**2017-2018 Student Complimentary Ticket Policy**

*PLEASE BECOME FAMILIAR WITH THESE POLICIES*

**TO:** Dance, Musical Theatre, Theatre & Drama, and Vocal Performance Majors/Concentrators; U-Prod Work-Study Students; Lobby Staff; Temp Staff; Production Cast/Crew

**FROM:** Melody Racine, Interim Dean
Chairs: Jessica Fogel (Dance), Vincent Cardinal (Musical Theatre), Priscilla Lindsay (Theatre & Drama), Stanford Olsen (Voice)

**Basic complimentary tickets (Major Comps):**

A. Comp ticket privileges extend to: full-time undergraduate and graduate degree majors/concentrators in Dance, Theatre, Vocal Performance, and Musical Theatre; part-time University Productions staff.

B. Basic complimentary tickets (i.e. “major” comps) allow for one complimentary ticket for a Thursday performance for eligible shows in the season, based on availability. NOTE: The spring musical tends to sell out early in the season. In the case of a sold-out show, majors will be permitted to attend the Wednesday final dress rehearsal in place of a performance. Final dress rehearsals are otherwise not open for an audience without special permission.

C. Major comps may be pre-requested prior to a production through an online form. You will receive an email link to request a major comp approximately one month prior to the opening date for each eligible show in the season. The pre-request form will be available for one week only. Requests are filled on a first-come, first-serve basis as available.

D. If you miss the online pre-request period for a show, you can obtain a major comp at the venue for a Thursday performance between 6:00-7:00 PM, based on availability.

**Complimentary Tickets for Company Members of a Production (Company Comps):**

A. Each company member of a production receives two comps (total) for that production.

B. Crew members must notify Nancy Uffner, nuffner@umich.edu, if they want to receive company comps for the show they are crewing.

C. Company comps may be obtained in person at the League Ticket Office.

D. Your name must be on the show’s contact sheet as provided by the stage management staff to be eligible to receive these complimentary tickets.

**Double Counting:**

Complimentary tickets are issued as a courtesy to individuals and not to positions. Individuals who fall into multiple categories do not receive multiple tickets for a particular production. In a case where work-study students also work on the running crew of a production, they will receive their two company comps for that production. Likewise, company members may not receive comps for being a performing-arts major/concentrator in addition to their company comps for the production on which they are working.

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Obtaining Your Tickets:

A. Basic complimentary tickets (i.e. “major” comps) may be requested in advance through the online form only. You will receive an link to request a major comp one month prior to each eligible show in the season. The request form will be available for one week only.

B. Major comps can also be obtained at the door for a Thursday performance, based on availability, between 6-7 PM only.

C. For company comps, you must show your U-M student I.D. card at the League Ticket Office to arrange your comp tickets. Your name will be checked against a list provided by the production. If your name is not on the list, you will not be allowed to receive any comp tickets until your name is added. Keeping the lists updated is the responsibility of the production staff, not the ticket office. We strongly recommend that you reserve company comps as soon as possible as shows can sell out, particularly in small venues. Please note that seating is at the discretion of the box office, based on ticket availability.

D. All major comp tickets must be issued to and used by the student eligible for that ticket. This means you cannot “borrow” or “give” another student your ticket.

E. If you reserved a complimentary ticket for a production, you will be e-mailed to let you know when your ticket is ready for pickup the week of the performance. Your comp tickets may be picked up in person after the reminder email is sent out and prior to the performance at the League Ticket Office located in the Michigan League. The Ticket Office is open 9 AM - 5 PM, Monday through Friday and 10 AM - 1PM, Saturday the week of the performance. You must show your ID when picking up your tickets. You may also pick up your comp at the performance venue ticket office the night of the show. Major comps not picked up by 30-minutes prior to showtime will be released for sale.

Releasing your tickets
If you are not able to use your tickets, please return the physical tickets to, or inform the League Ticket Office by phone at 734.764.2538 as soon as possible, so that the seats may be resold.

Consequences for Non-Use of Complimentary tickets
WE TAKE ATTENDANCE. Students who obtain comp tickets and do not use them or release them will lose their ability to pre-request their basic complimentary tickets to productions.

If you have any questions regarding these policies, please contact Kerianne Tupac at kmtupac@umich.edu

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