

## CTC NOMINATION FORM INFORMATION

### FOR SHOW PRODUCERS AND CLUB PRESIDENTS

This is the form your club uses to let the CTC know who did what in your productions. One form is to be filled out for each production. In ideal circumstances, the club president and production manager fill out the nomination form together (hopefully in consultation with the director). It is your responsibility to ensure that the spelling is correct, that the form is filled out accurately and that it is sent to the CTC in a timely manner.

Send in the form as soon as it is complete. The preferred time to do this is during the run of the show, while everything is fresh in your mind. This also allows time for the CTC Nominating Chair to check with you about any errors or omissions.

The CTC does not decide who is a lead or supporting actor, or who is eligible for nomination in each category – that is up to you.

#### A few notes about the nominating form:

- Please TYPE OR PRINT CLEARLY
- Make sure the forms are carefully and legibly filled out, and that all the information is included. The spelling (errors included) as provided on this form will be used for all ballots, certificates and awards.
- A maximum of two names is allowed for non-performing categories, such as directing; set, sound or costume design, and set decoration.
- There is no limit on the number of actors that can be nominated, but their character names (roles) are required.
- These forms are only for listing who did what. They will be used to create the ballots that the nominating committee uses to vote in June.
- The completed forms should be emailed or mailed to the appropriate address below. If mailing a hard copy, it is strongly recommended that you **make a copy of the form** before you send it, in case the mailed copy gets lost.
- If more space is required, please use the back or add another sheet.

.....  
Production Manager name

.....  
Club President name

This form was completed by: .....

Mail to:  
**Paddy Tennant**  
**13310 - 62 Avenue**  
**Surrey, BC V3X 2J2**

OR

Email to:  
**misspaddy@telus.net**  
**Questions? Paddy 604-507-2162**

**PRODUCTION (PLAY) TITLE:**

**CLUB NAME:**

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**NON-PERFORMING CATEGORIES (*Maximum two names per category*):**

PRODUCER:

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DIRECTOR:

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MUSIC DIRECTOR:

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CHOREOGRAPHER (includes special movement like swordplay or fistfights):

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SET DESIGNER:

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SET DECORATOR:

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LIGHTING DESIGNER:

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SOUND DESIGNER:

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COSTUME DESIGNER:

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GRAPHIC DESIGNER – PROGRAM:

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GRAPHIC DESIGNER – POSTER:

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**PERFORMERS (no limit, but please include actor's character name):**

LEADING ACTOR:

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LEADING ACTRESS:

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SUPPORTING ACTOR:

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SUPPORTING ACTRESS:

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