

## UOFA

### STUDIO THEATRE – CAST AND CREW

#### (STUDENTS AND GUEST ARTISTS)

#### COMPLIMENTARY TICKET POLICY AND PROCEDURES

- Each member of the “Company” is entitled to two (2) complimentary tickets for the productions in which they are involved.
- The production comp list is compiled from the Production Contact List provided to the Theatre Administrator by the production’s Stage Manager. The Production Contact List should be posted by the production’s stage manager during the first week of rehearsal and the production’s stage manager can add crew names to the posted list as required up until the Monday prior to preview performance.
- Any requests for additional names to the “Company” complimentary ticket list after the Monday prior to preview must be sent to the Theatre Administrator through the Stage Manager. No names will be added to the production comp list without authorization by the Theatre Administrator.

#### HOW TO BOOK YOUR COMPLIMENTARY TICKETS:

- A complimentary ticket sign up sheet is provided to the cast and crew by the Stage Manager of the production during the first week of rehearsal. **The comp sign up sheet will be posted by the Stage Manager in an area accessible to cast and crew. The list will remain posted until the Monday before opening night**, at which time it will be given to the Box Office Coordinator, who will process the ticket requests.
- **Cast and Crew - to book your two complimentary tickets**, please indicate beside your name, how many tickets you would like, and for which performance.
- Your tickets may be picked up at the Studio Theatre Box Office the night of the performance for which you have booked. **They will be held under your name unless otherwise indicated.**
- If you have missed the sign-up deadline, there is no guarantee that tickets will be available for you. The Stage Manager, Events Assistant, Theatre Administrator, and the box office staff are not responsible for booking tickets for those cast and crew who have missed the sign-up deadline.
- **No complimentary ticket requests will be accepted by box office personnel on the night of a performance.**

#### HOW TO PURCHASE TICKETS:

- The TIMMS Centre Box office is open from 11:00 am – 2:00 pm Monday through Friday commencing Monday the week of each production’s preview.
- Tickets may be purchased online at <https://uofastudiotheatre.uaopencart-prod.srv.ualberta.ca/>.