

TO: Department Faculty, Staff and Students

RE: Complimentary Ticket Policy

FROM: Anna-Maria Goossens, Public Relations Director

With the year getting underway again, I'd like to inform — or remind — department members of our complimentary ticket policy.

The complimentary ticket list is compiled by me, in consultation with members of the production. I do my best to keep the Box Office updated on changes to the list but occasionally people slip through the cracks. If you are not on the list, please let me know, especially if your position is semester- or year-long.

You should plan to make your reservations and ticket pick-ups yourself at the Fine Arts Center Box Office in person or by calling 545-2511. For obvious reasons, I cannot call in 100 ticket orders.

The exception is if the production is sold out, which will happen if you wait too long to reserve seats in the Curtain. There is a limited number of house seats which only I am authorized to release. Even these are often gone early, so don't be the person who comes to me on the day of the show to ask for 5 house seats, because I will taunt you like the French guy in *Monty Python's Holy Grail*.

Complimentary tickets are available as follows for each production:

All members of the cast and crew, as well as faculty, staff and graduate students — 2 tickets

All members of the show's creative team (director, dramaturg, designers and their assistants, special guests including fight choreo, video artists, etc.) — 2 tickets plus one a night, to be used to observe your own work

People or businesses who donate goods, services, or expertise — 2 tickets

Reporters and reviewers — 2 tickets

Job candidates, business contacts, and for students, potential employers — 2 tickets

If you feel you have a good reason for needing more than 2 comp tickets, please see me; exceptions to these guidelines are possible.