

## Nominations Policy

**Written By:** Luke Martin  
**Approved By:** Peter Verhagen  
**Endorsed By:** Kristyn Adamopoulos  
**Review Date:** 10/6/21

---

### Scope

Committee has decided that for any named individuals award, the ownership of the award stays with the company, however it is under long term loan to the individual. In the case that it is a company or a group (3+) award (best production/best ensemble), it remains with the company. If the situation occurs where 2 people win an award, the company retains ownership and messages each person individually at the time of nomination, and in the situation where both either want or do not want the award, it remains with the company. In the case where only one person wants the award, it will be put on loan to that person and follow the rules of an individual award.

In the case where a nomination is received for any Lightbox production, the company will reach out to the nominee/s and confirm their attendance, and if they will not be in attendance, request a delegate to collect the award in their absence within 14 days, otherwise the Producer will accept the award. If the ensemble gets nominated for any specific show, and in the instance that the entire group is unable to collect the award, it is the Producers responsibility to collect the award, or in the case that they cannot collect the award, it is the Assistant Producer, and then Directors responsibility to collect the award. In the case that Lightbox Productions is nominated for an award for a specific, it is the Producers responsibility to accept the award, or in the case that they cannot collect the award, it is the Assistant Producer, and then Directors responsibility to collect the award. In the case that any of these rules cannot be met, it is the committee's decision who will receive the award. If an award does not strictly meet the above, it is the committee's discretion who will accept the award.

### Policy Elements

- ***In the instance of nominations:***
- In the case a nomination is received for any Lightbox Production, the company will reach out to any **individual/two people** nominations to confirm their attendance. If they will not be in attendance, they may nominate a proxy within 14 days to collect the award in their absence.
- Additionally, if **two people** are nominated for an award, the company will contact each party separately, and ask whether they would like possession of the award. In the instance that only 1 person would like said award, follow the protocol of an **individual** award for that person. Otherwise, follow the protocol of a **group** award. *Both people may still accept the award at the ceremony.*
- In the case where there has been no confirmation/nomination 14 days after contact, the Producer will accept the award.

- In the case where a **group (3+)** has been nominated and none of the recipients will be in attendance, the Producer will accept the award. *This is also the case for the 'Best Ensemble' award.*
- In the case that the **production** in its entirety wins an award, the Producer's responsibility to accept the award.
- If the Producer is unable to accept any awards, it will then be accepted by the Assistant Producer or Director (respectively).
- In the conditions that any of these conditions cannot be met/an award does not strictly meet the above criteria, it is the Committee's decision as to whom will accept the award.
- ***In the instance of awards:***
- For any award won by an **individual**, the ownership of the award will stay with the company, and the award itself will be under long term loan to the recipient.
- For any award won by **two people**, the ownership of the award will stay with the company, and the award itself will be under long term loan to the designated party decided previously (see above).
- For any award won by a **group (3+)** or by the **production**, the ownership of the award will stay with the company, and the award itself will also be in possession of the company.