

ALBERTA THEATRE PROJECTS

STAFF POLICY – COMPLIMENTARY AND DISCOUNT TICKETS GUIDELINES

Last updated 2022.09.22

Complimentary Tickets

All **Full-Time Alberta Theatre Projects Employees** (Administration and Crew Heads) and **Artists on a show** are entitled to two (2) complimentary tickets for each week of the run. These tickets are valid for any performance except Saturday evenings. Tickets are not transferable between weeks. For example, If you are in a show that runs for 2 weeks, you will have access to up to 4 comps, but no more than 2 per week.

In addition, **Season Artists** who are local to Calgary will be invited to the opening night of shows that they are not involved in, within the same season.

Casual/Part-Time Employees (Front of House, Ticketing, and Casual Crew) who have worked 12 or more hours on a production are entitled to two (2) complimentary tickets to be used during the first 2 weeks of that run except Saturday evenings.

Volunteers are eligible for two (2) tickets to any performance during the first two weeks of a run except Saturday evenings for every 12 hours of volunteer time (approximately 4 shifts).

Booking Complimentary Tickets

Fill out the Comp Ticket Request Form online at: <https://albertatheatreprojects.com/complimentary-tickets/> Requests will be filled in the order they are received. Tickets will be booked from available inventory on the day of the performance or Friday morning for weekend shows, but no confirmation will be sent unless the request cannot be fulfilled. Tickets will be held for pick up at the Martha Cohen Theatre Box Office on the performance date requested. The Box Office opens one hour prior to curtain time.

The deadline to book a ticket is 5:00 p.m., two (2) business days (Mon-Fri) before the performance requested.

Special Exceptions to Complimentary Ticket

All complimentary ticket offers are based on availability – if a show has sold out, and there are no tickets available, that is true for comps as well. Alberta Theatre Projects reserves the right to restrict complimentary ticket allowances due to high demand or other circumstances. Special guidelines will be released on a show-by-show basis. Any additional comp requests outside of the above staff, artist, and volunteer benefits – as well as any community invites on opening night – must be approved by either the Artistic & Executive Director, General Manager, or the Producer.

Discount Tickets – Employees, Artists, and Volunteers

When an Employee, Artist, or Volunteer has exhausted their complimentary ticket allowance, they may purchase up to four (4) additional tickets at the discounted rate of \$25.00 for any performance, in Zone B seating. These can be booked by filling out the same ticket request form (listed above). The deadline to book a ticket is 5:00 p.m., two (2) business days (Mon-Fri) before the performance requested.

Discount Tickets – Arts Workers

A special rate of \$25.00 per ticket will be extended to members of the Canadian Actors Equity Association (CAEA), the International Alliance of Theatrical Stage Employees (IATSE), and Alberta Playwright's Network (APN), as well as full-time employees of resident companies within Arts Commons and other arts companies, for up to two (2) tickets per show, in Zone B or C seating. For Arts Worker Tickets, please call the Ticket Office at 403-294-7402 or visit us in person during business hours, 9:30 a.m. to 5:00 p.m., Monday through Friday.

Pay What You Can Performances

One performance of each production is designated as a Pay What You Can performance and provides an opportunity for all members of the community to access tickets. There is no minimum payment and these tickets can be purchased at the box office on the night of the performance.