



## How do theatres qualify to take part?

**Theatres** (and therefore their productions) qualify for consideration in the awards if they are participating members of OffWestEnd.com which means:

- (a) theatres that are listed (or are eligible to be listed) on OffWestEnd.com
- (b) theatres that feature the OffWestEnd.com logo and link to the site
- (c) theatres that regularly offer free tickets to Super Club members of OffWestEnd.com (at the very least, two pairs of tickets four times a year).

**Productions** qualify for consideration if:

- (a) OffWestEnd.com has been invited to the production via our central Administrator on [theoffies@offwestend.com](mailto:theoffies@offwestend.com)
- (b) the invitation is sent by a qualifying theatre featured on OffWestEnd.com or by a production company performing at a qualifying theatre featured on OffWestEnd.com
- (c) the production has a minimum of 10 performances over a 3 week period
- (d) the performances (some or all) fall within the calendar year of the Awards
- (e) the production has been submitted and seen by 31st December of that year.

## The Process

- A theatre participating in OffWestEnd.com, or a production company staging a production at a participating theatre, will invite us to attend via a press release.
- A central Administrator will send 2 Assessors to the production armed with the press release, the criteria for scoring and an assessment sheet that they will return to the Administrator within 24 hours of seeing the production.
- If the Assessors flag up a production as exceptional in any category, then the Administrator will liaise immediately with the Panel and the Super Assessors to make sure a majority, if not all, see the production so that it can be discussed intelligently at the end of the year.
- The Panel will meet at the end of the year to go through the Long List and compile a shortlist of possible winners (the Finalists) and choose the actual winners.
- Public voting online on specific, mainly venue-based categories (Most Welcoming Theatre, Best Theatre Bar etc) will commence in December and results will be announced separately from the results of the Panel.

To find out more, please contact Sofie Mason on [Sofie@offwestend.com](mailto:Sofie@offwestend.com)