

# TICKET POLICY

(2/14/09)

## 1. DIRECTOR'S SEATS

### Regular shows:

- The director has 2 comp reserved seats (one for director and one other) and 4 seats to sell. The House Manager needs to collect money from the director for the four seats.

### Unpaid director's seats

- Patrons promised one of the director's seats must pick them up by 15 minutes prior to curtain or they will be sold. Directors: be sure to notify your friends and family or have them pay you in advance to avoid this.

### Benefits

- The director has 2 comp seats only on benefit nights (one for director and one other). The rest of the seats have been sold to the benefit group. No seats are reserved on benefit, student, and community nights; if a director wishes specific seats, please rope those two seats off for those nights only.

## 2. SEATING GUIDELINES (to be sold at box office)

- Patrons wishing seats should line up at the box office to get on waiting list
- Box office opens 45 minutes before curtain.
- A waiting list will be started for those needing tickets: on a first-come-first-served basis and for those persons who show up in person ~ no phone reservations taken at the theatre
- House manager will not take phone reservations

## 3. HANDICAP SEATING

- Handicap seats can be pre-sold by the ticket office
- No One (including the director and house manager) may promise these seats in advance of the night of the show
- Any unsold handicap seats are available only on a first-come-first-served basis the night of the show
- Handicap seats will be distributed to the top of the waiting list 15 minutes before curtain.