - b. Is the production 'Produced for Charleston'?
  - c. Is the production eligible under the 'No Duplicate Registration' rule?
  - d. Is the production running as part of any local festival?
  - e. Does the production run at least 4 performances?
- 2) Complete the online Show Information and Awards Registration form with your member login on [www.theatrecharleston.com](http://www.theatrecharleston.com).

You must provide at least 16 complimentary tickets across a minimum of 4 performances. Voters will reserve these tickets through the online system. You may adjust your allotments or move tickets to different dates at any time by contacting Theatre Charleston staff. You do not have to offer voters a free 'companion' ticket, though you are encouraged to do so for at least some performances.
- 3) Once your Awards Registration Form is received, you will be invoiced your registration fee.
  - a. The TCA Registration fee is \$30 per show for companies with less than 6 shows and a maximum of \$150.00 for companies with 6 or more per season. This fee increases to \$60 per show if paid later than 2 weeks prior to opening night. Producers are expected to submit their entire mainstage season for consideration.
  - b. TCA Registration fees can be paid by mailing in a check to the address on your invoice or by credit card online at <https://web.ovationtix.com/trs/store/31665>.
  - c. All productions must be fully registered within 2 days after opening night.
- 4) Voters will attend your performances and score your production online following the show. Voters may use the complimentary tickets you offer, or may arrange tickets (by purchasing or otherwise) on their own and self-activate to vote on the performance. All voter registration lists will be automatically emailed to you.
- 5) Every production must have at least 8 votes submitted to be eligible for nomination. Theatre Charleston staff will email all voters weekly with an email summary of every production currently available for voters to see and highlight any production about to close without meeting the 8 vote minimum. Producers may also email or mail invitations to voters once for each production. Voter contact information will be made available to all producers.
- 6) All voting scores are kept secret. The top scorers (highest average scores) in each category for all participating theatres will be announced as Final Nominees in early August. Theatre Charleston Award recipients will be voted on and announced at the TC Awards Ceremony in late August.

**For more information about the Theatre Charleston Awards, please consult the TCA Rulebook or contact Theatre Charleston staff at (843) 813-8578 or [info@theatrecharleston.com](mailto:info@theatrecharleston.com).**