

Complimentary Tickets Policy

The purpose of giving complimentary tickets is to:

- thank various individuals or companies for their extraordinary contributions to the production
- promote sponsorship
- use as a fundraiser

Note: The Admin Producer manages the production budget they will request complimentary tickets from the Director of Marketing. Anyone wanting to give out a complimentary ticket must ask the Admin Producer. If there are questions about the use of Complimentary Tickets, they should be submitted to the Director of Marketing.

Criteria for giving complimentary tickets

Complimentary tickets may be given as:

- a prize in a media Marketing according to a contract
- a “thank you for your extraordinary unpaid help” in *extraordinary circumstances*
- Sponsorship

The Board of Directors determines from time to time other recipients who get complimentary tickets ~~for every play~~. Check with the Director of Marketing for the up-to-date list set by the Board.

Currently, they are:

- Elephant Storage – 4 season’s tickets
- Wayside – 2 season's tickets
- Beach Radio – 2 season’s tickets
- Castanet – 2 season’s tickets
- Yenin Art – 2 season’s tickets

How to Give the Tickets

Giving complimentary tickets is the responsibility of the Director of Marketing and Admin Producer.

- Each Producer contacts the recipients and asks which date they would like to see the play, preferably on the first weekend. Note that the **first Saturday and Sunday** are usually the lowest ticket sales. Complimentary tickets for those dates fill seats, provide a good audience for the actors, and encourage word-of-mouth marketing.
- Each Producer then contacts the ticket handler and orders the tickets which are kept at the venue for the recipient to pick up.

Post Production

At the end of the play the Producer gives the Treasurer the Complimentary Tickets Record.