

# Encore Category Exception Request Form

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(\*Please submit a request form for each individual role or position affected.)

Theatre \_\_\_\_\_ Production \_\_\_\_\_

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For which role/position are you requesting a category exception? \_\_\_\_\_

Which date(s) will be affected? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

## Guidelines:

- Please note the Light Board/Sound Board Operator categories are not mandatory and may be excluded from judging when multiple technical operators are needed to cover all performances. All other categories will remain eligible. This is to be done **ONLY** at the discretion of the theatre's Board of Directors and current production team. Please notify your Encore Representative if you meet the above criteria.
- If a category exception is approved by the Encore Board, the role/position specified above will not be eligible for Encore award nomination. Please note that any category exception in place removes the show from eligibility for the Best Production award. All other categories remain intact for judging.
- If an Encore judge is not present on the individual date requested, the Category Exception will become void and the show will remain eligible for all awards.
- If it is determined that the requested category exception is no longer needed, this must be communicated to the Encore Board representative assigned for your theatre no later than two weeks after the close of the show to regain award eligibility for the individual role/position and Best Production.

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I have read the above guidelines and agree to the terms stated as an approved representative of my theatre and the specified production. I understand that along with the category specified, this show will no longer be eligible for Best Production.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Encore Representatives, please email the completed form to the Encore Board Officers for approval:

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