

UNIVERSITY OF HAWAII AT MĀNOA

College of Arts and Humanities
Department of Theatre and Dance

April 20, 2006

TO WHOM IT MAY CONCERN

FROM: Gregg Lizenbery, Chair
Department of Theatre and Dance

RE: **Revised Complimentary Ticket Policy, Kennedy Theatre,
Department of Theatre & Dance, UHM**

At a Faculty Meeting On April 26, 2006, the previous Complimentary Ticket Policy (dated October 14, 1997) was revised to read as follows and was endorsed by majority vote of the Department faculty.

A. REGULAR PERFORMANCE POLICY

1. Department of Theatre and Dance regular faculty and staff may receive an unlimited number of complimentary tickets for personal review of performances with immediate family. Department regular faculty and staff are entitled to complimentary tickets for distribution to special guests whose attendance and support may benefit the Department.
2. Department lecturer staff, graduate assistants, Theatre 101 Teaching Assistants, and special students hires as designated by the Department Chair, may each receive two (2) tickets per production for personal review.
3. VIPs, media reps, donors, prospective donors, and persons making other types of contributions to the program may be given comps at the discretion of the Department Chair, faculty directors of the respective productions, faculty advisors for student productions, or the Theatre Manager.
4. Cast and volunteer crew members working at the performances of a specific production may each receive two (2) tickets, not restricted to personal use. The department's Technical Director, Assoc. Technical Director, Costume Shop Manager, Theatre Manager, and Department Secretaries may request comp tickets for other students, paid or volunteer, for personal review of the show. In consultation with the directors, cast and crew comps to some mainstage productions may be limited to certain performances, but a minimum choice of two performances will be made available for these productions. Cast and crew comps for Lab Theatre productions may be limited to opening night performances only, because of limited seating capacity in the Lab Theatre.
5. Theatre and Dance declared majors and minors may each receive one (1) complimentary ticket to any Department of Theatre and Dance production on a "rush" basis at the door only and subject to availability. Theatre and Dance majors and minors will be given a pass that must be presented in person at the box office no earlier than fifteen minutes prior to the start of a performance.
6. Comps for special audiences to "paper" the house as determined by the Department Chair, Theatre Manager, or Director of the production in consultation with the Theatre Manager.

B. PREVIEW POLICY:

1. A Preview performance of a production is the final dress rehearsal to which an invited audience is in attendance. The invited audience is comprised of Professors Emeriti; community VIPs, Theatre and Dance majors and minors, and others at the director's discretion; Department faculty, staff, lecturers, casual hire and paid student help; and invited friends of faculty, staff, cast and crew (each cast and crew member is provided with a minimum of 4 Preview tickets). Admission is by ticket and seating is General Admission. (Lab Theatre events will not have a formal preview performance.)