

Ostrander Judge Expectations & Guidelines

As the Ostrander Awards seeks to recognize excellence in Memphis theatre, judges for the Ostrandere must be qualified to evaluate performances fairly, accurately, impartially, and respectfully. Failure to uphold any facet of performance evaluation may result in immediate suspension of judging duties and ticket compensation benefits.

Ostrander judges agree...

To be fair:

- Judges must disclose in writing any conflicts of interest or interests, relationships, holdings, or transactions that could potentially result in a conflict of interest.

To be accurate:

- Judges must have expertise in the theatre arts. The Ostrander Awards director will attempt to fill the judging panels with a diversity of expertise: on-stage, back-stage, long-time audience member, theatre majors, and professionals.
- Judges must be able to observe performances and complete surveys in a timely fashion. Performances must be seen in their entirety. Judges are encouraged to see as many shows as possible in the Memphis area so that apt comparisons may be drawn.
- Judges must use the judging criteria to guide their decision-making.
- Judges must keep informed about the Ostrander Awards by **required** attendance at the three judges meetings (September, January, and judging day – May for college, July for community). Judges are responsible to read all emailed correspondence and to use the Facebook page to keep updated on productions.

To be impartial:

- Judges must maintain a public persona that supports theatre generally in Memphis but does not single out a theatre, production, designer, actor, or director for praise or contempt. Therefore, judges may not discuss productions or the judging process with anyone except other judges and Ostrander administrators. This public persona extends to any social media platform as well. Questions should be referred to the Ostrander Director.
- Judges may not be nominated for any award within their division. A community judge *may* be nominated for work in a college production, and vice-versa. Judges who act in, direct or are otherwise involved with a production understand that they will not be eligible for an Ostrander nomination and may be asked to excuse themselves from discussion of the production during the voting process.

To be respectful:

- Judges will make every effort to communicate with theatres promptly to ensure that tickets are reserved. Judges should respect the theatres' need for early reservations.
- Judges will speak openly and honestly with each other while maintaining courtesy.
- Judges will complete an online survey for each production within five (5) days of seeing the show. The Ostrander Director will exclude the judge's vote on every assigned production for which a survey has not been completed.

I understand the above rules and agree to comply to the best of my ability. I also understand that failure to comply could result in being asked to leave my appointed post.

Print Name:

Signature:

Date:

The standard of behavior at The Ostrandens requires all appointed volunteers scrupulously avoid conflicts of interest between the interests of The Ostrandens, and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of The Ostrander's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of all appointed volunteers. Upon or before appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file, and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family, and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to refrain from discussion, and I will not be permitted to vote on the topic.

I understand that this policy is not meant to supplement good judgment, and I will respect its spirit as well as its wording.

Ostrandens Conflict of Interest Disclosure Form

Please list the board(s) on which you currently serve. Please list any and all additional interests in a transaction or decision where you (including your business or other nonprofit affiliations), your family, and/or significant other, employer, or close associates will receive a potential, actual or perceived benefit or gain from The Ostrandens.

Print Name:

Signature:

Date: