COMP TICKET POLICY
Updated April 2013

1. Faculty, Guest Artists, and non-student Staff of the Theatre Program receive **2 comp tickets per production**. Faculty, Guest Artist, and non-student Staff comps are transferable (ie. they do not have to be used by the faculty/staff member in whose name they were given)

2. Student Staff of the Todd Theatre Program receive **one comp ticket per production**. These comps are NOT TRANSFERABLE. That means that comps are only valid for the person in whose name they are given. **(The point is to give students who have worked on a particular show the opportunity to see that show without having to pay to see their own work; it is not to paper the house)**.

3. All comps **MUST** be reserved in advance by emailing the Box office at toddboxoffice@gmail.com. **In order to facilitate reservations etc. it is requested that people NOT verbally give the Box Office Manager their comp requests, but instead make these requests in writing.**

4. The full list of student staff members who are entitled to comps are:
   - ME & AME
   - AVE & Asst. AVE
   - ALD
   - Asst. Costume Shop Manager
   - Wardrobe Supervisor
   - Costume Shop Interns
   - Asst. Props Masters
   - Props Interns
   - Scene Shop Assts.
   - Others at discretion of the Artistic Director/Box Office Manager

5. Exclusions: ADs get 1 **comp/per performance of the production.**

6. Members of classes **do not** get comps. They can, however, always see the shows free on English Night or IPA Night.

7. Department Heads should remind their student staff to book their comps at the appropriate time. Katie Farrell will take care of securing guest Artist comps as needed. The Box Office Manager should remind the comp eligible people to reserve their comps at the appropriate times.

8. Application for comps for professional guests of the Program should be made in advance to the Artistic Director of the Theatre Program.
To process a comp:

- Got to: https://www.sas.rochester.edu/theatre/box_office.php
- Click on the desired Name of Production
- Click on the desired Performance
- Enter the **number of tickets to be comped** under the appropriate category (Student/Faculty-Staff/etc./General Admission)
- Place your cursor **outside the ticket reservation box** and **click** (NOTE: nothing will happen)
- Type the word **comp** (NOTE: no typed letters will be visible, but a box asking for a password will pop up at the bottom of the page)
- Enter password: **urc0mped**
- Click **“Validate Password”**
- Proceed as normally and fill out Patron Details. In the field requesting COMP DESCRIPTION, **enter appropriate reason** (AD, Director of Production, Guest of Program, etc.)