

Why do we do this? To help each other make better theatre.

We are all part of the theatre-making community, so we understand the problems and the challenges. But we also have the desire to make (and see) the best theatre possible, so we want to help everyone to make the best theatre they can.

Completing the form

- The suggestions in the model form are just that: suggestions. You might want to draw on them if you're stuck for ideas, but basically, we want from you what *you want to say*, not what you think we want you to say.
- Please type your comments straight into the blank appraisal form. You can leave blank any lines you don't want to use or delete them if you prefer.
- Please email your report back to the moderator, either as an attachment in Word, or in the body of the email, if you prefer.

Some general hints / points

- Celebrate excellence where you find it.
- Praise particularly where it is difficult to spot (it's usually the thing that looks the easiest)
- Be honest with your comments - but always qualify your statements. e.g. to say "I thought she gave a bad performance. Very weak." is not enough. Why was she weak? Did she not know the lines? Was she shaking every time she came onstage? Would she not stop looking at the floor? Did she have no energy or focus?
- Don't worry that you'll be identified from your report: even if you're known to the company and they know you're an appraiser, you and your comments should not be identifiable from the moderator's report.
- For various reasons, the moderator is not likely to use every word you write. Sometimes, especially if several appraisers have expressed the same opinion, only one comment is needed as illustration, and it may or may not be yours.
- Always nominate for individual awards.
- The moderator will send you a copy of their completed report.
- Bearing in mind that your personal response to the show might have been very different from the other appraisers, if you disagree profoundly with the moderator, let them know. Feedback is useful to everyone.

Practicalities of the appraisal process

- **The expected turnaround time for an appraisal is a week.** Please return your appraisals to the **Moderator Only** as soon as possible after the performance.
- Moderators email:
- Plays: Paul Robinson - raz110671@gmail.com
- Musicals: Jan Samuel - janetsamuel@icloud.com
- If you think you might take more than a week, please let the moderator know as soon as possible.
- If you know when Annette asks you to see a show that you won't be able to submit your appraisal straight away, *please mention this to Annette.*