



PTG BOARD POLICY

POLICY TITLE: 4-3 Complimentary Tickets for Performances

BACKGROUND

Under certain circumstances the Guild may choose to issue complimentary tickets to its performances.

POLICY

This policy governs the distribution of the complimentary tickets

1. Unless the show is sold out, a complimentary seat is offered to the director for each performance of the show. Directors will be guaranteed a seat opening and closing night, with other nights subject to availability.
2. Tickets for performances can be given away for promotional purposes at the discretion of the President or Chair of the Board.
3. Whenever possible, ticket giveaways will be for opening night or Wednesday performances.
4. The media liaison will keep a list of media contacts who receive complimentary tickets to each performance at the guild for the purposes of promotion or for reviewing plays.
5. Complimentary tickets may be given to individuals or groups lending items of value for plays. These decisions should be made by the President or Chair of the Board on the production managers' recommendation.
6. Complimentary tickets may be given at the discretion of the President or Chair of the Board in order to manage unique circumstances related to customer service.
7. Request for complimentary tickets from external organizations must be received in writing four weeks in advance.
8. At the discretion of the President or the Chair of the Board, complimentary tickets may be given away to sponsor special guests.
9. Working or Subscription members who volunteer on productions will receive two complimentary tickets for previews, opening night or Wednesday performances at the Theatre Guild.
10. Volunteers on productions are given one complimentary ticket for previews, opening night or Wednesday performances for each production they work on at the Theatre Guild.

MONITORING:

The production manager will monitor tickets as provide in items 5, 9 and 10. The President or Chair of the Board will monitor tickets as provided in all other complimentary tickets.

Rev #1: Approved by the Board of Directors April 11, 2006

Rev #2: Approved by the Board of Directors July 20, 2011

Review Date: February 2016

Related Policies: 2-1 Classes of Membership; 1-2 Activities for which Subscription are required.

Related Documents: PTG Constitution

Note: On September 24, 2014 the Board passed a motion to add Thursday in item 10 to make it consistent with Policy 1-2 until such time that the policy comes under review.