MAINSTAGE 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 **receive 2 complimentary tickets** to their show to be used at their discretion. **Reservations must be made in advance online through www.alumnaetheatre.com.** Order 1 or both tickets 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.

Note: Reservations will be listed under the cast/crew member’s name and not the name of the person using the comps.

The Director and Writer of a production **may attend every performance of their show** without charge. **Reservations must be made in advance with the Reservations Manager** at reservationsalumnae@gmail.com.

Message to include:

* Cast/crew name and contact information
* Production name

Speak slowly and spell your name.

All Cast and Crew Members may have **professional comps** (ie: agent, director, artistic director, **at the Producer’s discretion. The producer is responsible for registering the 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 until fifteen 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.