FESTIVAL COMP POLICY

Producers should explain the comp ticket policy to the cast and crew 2 to 3 weeks before the opening.

Box office volunteers are not authorized to approve comps. If no reservation has been made in advance, seats are pending availability.

Cast and Crew Members  **may invite 2 guests to the Tuesday evening preview of their own week without charge and without reservations,** (no tickets issued). They may also attend the Tuesday evening preview of the other week’s shows without charge and without reservations.

Director and Writer of each production **may attend every performance of their own show** and sit in the seats designated by producer, near the lighting booth, **without charge and without reservations**. (In case of NIF, after their show, seats are to be relinquished to director/writer of following show.)

Director and Writer **receive one complimentary ticket each week to watch the entire show**. **Reservations must be made in advance with the Reservations Manager** at reservationsalumnae@gmail.com.

Email to include:

* Name and contact information
* Production name

All Cast and Crew Members may **request professional comps** (ie: agent, director, artistic director, **from the Producer. The Producer is responsible for registering the professional comps, in advance, with Reservations Manager** at reservationsalumnae@gmail.com.

 Alumnae Members **may see any and all performances without charge,** pending availability.

Please conserve our Reservations Manager’s time by reserving your member comps online at [www.alumnaetheatre.com](http://www.alumnaetheatre.com). Order your ticket to a production and when prompted, input your name and email and you will not be charged. Remember to use the email address that has been registered with Alumnae Theatre. If you need online assistance, contact online manager brendadarling@yahoo.com.

It is also a member’s privilege to reserve:

* by email to our Reservation Manager at reservationsalumnae@gmail.com
* by telephone (416-364-4170, box #1)

Your message to include:

* Member Name
* Phone number and/or email

Speak slowly and spell your name.

All reservations are guaranteed only until 15 minutes before performance, at which time, if the performance is sold out, unclaimed reservations are released and sold to the waiting list.

Members may be asked to show their membership card. If a show is standing room only, at her discretion a member may elect to stand allowing an audience member to take her seat.