

**Complimentary Ticket Policy
Dance, Drama, or Music Shows
CTSA Faculty & Staff**

**CTSA faculty & staff includes: faculty (full-time/U-18) • full-time staff members.
These individuals are entitled to complimentary tickets as follows:**

- Two (2) complimentary tickets to one performance or one (1) ticket each to two (2) performances during a production run (excluding certain events like fundraisers).
- Complimentary tickets are based on availability, and must be submitted online
 - Subject to availability; some events stop offering comps 48 hrs. early (ex: a Sunday show at the Irvine Barclay Theatre)- please reserve ASAP
- The Box Office validates your status via directory.uci.edu/ and/or www.arts.uci.edu/directory; if you are not listed, please contact your Department MSO.
- Complimentary tickets are not secured by the Box Office until the faculty/staff member submits the request.
- Tickets cannot be transferred through the Box Office staff, but we suggest choosing "Print-at-Home" tickets during reservation. This way, you can easily print or share them with your guests and industry partners.
- If you are certain your already issued tickets will not be used, please return them to the Box Office, call (949) 824-2787, or email artstix@uci.edu so that they can be re-issued.

Please review subsequent pages for policies specific to the following groups:

- Artistic Staff for Dance, Drama, and Music
- Drama Graduate Students who support Dance
- Comps for Donor Relations
- Comps for Press, Industry/Production Support
- Departmental Needs
- Recruitment

Complimentary Ticket Policy
Dance Shows
Artistic Staff

- Two (2) complimentary tickets to each performance during a production run; certain events (excluding certain events like fundraisers).
- Complimentary tickets are based on availability, and must be submitted online
 - Subject to availability; some events stop offering comps 48 hrs. early - please reserve ASAP.
- Artistic staff includes:
 - Directors/Artistic Directors
 - Choreographers
 - Choral/Music Conductors
 - Designers (Costume, Lighting, Scenic, Sound, etc.)
 - Stage Managers
 - Guest artists
 - Any others as identified as part of the Artistic staff
- For artistic staff not included in the above list, please contact the artistic director, and/or the department chair about options for guest invitations to the final dress rehearsals.
- Complimentary tickets are not secured by the Box Office until the artistic staff member submits the request.
- Tickets cannot be transferred through the Box Office staff, but we suggest choosing "Print-at-Home" tickets during reservation. This way, you can easily print or share them with your guests and industry partners.
- If you are certain your already issued tickets will not be used, please return them to the Box Office, call (949) 824-2787, or email artstix@uci.edu so that they can be re-issued.

Complimentary Ticket Policy Drama or Music Shows Artistic Staff

- Two (2) tickets to one performance – or one ticket each to two performances – during the run of a production; certain events, i.e., fundraisers, do not offer comps.
- Complimentary tickets are based on availability, and must be submitted online
 - Subject to availability; some events stop offering comps 48 hrs. early - please reserve ASAP.
- Artistic staff includes:
 - Directors/Artistic Directors
 - Choreographers
 - Choral/Music Conductors
 - Designers (Costume, Lighting, Scenic, Sound, etc.)
 - Stage Managers
 - Guest artists
 - Any others as identified as part of the Artistic staff
- For artistic staff not included in the above list, please contact the artistic director, and/or the department chair about options for guest invitations to the final dress rehearsals.
- Complimentary tickets are not secured by the Box Office until the artistic staff member submits the request.
- Special Requests: Show directors may request additional tickets to attend multiple shows with the approval of the Department Chair. To request tickets email artstix@uci.edu and copy the show's Department Chair.
- Tickets cannot be transferred through the Box Office staff, but we suggest choosing "Print-at-Home" tickets during reservation. This way, you can easily print or share them with your guests and industry partners.
- If you are certain your already issued tickets will not be used, please return them to the Box Office, call (949) 824-2787, or email artstix@uci.edu so that they can be re-issued.

Complimentary Ticket Policy
Drama Shows
Drama Graduate Students

- Two (2) tickets to one performance – or one ticket each to two performances – during the run of a production; certain events, i.e., fundraisers, do not offer comps.
- Complimentary tickets are based on availability, and must be submitted online
 - Subject to availability; some events stop offering comps 48 hrs. early - please reserve ASAP.
- Complimentary tickets are not secured by the Box Office until the Drama Grad submits the request.
- Special Requests: Show directors may request additional tickets to attend multiple shows with the approval of the Department Chair. To request tickets email artstix@uci.edu and copy the show's Department Chair.
- Tickets cannot be transferred through the Box Office staff, but we suggest choosing "Print-at-Home" tickets during reservation. This way, you can easily print or share them with your guests and industry partners.
- If you are certain your already issued tickets will not be used, please return them to the Box Office, call (949) 824-2787, or email artstix@uci.edu so that they can be re-issued.

Complimentary Ticket Policy Dance Shows

Drama Graduate Students who support Dance
Drama Graduate Lighting and Stage Management Students

- Two (2) tickets to one performance – or one ticket each to two performances – during the run of a production; certain events, i.e., fundraisers, do not offer comps.
- Complimentary tickets are based on availability, and must be submitted online
 - Subject to availability; some events stop offering comps 48 hrs. early - please reserve ASAP.
- Complimentary tickets are not secured by the Box Office until the Drama Lighting & Stage Management Grad member submits the request.
- Tickets cannot be transferred through the Box Office staff, but we suggest choosing "Print-at-Home" tickets during reservation. This way, you can easily print or share them with your guests and industry partners.
- If you are certain your already issued tickets will not be used, please return them to the Box Office, call (949) 824-2787, or email artstix@uci.edu so that they can be re-issued.

Complimentary Ticket Policy
All Shows
Donor Relations
Industry Production
Support Press
Recruitment

Donor Relations

Potential, or top level, donors may be offered tickets to Production Calendar events. Comp tickets may also be distributed to thank individuals or companies for providing production support. Requests must be submitted to the Development Office (Sarah Strozza: sstrozza@uci.edu). If approved, the Development Office will forward the request to the Box Office.

Press

Press comps are available to accommodate members of certain media channels. Requests must be submitted to Marketing Director, Jaime DeJong, at jdejong@uci.edu. Upon approval, the Marketing Director will forward the request to the Box Office.

Industry / Production Support

Industry comps are available to give to working professionals in the entertainment industry (i.e. casting agents, artistic directors, producers, professional directors and designers). Requests can be submitted to the through your department chair. Upon approval, the request will be forwarded to the Box Office at artstix@uci.edu.

Department Chairs

Chairs may request tickets directly from the Box Office Manager at artstix@uci.edu. At this current time, and with the current financial structure, there are no limits.

Recruitment

Tickets are available for recruitment purposes at the chair's discretion. Please contact your chair to get permission to execute a request. Comps will be executed from the Box Office Manager after an official email is received from the department chair with explicit instructions. Please send emails to artstix@uci.edu.

Subject to availability; some events stop offering comps 48 hrs. early - please reserve ASAP.