

## **U OF A STUDIO THEATRE COMPLIMENTARY TICKET POLICY**

All complimentary ticket requests will be processed based on ticket availability at the time that the comp request is received.

No complimentary ticket requests will be accepted at the TIMMS box office by front of house personnel on the night of a performance.

### **TO ORDER COMPLIMENTARY TICKETS:**

- a) **Please book comps at least 4 days prior to the performance you wish to attend.** Pre-ordered tickets will be available for pick up at the TIMMS box office one hour prior to curtain.
- b) To order, please e-mail the Box Office Coordinator at [uastudio@ualberta.ca](mailto:uastudio@ualberta.ca) or call the TIMMS Box Office at 780.492.2495.

### **EXCHANGES:**

- a) **Exchange requests are to be made at least 2 days in advance of the performance for which you have tickets.** E-mail the Box Office Coordinator and Cc the Theatre Administrator with the e-mail. Your new tickets will be waiting for you under your name at the TIMMS box office the night of the performance requested. If you have received actual tickets prior to the exchange request, please turn them in to the box office when you pick up your new tickets.
- b) In the event of unforeseen circumstances, please contact the Box Office Coordinator to note your change of plans.

### **FACULTY, CONTRACT INSTRUCTORS, AND CONTINUING STAFF**

Each faculty member, contract instructor, and continuing staff member in the Department of Drama is eligible for 2 complimentary tickets to each Studio Theatre production. If you know that you will be attending the same performance of each production (e.g. Opening Night), we recommend that you order comp subscriptions.

#### **GRADUATE STUDENTS PRINCIPAL INSTRUCTORS**

Each graduate student who is a Principal Instructor as a Graduate Teaching Assistant is eligible for 2 complimentary tickets to any Studio Theatre production that occurs in the term(s) in which they teach. The instructor's name will be added to the master comp list in the Studio Theatre Box office for the term(s) in which they teach.

#### **GRADUATE STUDENTS NON-PRINCIPAL INSTRUCTORS**

Each Graduate Teaching Assistant who is not a Principal Instructor of a drama course is eligible for 2 complimentary tickets to any Studio Theatre production where the play in production is an assignment for the students in the course for which they are GTAs.

The GTA's name will be supplied to the box office comp list by the supervising instructor of the course when they register a production as one that must be seen by the class. Comps will be available for pick up at the TIMMS Box Office one hour before the performance.